

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
June 20, 2022

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:01 p.m.

Those present: Kathy Kerchner, 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 Kathy Kerchner seconded by Rodney Sechrist, the minutes from the May 16, 2022 meeting were approved. Motion carried. Two 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.
 - B. Mrs. Gunnet advised that she has received a letter from Jennifer Green, 90 Casey Lane, requesting a waiver of the late fee on her sewer account. She had contacted the office and was informed that the Township does not waive the late fee. She then wrote this letter to the Board. The letter stated that she has not been late previously. Mr. Sechrist commented that based on the account history that was provided to the Board, this is inaccurate. Ms. Kerchner advised that the Board has not granted this request in the past. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board denied the request to waive the late fee for Jennifer Green. Motion carried. Two votes yes.
 - C. Mrs. Gunnet advised that she has received a copy of the Audit Report for the Windsor Township Liquid Fuels Tax Fund from the Auditor General's Office. The period covers January 1, 2019 to December 31, 2020. She stated that there was one finding. In 2019, the Township was overcharged for line painting. Mrs. Gunnet advised that she contacted the company and they have already refunded the Township the difference. This information was provided to the Auditor General's Office and the Township is in compliance.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He asked Mrs. Gunnet if she had an update on the Knox Boxes. Mrs. Gunnet advised that she did not but would check with Barry Myers.

Mr. Sechrist questioned how the higher gas prices are affecting the fire companies. Mr. Gingrich stated that Alliance budgeted \$8,500 for diesel fuel in 2022 and have already spent \$14,000. Mr. Sechrist asked if the price of DEF has gone up. Mr. Gingrich stated that it has not increased significantly and they buy in five gallon drums. Mr. Trout commented that the Township found that when bought in bulk, it was crystalizing and causing damage to the vehicles. He added that it does appear that DEF may be difficult to get in the future. Mrs. Gunnet asked if the fire company gets fuel through Red Lion

Borough. Mr. Gingrich advised that Red Lion removed their fuel island. They purchase from Sheetz. Mr. Sechrist asked if the taxes are returned. Mrs. Gunnet advised that Sheetz has a program where they remove the taxes automatically. Mr. Trout stated that the Township has tanks on our property and we use Talley Petroleum through COSTARS. Mr. Gingrich advised that they are not permitted to place fuel tanks on their property.

A. Mr. Gingrich advised that the next Fire Chief's meeting will be held on June 23, 2022 at Alliance Fire Company at Red Lion.

B. Mrs. Gunnet advised that there were three applicants for the scholarships. One of them did not qualify. The scholarships will be awarded to Faith Golembiowski (Laurel) and Layla Sabold (SAFER) at the July Board meeting.

6. York County Regional Police Department – Chief Damon was present. He reviewed the statistics from January 1, 2022 to May 31, 2022. He commented that nothing jumps out at him as out of the normal. He advised that recently there was an electrical fire at a residence on Kendale Road which is a total loss. He added that there have been three serious crashes recently as well. He stated that there was a fatality on East Prospect Road, an overturned vehicle on Delta Road and a car fire on Windsor Road.

Mr. Sechrist asked if there was an update on the fire at the house at Windsor Road and N. Blacksmith Avenue. Chief Damon stated that even though the house was vacant, it has been reported that there was insurance coverage. Mr. Sechrist asked if suicides and drug overdoses are still an issue. Chief Damon advised that they are still occurring. Mrs. Gunnet stated that she read an article about fentanyl on money. Chief Damon commented that the drugs are being rolled in the money and then carelessly left lying and others are picking it up.

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. He noted that site work will be starting tomorrow in Taylor Estates and the final paving should be completed within a month.

B. Public Works Addition – Waiver of land development plan – Mr. Kraft advised that the drawings have been revised and the project has been put out to bid through PennBid. The opening will be at 10:00 a.m. on July 13th. He stated that he is requesting that the Board grant a waiver of submitting a land development plan. He informed that he does not feel that a plan is necessary as the site was originally designed for buildout. The stormwater controls were also part of the original design. Section 703 of the SALDO and Section 113 of the Zoning Ordinance allow the Board of Supervisors to grant this exemption. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board

waived the submission of a land development plan for the addition to the Public Works Building. Motion carried. Two votes yes.

- C. Chapel View Pump Station Improvements – Bid results – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. Mr. Kraft stated that there were two contracts. One was for the general construction and the other was for the electrical portion. PSI Pumping Solutions was the low bidder for each but they had a mathematical error on their bid and requested that their bid be withdrawn. The next low bidder for the general construction is Conewago Enterprises, Inc. The next low bidder for the electric is Swam Electric. The total bid is approximately \$944,116 which is a 34% increase over the bid amount received last year. Mrs. Gunnet questioned if it is an option to do one element per year. Mr. Trout stated that he feels that this is too much money to spend on the project. He stated that he has done these types of projects in house with other contractors. Mrs. Gunnet noted that in addition to this amount is the cost of the generator and to set and connect it. Mr. Sechrist questioned if it can be broken down. Mrs. Gunnet asked what the difference is between maintenance and repairs versus a full rehabilitation. Attorney Rausch advised that this was bid as a full project. He noted that a project cannot be split to avoid being bid. Mrs. Gunnet advised that LOBAR had previously been contacted regarding a building through the Keystone Purchasing Network and maybe this could be an option. Mr. Kraft noted that the Township has 60 days to accept or deny a bid but he recommended rejecting the bids now if the Township is not interested in proceeding due to the cost. He noted that it could be bid again at a later date. He stated that if it was bid in winter, contractors may be looking to line up their summer schedule. Ms. Kerchner recommended researching options for how to proceed.

On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board rejected all bids due to the cost being too high. Motion carried. Two votes yes.

Mrs. Gunnet asked if this increased pricing could carry over to the bid for the addition at the Public Works Building. Mr. Kraft stated that he does not know but this will be a different type of project so there will not be as much to bid. He noted that timing could have an impact on the bid amount as well. Ms. Kerchner questioned if there are grants available for this type of project. Mr. Kraft stated that typically low interest loans are offered for these projects but not grants.

- D. PennDOT traffic concern – Rt. 74/Windsor Road – Mr. Kraft advised that PennDOT received a complaint from a person regarding the intersection of Route 74 and Windsor Road. The complainant requested the installation of a traffic signal. Mr. Kraft stated that he placed a phone call and emailed to see if this intersection could be listed on York Area Metropolitan Planning Organization’s Transportation Improvement Program but he has not heard back. He stated that previously a formal request was required by the Township to be placed on the TIP. The municipality would be required to pay for the engineering and PennDOT would pay for the construction. PennDOT provides funding to YAMPO and they disburse the funds based on projects. Chief Damon advised that there are crashes there occasionally but his concern would be the grade when heading south. Mrs. Gunnet questioned if the intersection would need to be updated if Rutter’s were to expand. Mr. Allison

stated that he feels that a traffic study would not show an increased traffic volume and therefore would not be required to make any improvements.

Mr. Kraft questioned if the Township is interested in sending a formal request to be added to the TIP. Mrs. Gunnet questioned if the Township would be required to follow through if a request is made. Mr. Kraft stated that the request would only start the conversation. Mrs. Gunnet commented that the engineering fees could be very costly. She stated that the Freysville/East Prospect Road intersection was added to the TIP without a formal request and questioned if there may be another option to be added without a formal request. Mr. Kraft will verify once he has contact with YAMPO.

- E. PennDOT – Proposed improvements – Rt. 124/Freysville Road intersection – Mr. Kraft advised that he and Township staff met with PennDOT representatives and their engineering consultant to discuss the Rt.124/Freysville Road intersection. This intersection is listed on the TIP. Different options for traffic controls were discussed. A four way stop was eliminated as an option. A roundabout and two options for traffic signals were discussed. The first option for a signal would be to keep the intersection in the current location. The other option would be to realign it. The Board has received copies of these designs for review.

Mr. Sechrist questioned if the development proposed for the farmland nearby is still planned. Mr. Kraft stated that he is unsure what their plans are. Ms. Kerchner commented that she thought the plans had been changed to a 55+ community so that improvements were not required at the intersection. Mrs. Gunnet noted that staff had a meeting with a potential buyer for the development and it may not be age restricted.

There was discussion on the lay of the land in this area and the alignment of the intersection. Mrs. Gunnet advised that no action needs to be taken at this time. If a traffic signal is installed, the Township would be responsible for the maintenance once the signal is in operation. Mr. Allison advised that this project is listed for construction in 2025 according to the TIP.

8. Solicitor – Attorney Rausch 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 June. Ms. Kerchner asked how the paving projects were going. Mr. Trout advised that the pave-in-place project has been completed. Mr. Sechrist questioned if the Township trucks use DEF. Mr. Trout advised that the large trucks do. The small trucks use regular gasoline. Ms. Kerchner questioned if the Township had purchased the wire broom. Mr. Trout stated that it has not been purchased because Messick's dropped from COSTARS. Mr. Trout stated that he is concerned about pricing increases and lead times to get equipment. He added that he has several purchases listed on the agenda to discuss.

- B. Approval to purchase:
- Mower – \$19,095 – Sewer Department
 - Single Axle Dump Truck
 - Pickup
 - Small Dump Truck
 - Service Truck
 - Sand Pro – \$30,629.44 – Building/Grounds
 - Power Broom – \$27,634.68 – 2022 Budget \$22,000

Mr. Sechrist questioned if there are many companies that sell Sand Pros. Mr. Trout stated that is dependent upon who is listed on COSTARS. Ms. Kerchner asked if the Sand Pro is driven on the road. Mrs. Gunnet stated that it is currently driven between Freysville Park and Worker Field. It is trailered to the other fields. She explained that if it were kept on a trailer it would alleviate trips with loading and unloading. Mr. Sechrist commented that the recreation programs continue to grow. Ms. Kerchner added that there are 16 tee ball teams this year and many of those children will go on to play baseball and softball. Mr. Trout commented that it may be necessary to limit the number of teams. Ms. Kerchner stated that if the Township can preplan for expansion, it may not be necessary. She added that if children were to be cut, it should be those that are not Township residents.

Mr. Allison stated that if it is difficult to find a Sand Pro to purchase and the 18 year old one that the Township currently has would break down, we may not have one for quite a while. Ms. Kerchner added that she believes the profit that the recreation department makes could cover the cost to purchase a new Sand Pro. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of a Sand Pro in the amount of \$30,629.44. Motion carried. Two votes yes.

Mr. Trout advised that as previously discussed, the Board had approved the purchase of a Power Broom but the vendor was no longer approved through COSTARS. The price has now increased. The new cost is \$27,634.68. There was \$22,000 budgeted for this purchase. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the Power Broom. Motion carried. Two votes yes.

Mr. Trout advised that currently there is no pricing available for single axel dump trucks. He stated that the Township has been placed on a waiting list and River's Truck Center will be providing pricing once it is available. This truck would replace the 2004 Sterling.

Mr. Trout advised that there is a six to eight month lead time for the purchase of a pickup truck for the Building/Grounds Department. The truck would have either red or white paint. Mrs. Gunnet advised that this would be included in the 2023 budget as it has been discussed about the possibility of hiring another part-time employee for field maintenance.

Mr. Trout advised that the Township is unable to purchase parts for the 2011 small dump truck. He stated that it was scheduled for replacement in 2024. He stated that if the Township does not put a

contract on a truck soon, the next time that a contract could be signed would be in June 2023. Ms. Kerchner expressed her concern about purchasing a vehicle one to two years in advance of the replacement date.

Mr. Trout advised that the Service Truck would be for the Sewer Department and would replace the 2009 Ford. He stated that the steel body is rusting. He noted that the worst area of the truck has been fixed.

Mrs. Gunnet questioned if the Board would like to move forward with purchases if there is an opportunity. Ms. Kerchner stated that she is concerned that the Township is purchasing items out of fear of not being able to get them in the future. Mrs. Gunnet informed that there is approximately \$126,000 in the Vehicle/Equipment Fund. Of that, \$18,700 is estimated to be spent on approved items. Ms. Kerchner commented that the Township could get calls that all of the items are available for purchase at the same time. Mr. Trout advised that the truck would only be the chassis. The single axle dump and pickup would be received in 2023. Mr. Trout estimated the cost for the Service truck to be \$44,000. The truck body would be approximately \$36,000. The pickup truck should be in the high \$30,000s.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the single axle dump truck, pickup, small dump truck and service truck. Motion carried. Two votes yes.

- C. Mrs. Gunnet advised that the Board wanted to have a meeting to further discuss a 10th snow plow route. It was decided that it would be discussed at the budget meeting.
- D. Job Description Revision – Mrs. Gunnet advised that the Board has received two versions for a revised job description for the Highway/Sewer position. She stated that one includes a Class A CDL and the other a Class B CDL. Currently Mr. Dehoff and Mr. Sematoske have Class B CDLs. It was the consensus of the Board that it would be up to the employee to decide whether to obtain a Class A or B.

Mrs. Gunnet questioned the starting rate for the position. She suggested between \$18.00 to \$19.00. Ms. Kerchner stated that she is concerned that the Township will not get applicants if the pay rate is not competitive. Ms. Kerchner asked if the PSATS salary survey has been completed. Mrs. Gunnet stated that it is to close on June 30th. Ms. Kerchner questioned how quickly a CDL can be obtained. Mrs. Gunnet informed that the regulations have changed and training is now required. The trainer will not allow the employee to test for the CDL until he is sure that the employee would be able to pass the test. After discussion, it was decided that the starting rate would be \$19.50 per hour with a \$.50 increase after six months and a \$1.00 increase after obtaining the CDL.

- E. Windsor Road/Ness Road – Final shared costs – \$549,565.26 – Mrs. Gunnet advised that the figure on the agenda is incorrect because the Township just received an invoice from PennDOT from

August of 2021. The new amount is \$564,383.16. This means that the equal share between the Township, the Red Lion Area School District and Keystone Custom Homes is \$188,127.72. The Township had paid for engineering and permitting and Keystone Custom Homes had paid for construction. Invoicing will be sent out accordingly.

- F. 2011 Ford Escape – Mrs. Gunnet advised that the Escape was taken to Apple Ford and has been inspected. There were sensors that were replaced and the air conditioning leak was fixed. The steering column assembly is on backorder. She stated that it cost over \$2,000 to fix.
- G. Tropical Storm Ida partial reimbursement – \$25,644.74 – Mrs. Gunnet advised that the Township will be receiving a partial reimbursement in the amount of \$25,644.74. Approximately \$10,000 in additional funds will be received at a later date. She noted that \$8,764.98 will be transferred to the Vehicle/Equipment Fund as this portion was for reimbursement for the use of the Township equipment.
- H. 2023 Preliminary Budget Discussions – Highway/Sewer Departments, Building & Grounds/Recreation Departments – Preliminary budget discussions were held with Mike Diehl and Troy Dehoff for the Highway and Sewer Departments and with Joe Kerchner and Chris Shaffer for the Building & Grounds and Recreation Departments. The Board has received a summary of the discussions. There were no questions.

10. Other Business:

- A. Mrs. Gunnet advised that the Board has received the Zoning Report for May. There were no questions.
- B. Mrs. Gunnet advised that the Board has received the Township Manager’s Report for May. There were no questions.
- C. Mrs. Gunnet advised that the Board has received the Dog Officer Report for May. There were no questions.
- D. Community Center – Update & RACP – Second Allocation – Mrs. Gunnet advised that the Township is still working with Met-Ed regarding the pole that is located in the proposed parking area.

Mrs. Gunnet advised that the Township had submitted for an additional \$3,000,000 in RACP funds. She stated that she spoke with Representative Saylor and he feels that he can get an additional \$1,500,000 allocated and is working to get more for the Township.

- E. Rehabilitation of Windsor Wonderland – Update – Mrs. Gunnet advised that information has been submitted to DCNR. There are eight items that now need to be addressed. Mr. Shaffer is working to obtain the required information.
- F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that there are issues with the baseball fields at Clearview Elementary. They are in need of more diamondtex. She stated that she feels that the funds allocated for diamondtex should be used at these fields. She explained that the school district employees had run a tiller too deeply on the field and pulled up rocks. It will be necessary to use equipment to help remove the rocks before the diamondtex can be put on. She advised that an email should be sent to the school district requesting that they split the cost of the diamondtex with the Township. She stated that it is not a rush to have this work completed as the field is not used in the fall.
- G. Ms. Kerchner advised that in accordance with the summer meeting schedule, a Board meeting will not be held on July 4th.

H. American Rescue Funds: Resolution #2022-06-01 – Supplemental Appropriations
 Usage of Funds
 Second allocation – by end of June

Mrs. Gunnet advised that at budget time last year the final ruling was not determined. She stated that now all of the funds may be used for revenue loss. She stated that she is recommending that the \$635,000 that was budgeted for 2022 be used for public safety. Then any remaining budgeted funds for this line item may be used toward other purchases. Mr. Sechrist suggested that some of these funds be donated to the fire and ambulance companies for the purchase of diesel fuel. The ARPA Funds will be split over 2022, 2023 and 2024. Mrs. Gunnet advised that a Resolution is required for the appropriation of funds as this is a substantial amount that was not budgeted. On the motion of Kathy Kerchner seconded by Rodney Sechrist, Resolution #2022-06-01 was approved. Motion carried. Two votes yes.

Mr. Trout advised that he had met with Abel regarding stormwater improvements. They are currently in the Township doing sewer work and could move forward with stormwater improvements. Mrs. Gunnet advised that \$200,000 was considered for use toward the Windsor Wonderland playground. She stated that if the Board is considering donating to the fire and ambulance companies for diesel fuel, this would need to be taken into account as well. She noted that the ambulance companies can bill insurance companies for their costs so she would not recommend that donations be made to them.

Mrs. Gunnet advised that the next allocation is to be received by the end of June. If there are not enough funds for the proposed stormwater improvements then funds can be used toward that in 2023.

- I. Grant writer – J.E. Salazar & Associates – Mrs. Gunnet advised that the grant writer will be attending the August 15th Board meeting. Ms. Kerchner stated that they had worked with Northeastern Regional Police and have also assisted Hellam Township.
- J. Kaltreider-Benfer Library – Waiver of rental fee for pavilion at Freysville Park – Mrs. Gunnet advised that the library would like to hold an event at the pavilion at Freysville Park and have requested that the rental fee be waived. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted a waiver of the pavilion rental fee for Kaltreider-Benfer Library. Motion carried. Two votes yes.
- K. Ms. Kerchner advised that the IRS milage rate will increase to \$.625 per mile from July 1, 2022 to December 31, 2022.
- L. Renewal Junk Yard Licenses – Mr. Allison advised that he has inspected all three junk yards in the Township and is recommending that their licenses be renewed. He informed that Red Lion Salvage is still working with PennDEP to correct issues at the site. He stated that some mowing is needed at TC Auto Salvage which will be completed within the next month. JKLM is still using the same process but has a new operator which has resulted in less cars on the property. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the renewal of the Junk Yard Licenses for Red Lion Salvage, TC Auto Salvage and JKLM. Motion carried. Two votes yes.
- M. Changes to fall newsletter – Mrs. Gunnet advised that WARC had businesses purchase space in their newsletter to advertise but now they are no longer issuing their own newsletter. She questioned if the Board was interested in continuing the option for advertisements. She stated that WARC received \$1,750 in advertisement purchases for their last newsletter. The cost to send the Township newsletter last fall was approximately \$5,000 so this would help to offset some of the cost. The Board was agreeable to this.
- N. Eagle Scout Owen Wersocki – Mrs. Gunnet advised that Mr. Wersocki constructed a covered bench near the tennis courts at Freysville Park as his Eagle Scout project. She stated that a plaque will be placed on the bench.
- O. 2020 U.S. Census – Mrs. Gunnet advised that she has received data for the 2020 U.S. Census listing the number of people and households in the Township in comparison to the 2010 Census. There are 349 additional people and 300 additional homes.
- P. Investment accounts – Interest rate – Mrs. Gunnet advised that the last proposal for the investment accounts was approved for 6 months. She stated that this expires on June 30th. She stated that the floor rate was .2% and it is being increased to .6%. She stated that since the interest rates increased, she may invest more money in CDs as those rates are over 2%. The Board accepted the new proposal.

- Q. 2023 Intergovernmental Insurance Cooperative Wellness Grant – Mrs. Gunnet advised that the insurance broker is offering twenty \$1,000 grants to promote wellness within the insurance group. She stated that staff had discussed options and the top two items were a cooler filled with wellness items or fruit and veggie coupons that can be used to purchase items at produce stands in the Township. She explained that the employees would be given “monopoly money” to turn in at the stands and then the stand owner would turn them in for payment from the Township. The Board was agreeable to both options. Mrs. Gunnet advised that this would not be until 2023 and the Township is not guaranteed to be awarded a grant.
- R. Ms. Kerchner advised that a Shredding Event will be held on Thursday, October 27th at the Township Office from 3:00 p.m. to 6:00 p.m. The event will be for Township residents and there will be a two box limit.
- S. Ms. Kerchner advised that an Electronics Recycling Event will be held on Saturday, October 15th at the Public Works Building from 9:00 a.m. to 12:00 p.m.
- T. Curbside Woody Waste – Request to change from weekday collections to a Saturday collection – Mrs. Gunnet advised that in May and November, woody waste curbside collections are held. The collections take place on the resident’s regular trash day. Republic Services would like to do this collection on a Saturday. They would use separate trucks to collect the five different routes. The Board agreed to this change.
- U. Health Reimbursement Account and Retiree – Mrs. Gunnet explained that the employee pays the first half of their insurance deductible and the Township pays the second half. She stated the Township now has a retiree on the plan and she questioned if the Board is interested in continuing this policy or if the retiree should pay the entire deductible. Ms. Kerchner questioned if there would be an issue with continuing to pay. Mrs. Gunnet stated that she did not feel there was an issue. Mrs. Coble added that typically the retiree would only be on the plan for a short time but there is a possibility that an employee could retire at age 55. It was the consensus of the Board to allow retirees to remain on the same HRA plan as the active employees.
- V. Relaxed Sick Leave – Ms. Kerchner advised that she feels that the relaxed sick leave policy should expire and regular policy should be enforced. Mr. Allison questioned if there are legal issues with regulating how sick time is used. He commented that he thought Attorney Rohrbaugh had mentioned this. Ms. Kerchner stated that she thought he had discussed PTO versus sick days. Mrs. Gunnet advised that the relaxed sick leave policy will end on June 30, 2022. It was noted that sick days used prior to July 1st will not be taken into consideration for the number of sick days where a doctor’s excuse is needed.

11. Unfinished Business – There was none.

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.

Ms. Kerchner did not have any comments.

14. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Two votes yes.

15. The meeting of the Windsor Township Board of Supervisors adjourned at 8:11 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
June 20, 2022

Tim Damon
Scott Gingrich
Wendy Fink

York County Regional Police Department
Alliance Fire Company
685 Snyder Corner Road, Red Lion