

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
May 16, 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, Rodney Sechrist, Attorney Charles Rausch, Christopher Kraft, P.E., Jennifer Gunnet, 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 Rodney Sechrist seconded by Kim Moyer, the minutes from the April 18, 2022 meeting were approved. Motion carried. Three votes yes.
4. The following items of correspondence were presented:

- A. Mrs. Gunnet 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.

Mrs. Gunnet advised that she has received an update from Modern Landfill regarding their Treatment Plant Operations project. She stated that the majority of the improvements are in Lower Windsor Township. Mr. Allison informed that there is one water tank that is located in Windsor Township and we would be issuing a permit for it. Lower Windsor Township is handling all of the other aspects of the plan.

5. Windsor Township Fire & Rescue Association – No one was present.
 - A. Ms. Kerchner advised that the next Fire Chief's meeting will be held on June 23, 2022 at Alliance Fire Company.
 - B. Ms. Kerchner advised that the deadline to accept scholarship applications is May 31, 2022. Mrs. Gunnet noted that only one application has been received so far.
6. York County Regional Police Department – No one was present. Ms. Kerchner advised that she attended the last Police Commission meeting but she does not have anything to report back. She noted that it was held at the previous Northeastern Regional Police Department facility.
 - A. The monthly report is available for review.

7. Subdivision Plan for Approval:

- A. REXROTH LIMITED PARTNERSHIP/JENNIFER M. SEAKS – Final Subdivision Plan #21-07-001.A0 by Shaw Surveying, Inc. for a lot line adjustment on Zimmerman Road – Mr. Allison advised that this plan was tabled last month. It has now been signed by the owners. He explained

that a .26 acres of the farm is being added to an adjoining lot. There are several waiver requests as follows:

1. Section 304.2.B, 305.2.B; plan scale & sheet size
2. Section 304.2B.17; contours
3. Section 502.G; cartway widening
4. Section 503.1; construction of curbs
5. Section 503.2; construction of sidewalks

Mr. Kraft advised that he does not have issues with the granting of the waivers. On the motion of Rodney Sechrist seconded by Kim Moyers, the Board granted the waiver requests and approved the plan. Motion carried. Three votes yes.

8. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. ModWash – Sewer Access Agreement – Mr. Allison advised that since fill was added to the site of the proposed ModWash on Cape Horn Road, it has resulted in the sewer line being approximately 25' deep. The sewer line bisects the property. He commented that it is going to take coordination to make sure all of the Township's concerns are addressed. He noted that the Zoning Hearing Board approved the Special Exception for the ModWash at their April meeting. He stated that now they will prepare an agreement that will address items such as maintenance, cross access easements and potential loss of revenue for closure of the site. Ms. Kerchner questioned if the Township could deny approvals for the site even though the Zoning Hearing Board approved it. Mr. Allison advised that the Zoning Hearing Board only approved the use. They will still need to go through the land development process in which the Township can address other items. Mrs. Gunnet added that it had been reviewed to determine if the sewer line could be relocated on the property but due to the grade of the line to the pump station, it would not be able to flow gravity.

9. Solicitor – Attorney Rausch advised that he did not have anything to report.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for May. There were no questions.
- B. National Public Works Week – Week of May 15th – Mrs. Gunnet advised that the week of May 15th is National Public Works Week. She stated that she wanted to recognize the employees and the work they do. Currently they are paving but she is planning to do something for them when their schedule is better suited.

- C. Oil & Chip Bid results – Mrs. Gunnet advised that the bid results are attached the Board’s agendas. The low bidder is Russell Standard. Mr. Sechrist questioned if they have been used before. Mr. Trout advised that they had the bid last year as well. Mrs. Gunnet noted that the bid is overbudget and some items will need to be cut. Mr. Trout commented that there is approximately a \$30,000 price increase from last year for the same amount of work. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the bid to the Russell Standard. Motion carried. Three votes yes.

11. Other Business:

- A. Mrs. Gunnet advised that the Board has received the Zoning Report for April. There were no questions.
- B. Mrs. Gunnet advised that the Board has received the Township Manager’s Report for March and April. There were no questions.
- C. Mrs. Gunnet advised that the Board has received the Dog Officer Report for April. There were no questions.
- D. Rehabilitation of Windsor Wonderland – Update, Existing Pickets & Bricks, National Neighborhood Promise Grant/Republic Services – Mrs. Gunnet advised that the final design has been sent to DCNR. Once they have approved it, the order can be placed for the equipment. She noted that Mr. Shaffer recently checked and the surcharge is still included. Ms. Kerchner questioned when the work will begin. Mr. Allison stated that he does not know what the lead time is on the equipment once the order is placed.

Mrs. Gunnet advised that a decision will need to be made on how to handle the return of the pickets and bricks. She suggested holding some evening and Saturday pickup times at the park so it would eliminate the need to sort and store them. She commented that this would leave gaps in the fence and questioned if this would be an issue. Ms. Kerchner stated that she did not feel it would. She noted that the picket pickup should be held close to the start date for the removal and it would be fenced off. Attorney Rausch asked if there would be a deadline to collect. Mrs. Gunnet stated that they would set one. Ms. Kerchner questioned if the bricks could be removed for collection. Mr. Allison stated that he believes they are just laid down and not cemented in. Mrs. Gunnet asked if the bricks could remain. Mr. Kraft advised that there would be an elevation change so they would need to be removed. The Board was agreeable to the evening and Saturday collections.

Mrs. Gunnet advised that the Township was not awarded a National Neighborhood Promise Grant. She stated that she did speak with Mr. O’Donnell from Republic Services and he is hopeful that they will still be able to make a donation to the project from their donation fund. She noted that the Township has secured \$171,000 in grant money through DCNR and the County’s Marcellus Shale funds. She added that ARPA funds can now be used toward the project as well.

- E. Windsor Township Recreation Commission – Ms. Kerchner advised that at the last Recreation Commission meeting, a softball coach attended and requested that a removable fence be installed for the softball outfield. This would allow for the players to hit over the fence homeruns. The coach was passionate about the placement of the fence and felt it could encourage more girls to register for the program. Mr. Shaffer is to provide pricing for the fence. She stated that her concern is the maintenance around the fence. She added that flag football also uses the open grass area.

Ms. Kerchner advised that the baseball program continues to grow and there is concern about the lack of fields. Currently teams are sharing fields. She noted that the Conrads fields in New Bridgeville have been offered for use but that would require the Township to maintain them. Mrs. Gunnet stated that Mr. Shaffer is looking into the cost to rent the fields at Nitchkey Park. Ms. Kerchner noted that she has asked Mr. Shaffer to provide her with the total number of baseball teams.

Ms. Kerchner questioned if the land at the Public Works Building could be used for ballfields. Mrs. Gunnet advised that fencing would need to be installed to separate the facility from the fields. Mr. Trout noted that the land is sloped and would require fill to be brought in. Mrs. Gunnet added that the orientation of the field would need to be determined. Mr. Trout advised that future expansions for public works would need to be considered when selecting a location for ballfields. Mr. Moyer questioned if a baseball field is proposed at the Community Center site. Mrs. Gunnet advised that a field would not fit due to the location of the access drive. There was discussion regarding the purchase of a portion of the Tolton farm adjacent to the Community Center property if the owner was ever interested in selling.

- F. Ms. Kerchner advised that the Board meeting scheduled for June 6, 2022 will be cancelled.

- G. 2011 Ford Escape – Mrs. Gunnet advised that the Ford Escape is having computer issues. It has 46,900 miles. She stated that it loses power steering but if it is turned off and back on it has been resetting. Baker's Service Center cannot fix it. It must go to a dealership. Mr. Allison noted that it needs to be inspected this month and Mr. Baker felt that it would pass. Mr. Trout suggested having it inspected at Apple Ford and have them provide a quote to have it fixed. Ms. Kerchner asked who uses the vehicle. Mrs. Gunnet advised that Mrs. Miller uses it the most to perform inspections in the Township but it is used by others as well. It was the consensus of the Board to have Apple Ford inspect the vehicle and provide a quote to fix it.

Mr. Sechrist commented that York County Parks has vehicles that are not being used and questioned if the Township could purchase one. He stated that he would contact Barry Myers and check if any are for sale.

It was noted that the 2001 Ford Truck that is used by the Recreation Department also has a check engine light on. Mr. Allison stated it was recently serviced and parts were replaced. The check engine light went off but is now back on again.

- H. COALITION Cyber Insurance – Update – Mrs. Gunnet advised that the insurance company has received all of the necessary paperwork and the policy has been set up. The Board thanked Mr. Allison for handling this while Mrs. Gunnet was off work. Mr. Allison noted that email will need to be discussed at the budget meetings. He informed that it will need to be upgraded to keep the cyber insurance in place. He commented that since Kyocera handles all the other technology items for the Township that it may be better to use them. Ms. Kerchner questioned if a quote has been requested for this change. Mr. Allison stated that he had not gotten a quote yet. Ms. Kerchner asked if the employees will be able to keep their email addresses. Mr. Allison stated that he does not know. Ms. Kerchner requested that this information be obtained.
- I. Mrs. Gunnet advised that an Electronics Recycling collection was held on Saturday, April 23, 2022. She stated that a large amount of electronics was collected. Another collection will be held in the fall.
- J. Mrs. Gunnet advised that all of the investments with Janney Montgomery Scott have been transferred to Sprenkle Wealth Advisors (Raymond James). There were no issues with the transfer.
- K. American Rescue Funds – Annual Report completed & Usage of funds – Mrs. Gunnet advised that the Annual Report has been completed and submitted. She noted that last year, the Township did not use any of the funds. She stated that at the last Manager’s Meeting, it was discussed as to the best method for classifying the projects. When the report is completed, it requires that the use of the funds must be listed by project. Other municipalities are classifying the use as public safety and transferring funds to those line items. Then any available budgeted money is being allocated to other projects. This would alleviate the necessity to break down the use into multiple projects. She stated that she has a call into the accountant’s office to discuss this.

Mr. Sechrist commented that the fire companies are struggling with the rising cost of diesel fuel. He questioned if funds could be given to them. Mr. Trout asked if it should be based on the number of calls for each station. Mrs. Gunnet commented that she feels that would a good basis. Mr. Sechrist added that it would be for the ambulance companies as well and only for fuel costs. He stated that they could provide fuel expense reports to the Township. Mrs. Gunnet commented that currently she is not receiving the fire company monthly reports or retention use reports. Future retention funds will be held if the reports are not filed with the Township.

Mrs. Gunnet advised that she had given Attorney Rausch a copy of a resolution that would amend the 2022 budget. She stated that it was recommended by PSATS but was not sure if other municipalities had approved it. Attorney Rausch stated that he had not seen any others.

- L. Grant writer – J.E. Salazar & Associates – Mrs. Gunnet advised that York County Regional Police Department has hired a grant writer to help them by researching and applying for available grants. There is a monthly fee for the service but if a grant is obtained, the fee comes out of the grant funds. She questioned if the Board is interested in hiring a grant writer. Ms. Kerchner stated that it is

working out great for the police department and feels it is worth looking into. After discussion, it was suggested to contact the company to see if they could give a presentation at the August Board Meeting.

M. Resolution #2022R-5-01 – America250PA – Mrs. Gunnet advised that this resolution acknowledges the 250th anniversary of the United States. It is a way of making history relevant with the public. She noted that it does not hold the Township to anything. Most municipalities have already approved it. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution #2022R-05-01. Motion carried. Three votes yes.

12. Unfinished Business – There was none.

13. Public Comment – There was none.

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

Mr. Moyer noted that he will not be present at the June 20th meeting.

Ms. Kerchner welcomed Mrs. Gunnet and Attorney Rausch back from medical leave. She thanked all the staff for stepping up to help out while Mrs. Gunnet was out of the office.

15. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.

16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:04 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
May 16, 2022

No citizens were present