

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

July 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, 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 June 20, 2022 meeting were approved. Motion carried. Two votes yes. Mr. Moyer abstained from voting due to not being present at the meeting.
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 the PSATS Southcentral 1 Regional Forum Agenda for the conference they will be holding in Lancaster on August 31, 2022. She stated that the Board has received a copy and asked them to let her know if they are interested in attending. Ms. Kerchner questioned if you can choose to only go to certain classes throughout the day. Mrs. Gunnet stated that the full amount would need to be paid but she would assume that it would not be required to attend the full day.
  - C. Mrs. Gunnet advised that she has received a copy of the Windsor Township 2021 Audit Report from Kochenour, Earnest, Smyser & Burg. There were no findings.
  - D. Mrs. Gunnet advised that she has received notification of programming changes from Comcast.
5. Windsor Township Fire & Rescue Association – Chad Arnold was present. He did not have anything specific to report.
  - A. Ms. Kerchner advised that the next Fire Chief’s meeting will be held on August 24, 2022 at SAFER.
  - B. Mrs. Gunnet advised that the scholarship recipients were not able to attend the meeting this evening. Their certificates will be mailed to them.
  - C. Repairs to simulator at Bahn’s Mills facility – Mr. Arnold advised that they are in need of roofing materials to repair the simulator. He noted that they have contacted Ream Roofing to get pricing and to see if they would be willing to donate supplies. He explained how the roof simulator works, noting that there are safety concerns because water has gotten into certain areas. Mrs. Gunnet

advised that the fire companies had asked at the last Fire Chief's meeting if the Township would be willing to donate money towards the materials. Mr. Arnold suggested holding off in making a decision as they are hopeful to receive donations. The Board tabled the request.

- D. Box Alarm Changes: SAFER – all boxes – eliminate double dispatching & Laurel Fire Company – all boxes – change RIT to Station 41 – Mrs. Gunnet advised that SAFER is requesting box alarm changes to eliminate double dispatching. She stated that since Yoe and Dallastown have merged, one of the companies could be the second call but the equipment has already been dispatched as they were the first call. Mr. Arnold stated that the same thing occurred when Red Lion and Felton merged.

Mrs. Gunnet advised that Laurel would like to update their box alarms to change their RIT from Station 21 to Station 41. Mr. Arnold explained that an RIT, Rapid Intervention Team, responds for the safety of the fire fighters. He stated that typically the fourth engine on the call team serves as the RIT until the assigned team arrives.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the box alarm changes. Motion carried. Three votes yes.

6. York County Regional Police Department – Chief Damon was present. He advised that they will have several stands at the York Fair for recruitment purposes. One of the stands will be in the animal arena and the other in Memorial Hall. Mrs. Kerchner advised that the police department is interested in having mounted officers. Chief Damon noted that the State Police will have their horses there.

Chief Damon advised that National Night Out will be held on August 2<sup>nd</sup> at Dallastown Park. There will be giveaways for the kids, food and presentations.

Chief Damon stated that he does not have an update on the fatal car accident on East Prospect Road.

Ms. Kerchner asked if the Police Department will respond in York City if there are any calls. Chief Damon explained that they work with other departments and there is protocol.

A. The monthly report is available for review.

7. Subdivision Plans:

A. NANCY L. MUNDIS – Final Subdivision Plan by James R. Holley & Associates – Bahn's Mill Road – Patti Fisher with James R. Holley & Associates advised that this plan subdivides land from a parcel and adds it to a lot with a different owner. There are no proposed improvements. She stated that these two lots were part of a previously approved subdivision. Mr. Allison explained that there was originally a cul-de-sac street proposed but over the years land has been combined and the street has been eliminated. There are five waiver requests as follows:

1. Section 305.2.B – Plan scale requirements
2. Section 505.4.D – Number of lots permitted
3. Section 506.5.A – Requirement to connect to public sewer
4. Section 502.2.J – Widening of existing roads
5. Section 503.2 – Installation of sidewalks

Both Mr. Kraft and Mr. Allison advised that they are agreeable to the waivers and have no outstanding comments. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the waivers and the plan. Motion carried. Three votes yes.

- B. SCOTT A. & JOLENE L. BRADY – Land Development Plan #L-5947 by Gordon L. Brown & Associates, events venue at Felton Road and Zion Church Road – Trey Elrod with Gordon L. Brown & Associates advised that this land development plan is for an event venue. The owners will be converting the barn and adding a small patio and parking area. He informed that they have obtained an NPDES Permit and have received approval from the Windsor Township Planning Commission. There are several waiver requests as follows:

1. Feasibility Study for public water and sewer – Mr. Elrod advised that they would be using portable toilets and the caterers would be responsible for bringing their own water.
2. Installation of sidewalks
3. Road widening
4. Installation of a dispersion device
5. Stormwater facilities located within a setback

Mr. Elrod advised that all comments have been addressed and the stormwater management fee has been paid. They are waiting to receive the Letter of Credit from the bank. Mr. Kraft stated that he does not have any issues with the granting of the waivers. Mr. Allison added that he has had correspondence with the bank and they have confirmed that they will be issuing the Letter of Credit. He stated that he does not have an issue with the Board approving the plan with the condition that the Letter of Credit is received. The plan would be recorded once received.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the waivers and the plan with the condition that the Letter of Credit is received. Motion carried. Three votes yes.

8. Public Hearing – Ordinance #2022-07-01 – Amendment to Zoning Ordinance regarding noncommercial keeping of livestock – Mr. Allison explained that this amendment would allow for the noncommercial keeping of livestock within residential zones with a lot size between 2 and 4.99 acres. The Windsor Township Planning Commission and the York County Planning Commission have both reviewed the amendment and have recommended approval.

A Public Hearing was opened for comment. Being none, the Public Hearing was closed. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance #2022-07-01. Motion carried. Three votes yes.

9. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. Public Works Addition – Bid Results – Mr. Kraft advised that the bid for the Public Works Building Addition was done as 4 separate contracts. The total of the low bids is in the amount of \$1,671,561. He noted that this is in excess of the previously provided estimate but it was unknown where the bid amounts would fall under today's market. Mr. Kraft stated that he is not familiar with the low bidder for the general contracting and would like to check their references. Ms. Kerchner questioned if the bids could be held to check if there would be any grants available for this project. Mr. Kraft explained that the Township has 60 days to accept or deny the bids so the timing would not permit this. Mrs. Gunnet added that most grants do not allow you start the process until the grant is approved. She noted that there is \$900,000 budgeted in Solid Waste Fund for this project. Mr. Sechrist asked if a decision is required this evening. It was asked if this construction would overlap with the construction of the Community Center. Mr. Kraft stated that he did not feel they would overlap because he is estimating that the Community Center would not start until late 2023. Mrs. Gunnet advised that she can look at the budget and see where funds may be available. Mr. Trout commented that he is not happy with the rising cost but feels it will continue to increase. Mr. Kraft noted that the general contractor bids are all relatively close. The Board tabled the awarding of the bid until the August Board meeting. Mrs. Gunnet will verify funding and Mr. Kraft will check references prior to the meeting.
- C. Taylor Estates, Phase IV – Paving – Mr. Kraft advised that the streets have been paved. There are still a few outstanding items throughout the development that need to be finalized before the NPDES Permit can be closed. Mrs. Gunnet advised that she spoke with a PennDOT representative and as long as they receive the centerline descriptions by the end of August, the streets will be added to the Liquid Fuels report.

10. Solicitor:

- A. Red Lion Municipal Authority – Abandonment of Gebhart Road from Manor Road to deadend – Attorney Rausch advised that the Red Lion Municipal Authority is requesting that the Township abandon Gebhart Road from Manor Road to the deadend. Skip Missimer with the Red Lion Municipal Authority was present. Mr. Missimer advised that the Municipal Authority is in the process of making some generational upgrades to the system and equipment that address security and reliability. He stated that they would like to bury the overhead electric lines on Gebhart Road that run to their treatment plant and then pave the road. When they contacted Met-Ed to inquire about this, they were informed that Met-Ed will not install underground electric lines on a Township road. Mr. Missimer advised that there was an agreement between the Red Lion Municipal Authority and the Township in 2011 that deeded the road from the gate to the treatment plant to the Authority. He stated that they are now requesting to own from the gate to Manor Road. He explained that they

will improve the roadway as they plan to pave it and they would not restrict access to the properties that would have frontage along Gebhart Road. They would also be responsible for all maintenance.

Attorney Rausch advised that the 2011 Agreement was only between the Township and the Municipal Authority but now there are 3 additional property owners that would be affected. He stated that he believes these owners would need to agree to the abandonment and be required to sign the new agreement or an Ordinance would need to be done in which those opposed could petition. He stated that he would be willing to work with the Municipal Authority's solicitor. Mr. Trout questioned if there would need to be an access agreement. Attorney Rausch stated that he felt it would be required between the property owners and the Municipal Authority. Mr. Missimer provided a drawing to the Board showing parcels in this area and noting which would be affected. Of the three parcels, two have frontage on Manor Road. Mr. Trout advised that this would not have an impact on the Township.

Mr. Missimer stated that if the Board is in agreement, then he feels the next step would be for the solicitors to work together. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board authorized Attorney Rausch to work with the Red Lion Municipal Authority's solicitor regarding the abandonment of Gebhart Road. Motion carried. Three votes yes.

Mr. Missimer advised that as part of Watershed Week, there will be tours of the Treatment Plant from 12:00 p.m. to 4:00 p.m. on September 17<sup>th</sup>. He encouraged everyone to attend.

#### 11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for June. There were no questions. Ms. Kerchner stated that she has heard that the paved trail at the park turned out nice. Mr. Trout commented that there are a few spots that need to be fixed.
- B. Ms. Kerchner advised that the Board has been notified by staff that there was an overflow at the Freysville Pump Station. She commented that this is a rare occurrence. Mr. Trout stated that several parts in the station failed at the same time.

Ms. Kerchner noted that the new Highway/Sewer Department employee starts next week.

- C. Mr. Trout advised that the dump truck bed on the Mack truck has deteriorated. The Board was provided with pictures. He stated that he feels that the truck is worth keeping but the bed needs to be replaced. He commented that currently there are truck bodies available because there are no chassis to put them on. Mr. Trout estimated the cost to purchase and install the bed would be between \$35,000 to \$40,000. Mr. Sechrist asked how many miles are on the engine. Mr. Trout stated that it is approximately 48,000. Mrs. Gunnet added that the Township is able to get parts for this truck unlike the Sterling. Mr. Sechrist asked if he had obtained quotes. Mr. Trout stated that he has not. Mr. Sechrist asked that he get quotes. Mrs. Gunnet asked if this would be a 2022 or 2023

expenditure. Mr. Trout advised that it could be done within three months. Mr. Sechrist questioned if the Board could grant approval without first obtaining quotes. Mr. Moyer suggested a “not to exceed” approval. Ms. Kerchner asked if many companies do this type of retrofit. Mr. Trout stated that he did not know and would check with different places. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved for the purchase and installation for a new truck body for the Mack truck not to exceed \$40,000. Motion carried. Three votes yes.

- D. Sand Pro Options – Mr. Trout advised that the Board had approved the purchase of a Sand Pro at the last meeting. He stated that there is an option for a front blade and needs to know if the Board is interested in including this item. He stated that now that more trail is paved, there would be less use for it. Mr. Shaffer did not feel that it was necessary. It was the consensus of the Board to not purchase the front blade option.
- E. Mr. Moyer questioned if there is a specific time of year that the Highway Department fixes potholes. Mr. Trout stated that if they see them or if the Township receives a complaint, they typically handle them as soon as possible. Mr. Moyer noted that there is one at the intersection of Christensen Road and Dietz Road. Mr. Trout noted that there is a damaged pipe in this area that needs fixed and they cannot do a permanent repair to the road yet.

## 12. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for June. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager’s Report for June. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for June. There were no questions.

Mrs. Gunnet advised that the signed contract with Klugh Animal Control is for \$46.50 per hour. They then added the \$1.00 surcharge. They are now proposing a flat rate increase to \$48.00 if they need to respond onsite for a call. They will keep the \$46.50 if they do not need to go onsite and are able to respond by phone. The \$1.00 surcharge would be eliminated. Klugh is also proposing to increase the Return to Owner fee to \$75.00. State regulations require that \$50 is paid to the Township. They could then keep the additional \$25.00. These changes would be effective July 1, 2022. She commented that if the Board does not approve her requests, she could resign. She stated that there is only one State Dog Warden that covers this area. The police department could also get calls that would normally go to the Dog Officer. It was the consensus of the Board to accept the new fees proposed by Klugh Animal Control.

- D. Community Center – Update & RACP – Second Allocation – Mrs. Gunnet advised that the Township is still working with Met-Ed, PennDEP and PennDOT. She stated that she had applied for an additional \$3,000,000 in RACP Funds. She noted that she had spoken with Representative Saylor who felt that he could potentially get this amount with the possibility of an additional \$1,000,000 but an approval letter has not been received. He also suggested that the Township create a list of items that would be necessary to purchase that are not included in the grant.

Mr. Moyer questioned what had happened with the MA & PA Rail Trail that had been proposed many years ago. Mrs. Gunnet advised that a section called the Red Lion Mile had been installed in the Borough. All of the proposed trail would have been on private property. There was a property owner in the Township that was not in favor of an easement across his property and the project fell through.

- E. Rehabilitation of Windsor Wonderland – Update – Mrs. Gunnet advised that DCNR had provided a list of items that needed to be addressed and staff has been working on them. She stated that the estimate for concrete was just received. Mr. Allison advised that he had spoken with the playground equipment representative and it may not be necessary to have concrete curbing along all of the pour-in-place flooring which could reduce the amount from \$66,750 to approximately \$59,000. MRC has quoted 8 to 10 weeks to build the equipment. It would be 7 to 8 days for the installation. DCNR must grant approval before the equipment order may be placed. Mrs. Gunnet noted that the surcharge is still in effect. Mr. Kraft noted that they will need to see if there is a temperature at which the pour-in-place can no longer be installed.

Mrs. Gunnet advised that since the Township did not receive the Neighborhood Promise Grant, Tim O'Donnell from Republic Services is trying to get the Township approximately \$30,000 toward the project.

- F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that the July meeting was cancelled. She noted that the school district has agreed to assist with diamondtex at Clearview Elementary. The Township and the school district will purchase two loads each.
- G. Ms. Kerchner advised that in accordance with the summer meeting schedule, a Board meeting will not be held on August 1<sup>st</sup>.
- H. American Rescue Funds – Mrs. Gunnet advised that the Sam.gov membership has been renewed until July 2023. She stated that the Township did receive an allocation in the amount of \$3,010.36 which is for the first year distribution of unallocated funds. The allocation for the second year as well as the second year unallocated funds are to be received in August.
- I. Ms. Kerchner advised that a Shredding Event will be held on Thursday, October 27<sup>th</sup> 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.

- J. Ms. Kerchner advised that an Electronics Recycling Event will be held on Saturday, October 15<sup>th</sup> at the Public Works Building from 9:00 a.m. to 12:00 p.m.
- K. Ms. Kerchner advised that the Board has received a copy of the January to June 2022 Building Permit Summary. Mrs. Gunnet commented that new home construction is down. Mr. Allison stated that he feels this is due to the lot inventory being low right now. He noted that other improvements have increased.
- L. Quotes – Update Personnel Policy – Mrs. Gunnet advised that she contacted Blakey, Yost, Bupp & Rausch regarding an update to the personnel policy and was informed that they do not have staff what works in Human Resources. She stated that she then contacted Stock & Leader and they are currently representing a resident so they cannot work with the Township due to conflict of interest. She advised that she then contacted SEK and Alternate HR. The quote from SEK was in the amount of \$1,400.00. The quote from Alternate HR was \$650.00 with extra costs if they were to come onsite. Ms. Kerchner commented that one of the classes that PSATS Southcentral is hosting at the event on August 31<sup>st</sup> is about this topic. She suggested waiting until after the forum to see what they recommend.
- M. Migrate emails to Microsoft 365 – Mrs. Gunnet commented that she has found that email is complex and so is migrating to a different system. She advised that she has obtained two quotes to migrate the Township’s email to Microsoft 365. Double Dog has quoted \$90 per hour and estimates spending 2 to 3 hours on each account. This amounts to approximately \$1,980. Kyocera has quoted \$3,800. She stated that even though this cost is more, she feels that it is a more thorough quote because they came out on site to look at each computer. With the change to Microsoft, the Township will also have a monthly maintenance fee of \$194.

Ms. Kerchner questioned what is included with the switch to Microsoft 365. Mrs. Gunnet advised that updates would be included and there would not be a need to purchase individual Microsoft licenses. She noted that the cyber insurance company did not require the switch this year but could require it for next year. She added that it is not budgeted for 2022.

Ms. Kerchner commented that she was surprised how old the Township’s system had been. She stated that the business is run by computers and email and a reputable company is needed to manage this. Mr. Allison advised that Kyocera handles all other aspects of the Township’s IT. Ms. Kerchner stated that these quotes can be used for budget purposes for 2023 as she is in favor of changing to Microsoft 365.

13. Unfinished Business – There was none.

14. Public Comment – There was none.



15. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments. Neither Mr. Sechrist nor Mr. Moyer had any comments.

Ms. Kerchner did not have any comments.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:55 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
July 18, 2022

Tim Damon  
Chad Arnold  
Alvis Elrod  
Skip Missimer  
Patti Fisher  
E. Rangel  
Scott & Jolene Brady

York County Regional Police Department  
Alliance Fire Company  
Gordon L. Brown & Associates  
Red Lion Municipal Authority  
James R. Holley & Associates  
Red Lion  
Zion Church Road Red Lion PA