

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
August 15, 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 July 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.

B. Mrs. Gunnet advised that she has received letters from Susquehanna Area Senior Center, Kaltreider-Benfer Library, Red Lion Area Ambulance Association and Golden Connections thanking the Township for the donations made to them.

5. Windsor Township Fire & Rescue Association – Chad Arnold was present. He stated that there are some box alarm changes that need to be made that need the Association’s approval. Mrs. Gunnet advised that this is not on the agenda and in order to make any approvals under the Sunshine Act, the Board would need to approve to amend the agenda. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved to amend the agenda to add Box Alarm Changes. Motion carried. Three votes yes.

Box Alarm Changes – Mr. Arnold advised that they are trying to clean up the way calls are dispatched due to the mergers that created Alliance and SAFER. He stated that there are box alarm changes that need to be made regarding BLS (Basic Life Support) calls dispatched to Alliance. There is no need for both the fire company and ambulance to be dispatched unless the ambulance is not at its station.

Mrs. Gunnet stated that she thought there was also an issue with a box for Laurel Fire Company. Mr. Arnold explained that Laurel had made the changes and he believes that the issue with an incorrect dispatch was on the County’s end and they will be made aware.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the box alarm changes for Alliance Fire Company for Class 1 calls and third due for BLS. Motion carried. Three votes yes.

- A. Ms. Kerchner advised that the next Fire Chief’s meeting will be held on August 24, 2022 at SAFER.

- B. Laurel Fire Company – Waiver of Section 1.r of Recreation Areas Ordinance – General Liability insurance – Mrs. Gunnet advised that Laurel Fire Company would like to make and sell chicken BBQ at Freysville Park. The park rules require them to have a minimum of \$500,000 in liability insurance coverage but they do not carry that amount. Attorney Rausch asked if they carry any liability insurance. Mrs. Gunnet advised that they do. Attorney Rausch stated that the Township could accept the amount they carry. Ms. Kerchner questioned what would happen if there was an issue. Mrs. Gunnet advised that the Township carries insurance. The Board agreed to allow for Laurel Fire Company to have a chicken BBQ at Freysville Park and accept their maximum liability coverage.
  - C. Repairs to simulator at Bahn’s Mills facility – Mr. Arnold advised that they still working on getting pricing.
6. York County Regional Police Department – No one was present.
- A. The monthly report is available for review.
7. Klaus & Ingeborg Brunnengraeber – 395 Meggon Drive – Waiver of late fee on quarterly sewer bill – Mr. Brunnengraeber advised that he has lived in the Township for 45 years. He stated that he received a late payment fee of \$25 on his sewer bill and he is requesting that it be waived. He explained that notification was not given that the bill would be increasing. They set their payment up as an automatic payment to come out of their account because they knew they would be out of the area during this timeframe. He stated that the \$5.00 balance caused the late fee to be charged. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board waived the late fee based on notification not being provided that the rate was increasing and the owners being out of town during the timeframe of the quarterly bill. Motion carried. Three votes yes.
8. Gary & Christine Anderson – 322 Mohawk Drive – Pavilion in the detention pond emergency spillway – Mr. Anderson provided the Board with information on their property. Mr. Allison advised that he had also given information from the subdivision plan to the Board. Mr. Anderson explained that he received a Notice of Violation for a pavilion that he had placed on his property. He stated that he owns two lots. One lot has his house on it. The other lot is a stormwater management area. However, the subdivision plan states that it can be used in a recreational manner. The pavilion is located on this lot in the spillway area. It has a picnic table under it. There is nothing that is permanent. He stated that he is requesting approval from the Board in order to keep it.

Mr. Allison advised that a Notice of Violation was sent because an accessory structure is not permitted to be placed on a vacant lot or within a stormwater area. He stated that when he pulled the subdivision plan to look at the easement area, he found that it notes that the lot is to be used for stormwater management and recreational uses. He stated that the question for the Board this evening is whether they feel this is a permitted use based on the wording of the subdivision plan. He noted that there are other zoning issues that will need to be addressed separately.

Mr. Sechrist asked if the pavilion has held up during the rainstorms. Mr. Anderson stated that he has not had any problems. Ms. Kerchner commented that she feels that he is using the lot in a recreational manner. Attorney Rausch questioned if anyone else uses the stormwater management lot. Mr. Anderson advised that no one else uses it as it is fenced. Mr. Moyer questioned if the York County Conservation District inspects this basin. Mr. Kraft advised that this one is not included on the MS4 Reporting. He asked if all of the items are located in the spillway. Mr. Allison advised that it is. Mr. Kraft questioned why they chose to locate it in this area. Mr. Anderson explained that there are steep grades on the lot with the house and a creek runs behind the house. This was a flat area that could be utilized.

On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved for the temporary, non-permanent pavilion to be placed on the lot as it is deemed recreational with the condition that the property owner is responsible for any damage that may occur to the land or personal property. Motion carried. Three votes yes.

9. Joyce Salazar – Grant Writer – Ms. Salazar advised that she has been involved with grant writing for 28 years. Over this time she has represented multiple municipalities and developers. She has been successful in obtaining grants for many projects. She asked if the Board had any questions for her. Mrs. Gunnet questioned if the Township would contact her with a listing of items that we would like to try to obtain grants for or if she would come to the Township with a listing of grants that she has found to be available. Ms. Salazar stated that it could be both ways.

Ms. Salazar explained the fee for her services is \$5,000 per month for one year. There is an opt out clause.

Mr. Moyer asked if she ever fails to obtain a grant that she applies for. Ms. Salazar stated that applications are not always successful. If an application is denied, she always tries to resubmit a second time. It was noted that she has helped obtain grants for Hellam Township, Newberry Township, York County Regional Police Department and East Manchester Township.

Mrs. Gunnet explained that one of the Township's large projects is for an addition to the Public Works Facility. She stated that all of the design work has been completed and the awarding of the bids is on the agenda this evening. She questioned if it would be too late to apply for grants. Ms. Salazar stated that the Township could still apply for grant funds and also for items that are needed in the building. Ms. Salazar added that another item that grants can be applied for is roadway projects.

Ms. Kerchner advised that Ms. Salazar has received rave reviews from those that have worked with her. Mrs. Gunnet commented that she feels this could be a benefit to the Township. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved to enter into a 12 month contract with Ms. Salazar and authorized Mrs. Gunnet to sign the contract once it is approved by Attorney Rausch. Motion carried. Three votes yes.

10. Subdivision Plans:

- A. ALDI, Inc. – Final Land Development Plan #0197-99-085 by Dynamic Engineering, Cape Horn Road – Matt Mazzella with Dynamic Engineering and Rachel Kegevis with ALDI were present. Mr. Mazzella advised that they are requesting conditional land development approval. He advised that all comments from PennDOT have been addressed. Mr. Kraft added that all of his outstanding comments have also been addressed. He noted that if onsite food preparation is added to the store, it will be necessary to install a grease trap.

Mr. Allison noted the site location adding that the house on the lot will be demolished. He explained that stormwater runs across this site from Vista Drive and is piped to Lombard Road. Upgrades will be made to the piping at Lombard Road but it will not be possible to meet current regulations. There will be a stormwater basin installed under the proposed parking lot. Mr. Mazzella advised that the access drive location will match that of the shopping center with Tractor Supply.

Mr. Mazzella advised that they have nine waiver requests as follows:

1. Section 304.2.B.34 – Clear Site Triangle
2. Section 305.2.B – Plan scale requirements
3. Section 305.2.B.18 – Clear Site Triangle
4. Section 306.M – Subsurface outlet
5. Section 306.N – Discharge pipes
6. Section 306.R – Stormwater controls within setbacks
7. Section 306.V – Stormwater capacity requirements
8. Section 403.A.3 – Inlet capacity
9. Section 515.4 – Secondary Emergency Access Drive

It was noted that it is not possible to obtain a secondary access onto Cape Horn Road. There will be access around the entire building and the access drive onto Cape Horn Road will be wider than required. Mr. Kraft advised that he does not have any issues with the Board granting the waivers. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the waivers. Motion carried. Three votes yes.

Mr. Allison advised that there are several outstanding items for the plan which deal with outside agency approvals. Ms. Kegevis confirmed that the performance bond will be issued tomorrow.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board conditionally approved the land development plan. The plan will not be signed until all comments have been addressed. Motion carried. Three votes yes.

11. 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 – Mrs. Gunnet advised that the bid results are attached. Mr. Kraft advised that he did reference checks on the General Contractor and the Electrical Contractor and did not have any concerns with either. He stated that the only negative response he had received was due to being behind schedule due to lack of labor or materials but not the quality of work.

The total project cost with the low bidders for General, Mechanical, Electrical and Plumbing contractors is \$1,671,531. Mrs. Gunnet advised that she has provided the Board with a financial report indicating available funding for the construction. Mr. Kraft stated that he looked at the cost index over the last three years to try to determine cost inflation. He reported that he would anticipate a change in cost between \$20,000 to \$50,000 if the project was delayed to next year. He noted that due to bidding parameters, a decision to deny or award the bids is required this evening.

Ms. Kerchner stated that she thinks she understands from Ms. Salazar that the Township may still be able to get grant money toward this project. Mr. Allison commented that the Board should move forward knowing that grant funding may not be available.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the bids to the low bidders, Uhrig Construction (General Construction), Shannon A. Smith (Mechanical Construction), HRI, Inc. (Electrical Construction) and Garden Spot Mechanical, Inc. (Plumbing Construction) and for the Township Manager to sign the contracts. Motion carried. Three votes yes.

Ms. Kerchner announced that she would need to leave the meeting shortly. The Board decided they would like to discuss item 14J – Dates for Pre-Budget and Budget Workshop – After discussion, it was decided that the Pre-Budget meeting would be held on September 26, 2022 at 9:00 a.m. and the Budget Workshop would be held on November 9, 2022 at 9:00 a.m.

Ms. Kerchner left the meeting at 7:15 p.m.

- C. 430 White Rose Lane – Stormwater Management Ordinance – Waiver for structure in building setback area – Mr. Allison advised that a new home will be built at 430 White Rose Lane. A seepage pit is proposed to be located within the setback and a waiver is being requested. Mr. Kraft advised that it must be installed in that location due to the topography. On the motion of Kim Moyer seconded by Rodney Sechrist, the Board granted the waiver. Motion carried. Two votes yes.

12. Solicitor – Attorney Rausch did not have anything to report.

13. Public Works:

- A. Mr. Moyer advised that the Board has received the monthly report for July. Mrs. Gunnet noted that the tarp for the new truck bed was not included in the original quote. It was an additional \$2,250. The total cost for the new truck body was just over \$42,000. She asked if the Board would like to pay this from the Vehicle and Equipment Fund or from the ARPA funds. She stated that there is currently \$79,000 in the Vehicle and Equipment Fund plus some in a CD. She recommended paying from this fund. The Board agreed to this.
- B. Mrs. Gunnet advised that the new employee has started. He does not have a CDL. As a condition of employment, a CDL is required. The Township provides training and pays for employees to get their CDL. An Agreement has been signed by the employee that states that the Township will pay the costs but if the employee leaves within certain time periods, that he is obligated to reimburse the Township for the costs. He has completed his book classes and will soon be scheduling for his permit. Once he has on the job training and the instructor feels that he is ready, a test will be scheduled to obtain his license.

Mr. Sechrist questioned if this position is split between the Highway and Sewer Departments. Mrs. Gunnet advised that it is. The employee performs mostly sewer tasks but will have a plow route.

On the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved the Conditional Offer of Employment & Training Agreement with James Couch III. Motion carried. Two votes yes.

- C. Street Adoptions – Resolution #2022R-08-01 – Shire Lane & Resolution #2022R-08-02 – Nugent Way, Pleader Lane and Chardrie Drive – Mrs. Gunnet advised that the streets are now ready for adoption in Taylor Estates, Phase I and Taylor Estates, Phase IV. She stated that once the Clerk of Courts approves them, PennDOT will be contacted to have them added to the Township's Liquid Fuels report. On the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved Resolution #2022R-08-01 and Resolution #2022R-08-02. Motion carried. Two votes yes.

14. Other Business:

- A. Mr. Moyer advised that the Board has received the Zoning Report for July. There were no questions.
- B. Mr. Moyer advised that the Board has received the Township Manager's Report for July. There were no questions.
- C. Mr. Moyer advised that the Board has received the Dog Officer Report for July. There were no questions. Mrs. Gunnet noted that the new fees are now in effect.

D. Community Center – Update – Mrs. Gunnet advised that the Township is still working on updates. The second RACP application is due later this week. She stated that there is another Government grant through DCED in the amount of \$1,000,000 that we will be applying for. She stated that she will be scheduling a meeting with a representative from DCED to determine exactly what these funds could be used for. She noted the staff has been compiling a list and obtaining quotes for the for potential items. She noted that not all of the items would be for the community center. She added that when she spoke with Representative Saylor, he had recommended keeping the list of items under broad topics. Mrs. Gunnet advised that she does not know how long the Township would have to spend the funds or if the items would need to be bid or purchased through COSTARS. She stated that most of the money would be directed toward the community center but some items that have been discussed are upgrades to the HVAC system at the Township Office and replacement of the 2014 van. Mr. Sechrist suggested the purchase of solar panels. Mr. Allison stated that all of this can be addressed once the Township knows what the money could be spent on.

E. Rehabilitation of Windsor Wonderland – Update & Picket Pickup – Mrs. Gunnet advised that the order has been placed for the playground equipment and fencing. The order will be placed soon for the concrete and pour-in-place surface.

Mrs. Gunnet advised that there will be two scheduled days to allow for pickets and bricks to be picked up. Pickup days will be Saturday, September 17<sup>th</sup> from 9:00 a.m. to 11:00 a.m. and Tuesday, September 20<sup>th</sup> from 4:30 p.m. to 6:30 p.m.

F. Windsor Township Recreation Commission – Update – There was no update as Ms. Kerchner had left the meeting.

G. Mr. Moyer advised that in accordance with the summer meeting schedule, a Board meeting will not be held on September 5<sup>th</sup>.

H. Mr. Moyer 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.

I. Mr. Moyer 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.

J. Dates for Pre-Budget and Budget Workshop – Discussed under 11B

15. Unfinished Business – There was none.

16. Public Comment – There was none.

17. Supervisors Comments – Mr. Moyer asked Mr. Sechrist if he had any comments. He did not. Mr. Moyer did not have any comments either.
18. On the motion of Kim Moyer seconded by Rodney Sechrist, the bills were approved. Motion carried. Two votes yes.
19. The meeting of the Windsor Township Board of Supervisors adjourned at 7:48 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT  
August 15, 2022

Klaus Brunnengraeber  
Rachel Kegevisse  
Matt Mazzella  
Chris & Gary Anderson  
Tim Pasch  
Chad Arnold

395 Meggon Drive Red Lion PA  
Aldi, Inc.  
Dynamic Engineering  
322 Mohawk Drive Red Lion PA  
2645 Carnegie Road York PA  
Alliance Fire Company