

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
April 18, 2022

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:00 p.m.

Those present: Kathy Kerchner, Kim Moyer, Attorney Shane Rohrbaugh, Christopher Kraft, P.E., Kipp Allison, Jeremy Trout and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Kathy Kerchner seconded by Kim Moyer, the minutes from the March 21, 2022 meeting were approved. Motion carried. Two votes yes. Mr. Sechrist abstained from voting due to not being present at the meeting.
4. The following items of correspondence were presented:
 - A. Mr. Allison advised that any Form U applications that had been received from Modern Landfill would be located on the counter in the rear of the room.
 - B. Mr. Allison advised that a letter has been received from Janney Montgomery Scott, LLC informing that the Township's advisor has changed. He informed that Dave Sprenkle, the Township's advisor, has left the company and has started his own firm. He stated that this can be discussed in May when Mrs. Gunnet returns. Ms. Kerchner advised that she has spoken with Mr. Sprenkle about the funds but does not know what would need to be done to transfer the funds to his new company. Mr. Allison commented that it had been discussed internally that it may be better to have all of the funds with one company for easier management. The other investment funds are with Peoples Wealth Advisors. Mr. Sechrist stated that it should be an easy process to transfer the funds to Mr. Sprenkle's new firm. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved to transfer the funds from Janney Montgomery Scott, LLC to Dave Sprenkle with Raymond James. Motion carried. Three votes yes.

Mr. Moyer questioned who Peoples Wealth Advisors is. Mr. Allison advised that they are a division of Peoples Bank.
 - C. Mr. Allison advised that he has received a letter from the York County Solid Waste Authority informing that they will be holding a Household Hazardous Waste Event on May 7th at their facility. Registration is required.
 - D. Mr. Allison advised that he has received a letter from the Red Cross and Yorkana Fire Department announcing that they will be holding an Open House and Community Event on April 23, 2022 at the station.

5. Windsor Township Fire & Rescue Association – Scott Gingrich was present.
 - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on April 28, 2022 at Yorkana Fire Company.
 - B. The Board received copies of the Monthly Call Volume Report for the Red Lion Area Ambulance Association.
 - C. 2019 – 2020 Compliance Audit for the former Felton Firefighter’s Relief Association – Mr. Gingrich advised that in order for the merger of the Felton and Red Lion Relief Associations to occur, an audit was required. He commented that some of the timeframe had previously been audited. Mr. Gingrich informed that all actions were corrected and he can forward the letter of correction to the Township. He stated that they have put safeguards in place to ensure that they are not exceeding bond limits and they have addressed the finding regarding their minutes by making changes to their by-laws. Mr. Sechrist questioned who performs this audit. Mr. Gingrich advised that it is the Auditor General.
 - D. 2018 – 2020 Compliance Audit for the Volunteer Firefighter’s Relief Association of Leo Independent Fire Engine Company No. 1 – Discussed under 5C.
 - E. Mr. Gingrich stated that it had been presented at the last meeting that Winterstown is requesting approval to have access to the Township’s Knox Box key to be installed in a dual key box. Winterstown would pay for it. He noted that they are a second call in a portion of the Township. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved for Winterstown to have access to the Township’s Knox Box . Motion carried. Three votes yes.
 - F. Mr. Gingrich announced that he is now on the Fire Association Board. He stated that unfortunately the meetings are at the same time as these meetings so he will have someone else attend. He commented that it will be good to have the voice of a volunteer fire company on the Fire Association Board.
6. York County Regional Police Department – No one was present. Ms. Kerchner advised that Mr. Allison provided the Board with the 2021 Annual Report to review.
 - A. The monthly report is available for review.
7. Township Engineer:
 - A. Engineer’s Report – Mr. Kraft advised that the Board has received his report.

Public Works Building Addition – Ms. Kerchner questioned if the plans have been finalized. Mr. Kraft advised that they are still working on updating the drawings.

- B. Community Center Additional Services Request – \$98,950.00 – Mr. Kraft advised that last fall the Windsor Township Planning Commission had recommended several changes and PennDOT is now requiring a left turn lane on Lombard Road. These changes have resulted in additional engineering fees. He noted that the Board has a copy of a letter from March in which there were negotiations with the architect to lower their fee. He is requesting approval of an additional \$98,950 for engineering fees. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the additional engineering expenses in the amount of \$98,950. Motion carried. Three votes yes.
- C. Windsor Manor Pump Station elimination – Payment #2 – \$62,239.25 – Mr. Kraft advised that Doli Construction has signed payment application #2. Ms. Kerchner questioned how many more payments there will be. Mr. Kraft explained that there is an open NPDES Permit for the site and grass has not been established on one of the banks yet. Until all of this work is completed and the permit is released, the project will remain open. Therefore, there will be at least one payment remaining. On the motion of Kim Moyer seconded by Kathy Kerchner, the Board approved Payment Application #2 in the amount of \$62,239.25. Motion carried. Three votes yes.
- D. Cost Estimates for the completion of streets in Taylor Estates – Mr. Kraft advised that three quotes were obtained to complete the streets in Taylor Estates. These quotes do not include the blacktop as the Township is supplying it through the bid. The lowest quote is from York Excavating Company in the amount of \$180,904. Once the blacktop is added in, the amount will be approximately \$326,155.50. Ms. Kerchner asked how much money the Township collected from the bond. Mr. Allison stated that it is approximately \$336,000. The basins will also need to be cleaned up and the basin in Taylor Estates, Phase I will need to be converted. The NPDES Permit will also need to be closed out. Mr. Kraft stated that he is planning to set up a meeting with PennDEP to work through the process to close out the NPDES Permit.

Mr. Kraft advised that he recommends that the project be awarded to York Excavating Company. On the motion of Kathy Kerchner seconded by Kim Moyer, the project for the completion of the streets in Taylor Estates was awarded to York Excavating Company in the amount of \$180,904. Motion carried. Three votes yes.

- E. Chapel View Pump Station Replacement – Mr. Kraft advised that the bid for the Chapel View Pump Station replacement was done about one year ago and the prices came in higher than anticipated. He stated that they have revised the bid documents to allow for two options as alternate bids so that the Township could choose either design. He advised that they would like to put the project out to bid at the end of April with the opening to be done prior

to the June Board meeting. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved to rebid the Chapel View Pump Station Replacement. Motion carried. Three votes yes.

8. Solicitor – Attorney Rohrbaugh advised that he did not have anything to report.

9. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for March. There were no questions.
- B. Purchase of Enclosed Trailer for Sewer Department – \$7,599.00 – Mr. Sechrist questioned if there were any local companies that have enclosed trailers. Mr. Trout advised that they need a trailer that has barn doors and Woerner Brothers did not have any. He stated that All Pro Trailers off the Carlisle Pike has what they were looking for. Mr. Sechrist stated that he does not want the trailer to be overloaded that a pickup truck would not be able to pull it. Ms. Kerchner asked if this is only to haul the camera. Mr. Trout stated that this is a mid-sized unit which would also be able to hold a 35 gallon water tank. Ms. Kerchner commented that the water tank would be addressed at a later time. She noted that it had been previously discussed about having a desk in the trailer as well. She commented that previous supervisor Mr. Heffner had not been in favor of this as he felt it was unnecessary. She stated that she wants to make sure that it is understood that they should not expect that other things will be purchased for the trailer. Mr. Trout stated that he would only be asking for tools for the trailer but would address that at a later time. Mr. Allison noted that this may not be necessary as there are tools on the truck. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of an enclosed trailer for the Sewer Department in the amount of \$7,599.00. Motion carried. Three votes yes.
- C. Purchase of a Power Angle Broom – \$27,000.00 – Mr. Trout advised that the Board has a quote from Messick’s Equipment for the purchase of a Power Angle Broom. He stated that he budgeted \$22,000 which would be for 10’ broom. He stated that when the brush is angled, a 10’ broom does not cover the full 10’ width of a driving lane. A 12’ broom would cover the lane and this is the size that the quote is for. Mr. Sechrist questioned if the Township would be trading the old one in. Mr. Trout stated that it is not worth anything and that they could keep it for parts. Ms. Kerchner questioned if this is used to sweep the road. Mr. Trout stated that it is. It is used to clean up debris after storms. Ms. Kerchner asked if there is any area where a 12’ broom is too big. Mr. Trout stated that there is not. He noted that most roads are 20’ to 22’ wide. This would require three passes to cover the entire road with a 10’ broom. Mr. Allison questioned if the extra pass on the road is worth the extra cost. Mr. Trout noted that extra pass wears the broom down. Ms. Kerchner asked how frequently this is used. Mr. Trout stated that it is used often. Ms. Kerchner asked if there is any difference in the piece of equipment from Stephenson’s Equipment versus the one from

Messick's. Mr. Trout advised that they are the same. He noted that Messick's is offering it through COSTARS. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the 12' Power Angle Broom from Messick's Equipment in the amount of \$27,000 with the balance of the amount not budgeted being paid from the Vehicle & Equipment Fund. Motion carried. Three votes yes.

- D. Ice Machine replacement at Public Works Building – Mr. Trout informed that the ice machine at the Public Works Building has broken and needs to be replaced. He advised that the current machine is an undercounter unit. He stated that he has provided the Board with a quote for a machine that is comparable to the current one as well as a machine that has a bin which allows for a larger capacity. Mr. Sechrist asked how long it takes to replenish the ice in the machine. Mr. Trout advised that the smaller unit produces 175 pounds per day and the larger unit produces 490 pounds per day. He stated that during the summer, the Highway Department takes all the ice before they head out for the day and then there is none left for the Sewer Department. Ms. Kerchner questioned what the ice is used for. Mr. Trout advised that it is for their water jugs. The cost for the under counter unit ranges from \$5,700 to \$5,900. The larger unit is \$6,832.55. Daniel L. Neff, Inc. will install the machine. Mr. Allison noted that this purchase was not budgeted and will need to be paid from the Vehicle & Equipment Fund. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved the purchase of the ice machine with bin in the amount of \$6,832.55. Motion carried. Three votes yes.
- E. Pave in Place Bids – Mr. Trout advised that the Board has received a copy of the bid results. The low bidder is Kinsley. He stated that they have been used in the past and recommended approval. He noted that the cost is higher than he anticipated and some roads may need to be removed. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the Pave in Place bid to Kinsley. Motion carried. Three votes yes.
- F. Ms. Kerchner noted that the new camera system has been installed at the park. She stated that it will provide better quality pictures than the old system.
- G. Ms. Kerchner questioned if the bills from Sewer Specialty are annual bills. Mr. Trout stated that they are.

10. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for March. There were no questions. Ms. Kerchner thanked Mr. Allison for the extra work that he has been putting in since Mrs. Gunnet is out of the office. She also thanked the office staff for their efforts as well.

- B. Ms. Kerchner advised that the Board has received the Dog Officer Report for February. There were no questions. Mr. Allison stated that Klugh Animal Control is requesting a \$1.00 gas surcharge fee per call. He noted that this is not addressed in the contract and would need Board approval. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the gas surcharge fee. Motion carried. Three votes yes.
- C. Eagle Scout Service Project at Freysville Park – Covered Two-Sided Bench – Mr. Allison advised that a local scout is looking to install a covered two-sided bench at Freysville Park for his Eagle Scout Service Project. Ms. Kerchner stated that she is happy to hear that scouts are interested in continuing to do projects at our park. Mr. Allison stated that he has provided a map of the park with a suggested location. It would be along the trail as it heads up the hill to the left of the tennis courts. Ms. Kerchner stated that this is a good location since there are no benches in this area and the trail continues uphill toward the woods. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Eagle Scout Project for the installation of a Covered Two-Sided Bench at Freysville Park. Motion carried. Three votes yes.

Mr. Sechrist asked which Boy Scout Troop he is from. Mr. Allison advised that it is Troop 50.

- D. Draft Ordinance Amendment – Non-commercial keeping of livestock in residential zones – Mr. Allison advised that in response to the requests and discussions regarding the keeping of livestock on smaller lots, he has prepared a draft amendment to address this. He explained that the proposed draft would allow for six (6) Group 1 animals, defined as having an average adult weight of less than 10 pounds, to be permitted in the residential zones on lots sized 2 acres to 4.99 acres. No roosters would be permitted and there would be setbacks from property lines for the enclosures. He stated that if the Board is satisfied with these regulations, the draft would need to be sent to the York County Planning Commission for review. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved to send the draft amendment to the York County Planning Commission. Motion carried. Three votes yes.

Ms. Kerchner questioned if the family that had made a presentation to the Board followed up with the Township. Mr. Allison stated that he placed a hold on their Notice of Violation while the discussion on changes was still taking place. He stated that he had told them that the Township would follow up with them.

- E. Rehabilitation of Windsor Wonderland – Ms. Kerchner advised that the Board has received updated information for the playground. She questioned how long the park will need to be blocked off. It was estimated that it will take several months to complete the work. Mr. Allison stated that he believes the company manufactures the equipment after the order is placed. He noted that he and Mr. Shaffer had looked into the surcharge that is listed on the

quote. He informed that the company had put it in place several years ago and it is essentially a built in escalator. He noted that GameTime did make some other reductions. He questioned if the Board wants to wait to see if they are going to remove the surcharge or just move forward with signing the contract as it is. Ms. Kerchner questioned if the contract could be signed with the condition that if surcharges are eliminated companywide, they would drop our fee before payment is made. Attorney Rohrbaugh stated that if progress payments are being made, this may be able to be done. However, he stated that he believes if a contract is signed, it is not likely they would remove those fees. Mr. Allison advised that they are still working through the DCNR paperwork. He stated that this should be handled prior to May meeting and the Board could approve the contract at that time. He noted that the Township should hear by the end of April if a National Neighborhood Promise grant from Republic Services will be awarded.

- F. Pavilion rental cut off – Suggesting August 9th – Mr. Allison advised that a date should be set as to when pavilion rentals will no longer be accepted. He suggested August 9th. He noted that the last day of the Summer Day Camp is August 5th. This would also put it close to the start of the school year. He stated that the Township has accepted two rentals after this date already. He contacted one of them and they are not in need of the playground area. He stated that he will need to contact the other renter. The Board agreed to this date. Mr. Allison advised that the Board had been provided with a map showing the area that would need to be blocked off. The Board was agreeable.

Mr. Sechrist questioned how the stormwater controls will be installed. Mr. Kraft advised that there is a specific base for the poured in place surface and they are still researching and designing the proper stormwater controls.

- G. Windsor Township Recreation Commission – Ms. Kerchner reported that a meeting was not held in April. She questioned if Mr. Shaffer is tracking revenue and expenses for programs. Mrs. Coble advised that he is continuing to use QuickBooks for tracking purposes.
- H. Ms. Kerchner advised that the Board meeting scheduled for May 2, 2022 will be cancelled.
- I. Tropical Depression Ida – Update – Mr. Allison advised that the Township has been officially obligated funds in the amount of \$34,372.95. This covers the repairs to Taylor Road, Riddle Road and the water damaged office files. He added that there is still paperwork to be completed including providing information on the administrative time spent to complete the reimbursement application. He stated that he does not know how long it will take to receive the funds. Ms. Kerchner thanked him for finishing this project.
- J. COALITION Cyber Insurance – Update – Mr. Allison advised that all information has been provided to Kyocera for the upgrades that need to be completed to comply with the requirements for the cyber insurance. They expect to work on setting up the two factor

authentication next week. He stated that he will need to contact Double Dog to see if they can meet the requirements for the cyber insurance for the Township's email accounts. If they cannot, it may be necessary to switch to Microsoft 365 managed by Kyocera. He commented that this may be a better option since they handle the managed IT services for the Township. Mr. Sechrist questioned what this insurance is for. Mr. Allison explained that if the Township was hit by a cyber attack on the computer system, this insurance policy would be used for any costs for file recovery and replacement of any equipment.

K. Ms. Kerchner advised that an Electronics Recycling collection will be held on Saturday, April 23, 2022 from 9:00 a.m. to noon at the Public Works Building.

L. Park camera installation – Update – Discussed under 9F

11. Unfinished Business:

A. Servants, Inc. – Mr. Allison advised that the Township has never donated to this organization and funds are not budgeted for donations. He stated that his concern is that if a donation is made, it is unknown if it would directly benefit a Township resident. Ms. Kerchner stated that she believes that if a donation were made to this organization, then other organizations would submit fund requests to the Township and this could cause a conflict. She stated that she does not recommend that a donation be made to Servants, Inc.

B. York County Quick Response Team – Funding Request – Mr. Allison advised that funds are not budgeted to make a donation to the QRT but donations have been made to them in the past. Mr. Sechrist stated that he believes donations to the fire and police services should come first. There was discussion on the amount to donate.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board denied the request for a donation to Servants, Inc. and approved a donation in the amount of \$1,500 to the York County Quick Response Team. Motion carried. Three votes yes.

12. Public Comment – There was none.

13. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments. Mr. Sechrist did not have any comments.

Mr. Moyer thanked Mr. Trout and the road crew for doing a good job street sweeping.

Ms. Kerchner stated that last year, the Board had approved to join in the Opioid lawsuit. She asked if there was an update. Attorney Rohrbaugh advised that he has not seen any action on this case and he believes it will be a long process.

Ms. Kerchner commented that Mr. Heffner's graveside service was very nice and she was thankful to enjoy breakfast with the employees who attended afterward.

14. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
15. The meeting of the Windsor Township Board of Supervisors adjourned at 7:38 p.m.

Respectfully submitted,

Katherine A. Kerchner
Chairperson

CITIZENS PRESENT
April 18, 2022

Scott Gingrich
Roxanne & Rodney Grove

Alliance Fire & Rescue
211 Pleasant Grove Road Red Lion PA