

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
September 19, 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 Kim Moyer seconded by Rodney Sechrist, the minutes from the August 15, 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 an invitation from Laurel Fire Company to their Annual Appreciation Banquet which will be held on November 5, 2022. She asked the Board to let her know if they plan to attend so she can RSVP.
  - C. Mrs. Gunnet advised that she has received a letter from Wilbur Forry, 10 Carson Lane, requesting that the Board grant a waiver of the late fee on his sewer bill. He had his account set up for auto-pay but the amount increased and the \$5.00 balance caused the late fee to be assessed. Mrs. Gunnet advised that this is similar to the request at the previous Board meeting. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board set a policy that if a request to waive the late fee is submitted by a property owner, late fees would be waived for bills paid through auto-pay on the quarter following a rate increase. Motion carried. Three votes yes.
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 October 27, 2022 at Laurel Fire Company.
  - B. Simulator repair – Update – Mrs. Gunnet advised that she had not been updated with pricing from the Association.
  - C. Box Alarm changes – Motor Vehicle Accidents – Adding Rescue 77 to Boxes 37-401, 37-402, 37-403 and 37-404 and Removing TK77 from the Bus Accident call type – Box 37-405 – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the Box Alarms as presented. Motion carried. Three votes yes.

6. York County Regional Police Department – No one was present.
  - A. The monthly report is available for review.
7. Kasie Ream – Golden Connections – Kasie Ream advised that she is the Director of Social Services at Golden Connections. She provided a packet of information to the Board. She reviewed information regarding meals, membership, attendance, contracts, grants, donations, fundraisers and expenses. She stated that surveys have proven that people who are involved in centers such as Golden Connections are eating healthier and are overall more satisfied with their life. She thanked the Board for the donation that was made to Golden Connections. She asked if the Board had any questions. They did not.
8. Jane Dennish – Kaltreider-Benfer Library – Jane Dennish advised that she is on the Kaltreider-Benfer Board, is an English teacher at the Red Lion Area High School and is a Township resident. She provided the Board with an information sheet. She stated that the building addition is underway at the library. The slab has been poured and the framing is up. The construction is estimated to be completed in early 2023. Once complete, there will be a grand opening celebration. She noted that the library is temporarily located at the Windsor Manor Elementary School. Mr. Sechrist questioned who the contractor is for the addition. Ms. Dennish advised that it is Kinsley. She thanked the Board for the donation that was made to the library.
9. Subdivision Plan for discussion:
  - A. ANDATO, LLC – Final Subdivision Plan #1350.1 by Site Design Concepts for 3 lots on Windsor Road – Waivers only – Grant Anderson advised that also present with him this evening is Mike Anderson. He advised that this plan has been reviewed with staff. This is the lot where the golf course was located. It is over 12 acres. They are proposing to subdivide it into 3 lots. The existing dwellings will be located on one lot, a two-family dwelling will be located on another lot and a single family dwelling is proposed on a lot in excess of 10 acres. The existing septic system will be removed and connection will be made to public sewer. Mr. Trout questioned how the connection to sewer is to occur. Mr. Allison advised that it is planned to have three separate laterals connect into the manhole that is on the lot.

Mr. Anderson advised that they have eight waiver requests as follows:

1. Sheet size
2. Deferring of stormwater design and erosion and sediment controls to issuance of a Building Permit – Mr. Allison advised that this has been waived in the past. He explained that at this time, they do not know the size or design of the house that would be on the larger lot and the stormwater would likely need to be redesigned once this is determined. Mr. Kraft added that the other improvements will not need extensive controls because the parking lot where the two-family dwelling will be located will be removed.
3. Clear Site Triangles – Mr. Anderson advised that they will be utilizing the existing entrance points onto Windsor Road.

4. Reconstruction of Windsor Road – Mr. Anderson noted that the proposed residential use will be a less intense use than the commercial business that was there.
5. Curbing – There is currently no curbing along Windsor Road
6. Sidewalks – There are no sidewalks along this side of Windsor Road
7. Creation of a lot along a collector or arterial street – Mr. Anderson advised that this use is less intense and there are already three access points provided on the lot.
8. Property corner markers – Mr. Anderson stated that they are requesting a waiver of installing property markers along the southern side of the property only. He explained that the property line runs in the middle of the stream. Mr. Kraft noted that written descriptions are provided.

Mr. Allison advised that the Windsor Township Planning Commission recommended approval of the waiver requests with the exception of the sidewalks. They felt that the 6 month note should be added to plan that would require the owner to install the sidewalks within 6 months of notification by the Township. Mr. Moyer asked if the Township could still require the owner to install sidewalks if the note was not put on the plan. Attorney Rausch advised that the Township could but it would be more complicated as an Ordinance would be required. Mr. Anderson commented that they are not opposed to adding the note to the plan. Mr. Kraft stated that he does not have an issue granting all of the waivers and feels it is a Board decision if they would prefer to have the 6 month note added for sidewalks. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the eight waivers as requested. Motion carried. Three votes yes.

10. Dan Orwig, Vice Chairman of the Windsor Township Fire & Emergency Association arrived. He advised that a Fire Prevention event will be held at Windsor Commons on October 1<sup>st</sup>. He noted that items were purchased and a receipt has been submitted for reimbursement. He stated that the next meeting will be held on October 27<sup>th</sup> at Laurel Fire Company. He informed that they have not received pricing for the repairs to the simulator. Mr. Trout commented that the tarps for the simulator have been taken to the Bahn's Mill Building.

11. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.

12. Solicitor:

- A. Wisheaven – Delinquent Sewer Lien – Attorney Rausch advised that Wisheaven Banquet Hall has a delinquent sewer bill that his firm is processing against. He explained that the owner, Michael Park, purchased the property in January 2014. All outstanding fees were paid at settlement. The first sewer bill that was sent to Mr. Park was for the quarter of February/March/April 2014 in the amount of \$1,785. This bill was not paid and a lien was filed. The amount of the bill is based on the previous year's water usage and is adjusted if necessary for the next year starting with the May quarterly bill. The bill for the May/June/July 2014 quarter was adjusted to \$315. Attorney Rausch noted that a payment toward the lien was made in 2017.

Attorney Rausch advised that they have started the enforcement procedure to collect on the lien. A 30 day letter was sent with no response. A 10 day letter was then sent with again no response. The Writ was filed and delivered by the Sheriff's Office. This prompted Mr. Park to contact him. He stated that currently Mr. Park owes over \$20,000 in back taxes and over \$40,000 to the State. If the Sheriff's sale were to occur, the Township would be responsible for paying all of these back taxes. The mortgage would be wiped out. He stated that he is concerned that there could be a legal situation if Mr. Park contracted with an Attorney because the amount of the quarterly bill dropped drastically and he may have proof that business had not been occurring at that time. Mr. Moyer asked Attorney Rausch if he feels that \$315 is all he should owe. Attorney Rausch stated that he feels it should be that amount plus accrued attorney fees. Ms. Kerchner asked how much time he should be given to pay. Mr. Moyer stated that he feels the amount should be collected in full. It was the consensus of the Board that the lien amount would be reduced to \$315 plus attorney fees and payment in full would be required immediately upon notification by Attorney Rausch. Motion carried. Three votes yes.

Attorney Rausch advised that they are also working on enforcement procedures for the Ludwig property off Acorn Lane.

- B. Executive Session – Potential Litigation – Attorney Rausch advised that this was regarding Wisheaven Banquet Hall and is not needed.

### 13. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for September. There were no questions.
- B. Approval to purchase – 2022 RAM 2500 truck – \$52,520.00 – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the 2022 RAM 2500 truck. Motion carried. Three votes yes.

Mrs. Gunnet advised that there were not enough funds in the Vehicle and Equipment Fund to cover the purchase of the dump bed and this vehicle. However, there is a Certificate of Deposit for this account. She stated that she looked into the cost to cash it early and it will be \$33.00. The truck needed to be paid from Solid Waste Fund. She requested approval to cash the CD so that the Solid Waste Fund could be reimbursed this year. It was the consensus of the Board to allow Mrs. Gunnet to cash the CD now.

- C. Yard Waste Facility – Mrs. Gunnet advised that the Township needs to start planning for how yard waste will be handled if Modern Landfill closes. She stated that the Township is required to collect yard waste. She informed that she and Mr. Trout will be having a meeting with PennDEP tomorrow to discuss this matter. If the Township had a site that was less than five acres in size, it could be handled as a Permit By Rule. This would allow the waste to be dropped there and then hauled from

the site. Mrs. Gunnet advised that Kinsley collects for Springettsbury Township and West Manchester Township and they have their own dump site. Mrs. Gunnet advised that there is land at the Public Works Building but if the intention is to put athletic fields there in the future, then this could have an impact. Mr. Moyer commented that this land is going to require a lot of excavating work. Mr. Trout added that it is probably a better option to look for flat land to purchase for fields. Mrs. Gunnet stated that there is an area off Ruppert Road that would be intended for the Township if the proposed development on that land is approved. Mr. Allison advised that he had contacted the developer to see if he would be willing to dedicate the land at this time but he is not interested in doing so.

Ms. Kerchner stated that it is good to be proactive. She asked why the Township had purchased the additional land at the Public Works Building. Mr. Allison stated that it was available land that was adjacent to the Public Works Building. Mrs. Gunnet added that it gave a possible location for ballfields in the future but there was not a specific plan for the land.

- D. Propane bid results – Mrs. Gunnet advised that the bid results are attached to the Board’s agenda. There was only one bid received. It was from Aero Energy at a rate of \$2.049 per gallon. This is a \$.30 increase from last year. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board awarded the propane bid to Aero Energy. Motion carried. Three votes yes.

14. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for August. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager’s Report for August. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for August. There were no questions.
- D. Community Center – Update – Mrs. Gunnet advised that the Township is still working with Met-Ed. The second RACP application has been submitted.
- E. Rehabilitation of Windsor Wonderland – Update, Picket Pickup, Applied for funding amendment – \$99,238, Modern Landfill – \$30,000 – Mrs. Gunnet advised that the playground equipment is expected to be delivered at the beginning of October. A picket pickup was held this past Saturday and there was a good turnout. Another pickup will be held tomorrow from 4:30 p.m. to 6:30 p.m. Windsor Wonderland will be closed on Wednesday, September 21<sup>st</sup>. Demolition and site work will begin that day. Mr. Trout informed that when they called for utility locates, it was determined that the electric to the pavilion runs under the playground area so they will need to be careful during excavation.

Mrs. Gunnet advised that DCNR opened another round of grants but the Township is not eligible for this one. However, there is a Funding Amendment that is available and they have applied for \$99,238.

She advised that Tim O'Donnell has contacted her and informed that Modern Landfill will be donating \$30,000. He will be making a presentation at the next Board meeting.

- F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that she was not able to attend the last meeting but she knows Mr. Shaffer is very busy with the fall sports season.
- G. Ms. Kerchner advised that the Board meeting scheduled for October 3, 2022 is cancelled.
- H. 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.
- I. 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.
- J. Grants – Pennsylvania Department of Community & Economic Development – Local Share Account Category 4 Facilities Program – Berks, Westmoreland & York Counties:
  - Resolution #2022R-09-01 – Administrative Building HVAC System – \$300,000.00
  - Resolution #2022R-09-02 – Rehabilitation of Chapel View Sanitary Sewer Pump Station – \$944,116.00
  - Resolution #2022R-09-03 – Lining of Chapel Church Interceptor and associated manholes – \$440,000.00

Mrs. Gunnet advised that she is working with Joyce Salazar on grant opportunities. She is currently looking for a match for the RACP funds. She has found that there are funds available that are from casino money. She had asked for projects that she could apply for. Mrs. Gunnet advised that she provided her with three different items. They are for the replacement of the HVAC system at the Township Office, Rehabilitation of the Chapel View Pump Station and the Lining of the Chapel Church Interceptor and manholes. A Resolution is required for each project. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution #2022R-09-01, Resolution #2022R-09-02 and Resolution #2022R-09-03. Motion carried. Three votes yes.

- K. Low Income Household Water Assistance Program (LIHWAP) – Authorization for Secretary to sign Agreement to enroll in program – Mrs. Gunnet advised that the LIHWAP program began in January 2022. It is a grant program that provides assistance with past due water and wastewater accounts for those meeting low income thresholds. She stated that in order to accept funds, the Township must be enrolled in the program. In order to do this, an Agreement is required. On the motion of Kathy

Kerchner seconded by Kim Moyer, the Board approved for the Secretary to sign the Agreement. Motion carried. Three votes yes.

Ms. Kerchner questioned if there is a way that this can be advertised to residents. Mrs. Gunnet advised that there is a flyer on the Township website. She stated that this would not help those that are a quarter in arrears because it would not provide enough time to apply and receive funding before the Township would proceed with water termination. Mrs. Coble commented that she feels this would be suited more toward those with liens filed against their property. Ms. Kerchner asked if this is something that could be placed in the newsletter. Mrs. Gunnet stated that it was not included in the fall newsletter because there was not enough space.

- L. Pennsylvania Department of Community and Economic Development – Grant application – \$1,000,000.00 – List of Materials included in application – Mrs. Gunnet advised that she applied for a grant in the amount of \$1,000,000.00 from the Department of Community and Economic Development. Representative Saylor had recommended that when applying for the grant, that the topics be kept broad. The Board received a copy of list that of proposed items that was submitted. Ms. Kerchner commented that the HVAC system for the Township is included on this list and the list that was provided to Ms. Salazar. Mrs. Gunnet advised that the total estimated cost of the items on this list exceeds \$1,000,000. Ms. Kerchner asked when it would be determined if the Township would receive any grants funds since they are working on the budget now. Mrs. Gunnet stated that she did not know. She added that one of the questions on the application asked how long it was estimated to spend the funds and she stated 2025.
- M. American Rescue Plan Act: Funds Received, Transfer of funds to General Fund, Funds to Fire Companies – Diesel Fuel – Mrs. Gunnet advised that the Township received the ARPA funds last week. A transfer has been made to General Fund in the amount of \$635,000. She stated that the Board had discussed making a contribution toward diesel fuel to the fire companies. Mr. Sechrist suggested \$6,000 to the single departments and \$12,000 to the merged departments if Mrs. Gunnet felt that this would not affect any account balances. Mrs. Gunnet stated that she did not see an issue with making donations in these amounts. On the motion of Rodney Sechrist seconded by Kim Moyer, the Township approved to make donations to be used for diesel fuel in the amount of \$6,000 to Laurel Fire Company and Yorkana Fire Company and in the amount of \$12,000 to Alliance Fire & Rescue and SAFER. Motion carried. Three votes yes.  
  
Mr. Trout stated that it had been discussed that some of these funds would be used toward stormwater pipe lining. He noted that there are not many companies that do this work and they are very busy. He commented that if the Board chooses to move forward with this work, it may be necessary to plan in advance to have work scheduled.
- N. Dennis Klinedinst – Agricultural Security Area – Resolution #2022R-09-04 – Enroll 3 properties on Pleasant Grove and Bahn’s Mill Roads – Mrs. Gunnet advised that in February 2022, Dennis Klinedinst had requested to enroll three properties into the Agricultural Security Area. She stated

that the procedure is to not take action at that time and approval is deemed after 180 days. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution #2022R-09-04 to enroll three properties off Pleasant Grove Road and Bahn's Mill Road into the Agricultural Security Area. Motion carried. Three votes yes.

- O. Emergency Management Company – Mrs. Gunnet advised that she has been trying to get in touch with Jim Wilson, the Emergency Management Coordinator, for quite some time. She stated that last week she taped a letter to his front door and he finally responded yesterday. He had informed her that he has been very busy at work and is still interested in serving as the Emergency Management Coordinator. She stated that she had informed him that the current Emergency Operations Plan on file is from 2013. He advised that he is currently working on updating it but thought that the most recent Plan was from 2018. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for Jim Wilson to continue as the Emergency Management Coordinator. Motion carried. Three votes yes.
- P. 2023 Minimum Municipal Obligation – Police Pension Plan & Non-Uniform Pension Plan – Mrs. Gunnet advised that each September it is required that the Board acknowledge receipt of the Minimum Municipal Obligation for the next year. She stated that the Police Pension has no active members and therefore is \$0. She stated that the MMO for the Non-Uniform Pension Plan is \$77,103. This is \$1,634 less than the January 2022 billing. She commented that if the same amount of State Aid is received in 2022 as in 2021, the Township's cost would be less than \$2,000. The Board acknowledged receipt of the 2023 MMO for the Police Pension Plan and the Non-Uniform Pension Plan.
- Q. Personnel Policy Update Quotes – Alternative HR, LLC & SEK CPAs & Advisors – Mrs. Gunnet advised that she had previously obtained quotes to have the Township's Personnel Policy updated but the Board wanted to wait to make a decision until they saw the presentation at the PSATS conference. She stated that an attorney or a human resources company could draft a policy. Attorney Rausch advised that a lot is standard in a policy except for specific benefits. He advised that if the Board had a company draft a policy, he would be willing to review it.
- Mrs. Gunnet advised that Alternative HR had given a quote not to exceed \$600 and SEK CPAs & Advisors had quoted \$1,400. She noted that Spring Garden Township worked with Alternative HR and was satisfied. She added that she does not know of anyone who has used SEK. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved for Alternative HR, LLC to update the Personnel Policy. Motion carried. Three votes yes.
- R. 905 Dietz Road – Stormwater Ordinance – Waiver of setback – Mr. Allison advised that a new home is being constructed at 905 Dietz Road and they are proposing to locate a stormwater facility within the setback. Mr. Kraft advised that he does not have an issue with this as it is an adequate location based on the topography of the land. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted the waiver for 905 Dietz Road. Motion carried. Three votes yes.



Mr. Allison asked the Board if they would be willing to approve these types of waiver requests when the Operations and Maintenance Agreement is approved if staff is supportive of the request. This would alleviate the need for separate approvals. He noted that if staff is not in favor of a waiver request, it would be brought before the Board. It was the consensus of the Board that waiver requests could be addressed at the time of the approval of the O&M Agreement.

15. Unfinished Business – There was none.

16. Public Comment – There was none.

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

Mr. Moyer thanked the staff for assisting with the picket pickup. He also thanked Mr. Trout and the Highway Department for fixing the sinkhole on Dietz Road.

Ms. Kerchner commented that the PSATS conference in Lancaster was a good event. She stated that she learned a lot. She noted that one of the sessions that she enjoyed was about teamwork and how the employer should work for the employees to keep them comfortable and feeling important. She stated that stemming from this, she feels that the department leads should be involved during the budget discussions.

18. On the motion of Rodney Sechrist seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.

19. The meeting of the Windsor Township Board of Supervisors adjourned at 7:38 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
September 19, 2022

Jane Dennish  
Kasie Ream  
Michael Anderson  
Grant Anderson  
Dan Orwig

Kaltreider-Benfer Library  
Golden Connections  
Andato – 490 Windsor Road York PA  
Site Design Concepts  
Laurel Fire Company