

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

October 17, 2022

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:02 p.m.

Those present: Kathy Kerchner, Kim Moyer, Rodney Sechrist, Attorney Charles Rausch, Christopher Kraft, P.E., Kipp Allison 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 Kim Moyer, the minutes from the September 19, 2022 and September 29, 2022 meetings were approved. Motion carried. Three votes yes.
4. The following items of correspondence were presented:
  - A. Ms. Kerchner 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.
5. Windsor Township Fire & Rescue Association – Dan Orwig was present.
  - A. Mr. Orwig advised that the next Fire Chief's meeting will be held on October 27, 2022 at Laurel Fire Company.
  - B. Simulator repair – Update – Mr. Orwig advised that they are still working on obtaining pricing.
  - C. Acknowledgement of Service to Laurel Fire Co.: Daniel Orwig – 50 years & Barry Barshinger – 60 years – Ms. Kerchner advised that Mr. Orwig is present this evening and the Board would like to acknowledge his 50 years of service with the Laurel Fire Company. She stated that this is an exceptional achievement for both himself and for the community. Ms. Kerchner presented him with an award and pictures were taken.
6. York County Regional Police Department – Lieutenant Ken Schollenberger was present. He reviewed some recent statistics noting that there was a strong arm burglary in September and a forced burglary in October. He added that they are still investigating the fatal accident on East Prospect Road that occurred in June. Ms. Kerchner questioned what strong arm burglary is. Lieutenant Schollenberger advised that burglary is theft with a weapon. When it becomes physical, it is classified as a strong arm.

Mr. Moyer questioned when Springwood Road would reopen from the bridge replacement. Mr. Allison advised that the Township was notified that it had reopened today.

  - A. The monthly report is available for review.
7. Constable Mike Smith: Constable role on election day, Deputy Robert Mulligan – Windsor Township Constable Officer, Constable Association and legislative update – Mike Smith advised that present with

him this evening is his Deputy, Robert Mulligan. Mr. Mulligan advised that he retired as a Camden County Police Officer after 25 years of service and he is looking forward to serving the community.

Mr. Smith advised that during the election, they will be at the polling locations. Mr. Moyer asked if they will be stationed inside or outside. Mr. Smith informed that they are permitted to be both inside and outside and will be in both locations.

Mr. Smith advised that they have met with local representatives regarding updating legislation. He stated that they will be meeting again after the election.

8. Subdivision Plan for approval:

A. JAMES E. III & JACLYN A. HARVEY – Reverse Subdivision Plan #70-2201 by James C. Hockenberry, PLS, along Maple Drive – Dale Shank from Ebersole Brothers was present. He advised that he was contracted to build an addition on the Harvey home and when he submitted for a permit, it was determined that they exceeded the lot coverage. The Harvey's own multiple adjacent parcels and this subdivision plan combines several of them. Mr. Allison advised that the lot is located off a private drive at the end of Maple Drive. He noted that there is one waiver request which is of Section 304 for the submission of a preliminary plan. Approval is recommended.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the waiver and the plan. Motion carried. Three votes yes.

9. Ms. Kerchner advised that Tim O'Donnell is present and she would like to move ahead on the agenda so he can be addressed. 12F – Rehabilitation of Windsor Wonderland – Update, Funding amendment – \$35,000, Modern Landfill – \$30,000.00 – Tim O'Donnell advised that on behalf of Modern Landfill, he is happy to make a donation toward the playground equipment replacement at Windsor Wonderland in the amount of \$30,000. He presented the Board with an oversized check and pictures were taken.

Mr. O'Donnell stated that he would like to give the Board an update on the proposed expansion of the landfill in Lower Windsor Township. He informed that they have not made much progress. He explained that when the expansion was originally discussed, they had met with staff at Lower Windsor Township and were working through their Host Municipal Agreement and things were moving along smoothly. Once the possibility of an expansion became public in 2019 and residents were upset, the Board suspended any further discussion and a public meeting was held. Residents then formed an opposition group. He stated that they tried to continue negotiations but in December 2020 the Board terminated all negotiations on the project.

Mr. O'Donnell informed that the landfill will be at capacity at the end of 2025. He stated that this will have a financial impact on Windsor Township. He noted that he is a member of the PA Waste Industry Board and they feel that we are heading for a waste disposal crisis. He stated that the York County

Solid Waste Authority had explored the reopening of the landfill in Hopewell Township but it was met with opposition and was denied. He noted that the ash from the incinerator goes to Modern Landfill.

Mr. O'Donnell advised that recently there were some articles on social media about Modern Landfill polluting Kreutz Creek. He explained that they have an NPDES Permit which allows them to discharge into Kreutz Creek and they are in compliance. He added that they will be making upgrades.

Attorney Rausch questioned how much longer the landfill could remain open if an expansion was approved. Mr. O'Donnell stated that it would be 25 years. Attorney Rausch asked what happens once it is full. Mr. O'Donnell explained that there is a closure procedure which includes a synthetic cap. It is then monitored for 30 years.

Ms. Kerchner commented that she is appreciative of Modern Landfill and how they have supported the Township. Mr. O'Donnell stated that he feels that there are many people in support of the landfill and the expansion but they do not speak up.

Mr. Sechrist questioned why Modern does not build an incinerator. Mr. O'Donnell advised that there is extensive legislation and even more expense to open an incinerator than a landfill. He stated that they are going to keep pursuing forward with Lower Windsor Township. Mr. Sechrist questioned if the State can assist. Mr. O'Donnell stated that Zoning regulations are at the local level and this is where the issues lie. The Board advised Mr. O'Donnell to let them know if they are able to assist as Modern Landfill has been a benefit to the Township.

Mr. Moyer questioned how many tons of garbage go into the landfill. Mr. O'Donnell advised that it averages between 3,500 to 4,000 tons per day. The landfill has been there for over 50 years. Mr. Sechrist asked if an expansion could take place if Riddle Road was closed. Mr. O'Donnell advised that a small expansion could be done but it would be costly for a small lifespan.

It was asked if a question could be put on the ballot regarding the expansion of the landfill. Attorney Rausch advised that only certain things can be on a referendum and this would not qualify. Mr. O'Donnell advised that they are going to keep moving forward with Lower Windsor Township as they still have more flexibility with their negotiations.

#### 10. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. Ms. Kerchner commented that with the recent heavy rains, there was water laying at the playground location and asked if the stormwater controls have been finalized. Mr. Kraft advised that they have excavated down to solid ground and the base has been installed and he is satisfied with the work that was done. He explained the design of the seepage pit and overflow area. Ms. Kerchner asked if conduit was installed for a camera system. Mr. Allison advised that it was decided that it would be run around



the outside of the playground. A meeting will be held with the security company to determine the best location.

- B. Surety Reduction – Deerfield Crossing – Mr. Kraft advised that he has received a surety reduction request in the amount of \$25,028.95 which will leave a remaining balance of \$4,840.00. He noted that this reduction takes into account that additional contingency cannot be held. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the reduction as recommended by the Township Engineer. Motion carried. Two votes yes. Mr. Moyer abstained due to a conflict of interest.

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

12. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for September. There were no questions. Ms. Kerchner noted that leaf collection begins next week.
- B. Sale of Equipment – Bid results: Generator #1, Generator #2, Truck bed, 2001 Ford F150 – Ms. Kerchner advised that the Board has a copy of the bid results. She stated that the 2001 Ford F150 had a high bid of \$2,800. She commented that Mrs. Gunnet had made a note in the Board's memo that they may want to consider not selling it. Mr. Allison explained that with a third part time person in the recreation department next year, it may be in our best interest to have another vehicle. He stated that once the new sewer truck is received, the recreation department could have the 2009 sewer truck since it is eight years newer and then the 2001 truck could be relisted on Municibid. Ms. Kerchner questioned if the 2001 truck can haul the sand pro. Mr. Allison advised that it cannot. The 2008 truck would be used for hauling. Ms. Kerchner asked if the truck has a valid inspection. Mr. Allison advised that it needs a radiator bracket in order to pass inspection and he believes the highway department employees will be able to fix it.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board rejected the bid for the 2001 Ford F150. Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the bids to the high bidders for Generator #1, Generator #2 and the Truck bed. Motion carried. Three votes yes.

- C. Snow Plow Bid Results – Ms. Kerchner advised that the Board has a copy of the bid results. There was only one bidder. The bid covers two plow routes and allows for 2 one year extensions. Mr. Moyer questioned the cost per hour. Mr. Allison advised that it is \$300 per hour with an operator. Previously it was \$200 per hour. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board awarded the Snow Plow Bid to All Seasons Lawn & Landscaping. Motion carried. Three votes yes.

- D. Approval to purchase – 2023 Ford Super Duty F-350 – Chassis only – \$49,627.75 – Mr. Allison advised that the request for approval to purchase is for the chassis only. Ms. Kerchner asked if this truck will have a lift. Mr. Allison advised that it will. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the 2023 Ford Super Duty F-350 Chassis. Motion carried. Three votes yes.

13. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for September. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for September. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for September. There were no questions.
- D. Klugh Animal Control – 2023 Contract – Ms. Kerchner advised that the Board has received a copy of the proposed contract. She commented that there are not many options for a Dog Officer. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved the 2023 Contract with Klugh Animal Control. Motion carried. Three votes yes.
- E. Community Center – Update – Mr. Allison advised that C.S. Davidson is moving forward with revisions to the plan as Met-Ed will not allow for stormwater controls to be located within their right-of-way. Mr. Kraft stated that they will be setting up a meeting with staff to discuss the changes further. Ms. Kerchner advised that the new layout was shared with the Recreation Commission at their meeting and they liked the change. It was also brought up again at the Recreation meeting about the possibility of disc golf. Mr. Kraft stated that he can mention it to the designers.
- F. Rehabilitation of Windsor Wonderland – Update, Funding amendment – \$35,000, Modern Landfill – \$30,000 – (Also discussed under 9) – Ms. Kerchner advised that the Township has been awarded a Funding amendment in the amount of \$35,000. Mr. Allison informed that they will be reaching out to the installer to schedule a preconstruction meeting. The equipment has not been shipped yet.
- G. Windsor Township Recreation Commission – Update – Ms. Kerchner commented that as noted earlier, the Commission reviewed the new site layout for the Community Center. She commented that the sports teams continue to grow in size and Mr. Shaffer does a great job managing the programs.
- H. Ms. Kerchner advised that the Board meeting scheduled for November 7, 2022 is cancelled.

- 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. Pennsylvania Department of Economic Development – Grant Award – \$1,000,000 – Ms. Kerchner advised that the Township has been awarded a grant in the amount of \$1,000,000 from DCED. The paperwork has been signed and sent back to them. The money will be sent to the Township in a lump sum and it will be the responsibility of the Township to track expenditures as an audit will be completed.
- K. Treasurer's Bond limits – Mr. Allison stated that since funds will need to be available to pay for ongoing projects, the amount in the checking accounts will exceed the bond limit. He noted that Mrs. Gunnet had spoken with the accountant's office and they feel that it would not be an issue as it will not exceed the amount for an excessive amount of time. Attorney Rausch advised that it would be up to the Board to make this decision. It was the consensus of the Board to not increase the Treasurer's Bond limit.
- L. Wages – 2023 – Ms. Kerchner advised that a chart was provided to the Board with possible wage increases. She asked Mr. Allison if a decision needs to be made this evening. Mr. Allison stated that he does not feel a decision must be made but until it is, the General Fund budget cannot be completed. Ms. Kerchner stated that she would like to talk to Mrs. Gunnet before she makes any decisions. She commented that she understands that the Township does not do performance evaluations but is concerned about higher wage increases for those that may not necessarily be working harder. Mr. Moyer questioned if wage increases were typically discussed at a public meeting. Attorney Rausch advised that they can be. Ms. Kerchner added that she is concerned about the starting wage rates. She commented that the employees only pay a small portion of their health insurance premium and suggested that the contribution rate for new hires be increased. Ms. Kerchner stated that the Board had asked if other municipalities offer tenure bonuses and it was determined that some do. Mr. Allison advised that if the Board was looking into retention bonuses, that may be something that would need to be added to the personnel policy. Ms. Kerchner stated that she would be following up with Mrs. Gunnet.

Ms. Kerchner asked if Supervisors are able to be placed on the Township's health insurance plan. Attorney Rausch advised that they can be on the plan.
- M. Wellness Grant – 2023 - \$1,000.00 – Mr. Allison advised that the Township has been awarded a Wellness Grant in the amount of \$1,000. The funds need to be spent by October 2023.
- N. Ms. Kerchner advised that the Township has received State Aid for the pension plan in the amount of \$82,887.22.

- O. Resolution #2022R-10-01 – Implement Act 57 of 2022 – Mr. Allison advised that this Act requires that any additional charges to a real estate tax bill for a property owner during the first year of property ownership be waived should the new property owner not receive a tax bill. He noted this would be handled by the Tax Collector. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2022R-10-01. Motion carried. Three votes yes.
- P. Stormwater Maintenance Agreements: James & Lauren C. Sweet – 103 Deerfield Court  
Patrick J. & Debra A. Crotty – 1090 Manor Road  
Scott A. Brady – 1140 Felton Road
- Mr. Allison advised that these are standard Operation and Maintenance Agreements. Attorney Rausch added that they are routine now and it is possible to have the Manager sign the agreements. Mr. Allison stated that they may explore this in the future. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Maintenance Agreements for James & Lauren Sweet, Patrick & Debra Crotty and Scott Brady. Motion carried. Three votes yes.
- Q. Grants – Status – Mr. Allison advised that applications have been submitted for grants for the HVAC system at the Township Office, the Chapel View Pump Station Rehabilitation, Chapel Church sewer lining and the replacement of the tennis courts at Freysville Park.
- R. Resolution #2022R-10-02 – Destruction of public records – Remote Deposit Checks from January 3, 2017 to and including May 12, 2022 – Ms. Kerchner advised that a Resolution is required for the destruction of records. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution #2022R-10-02 for the destruction of remote deposit checks. Motion carried. Three votes yes.
- S. Personnel Policy – Update & Questions – Ms. Kerchner advised that the Board has received a draft of the personnel policy for review. Mr. Allison stated that Mrs. Gunnet had a few questions that she wanted the Board to address.

Mr. Allison explained that currently all vacation days must be used by the end of the calendar year or they are lost. He questioned if the Board is interested in changing the policy to allow for days to be carried over to the next year. It was the consensus of the Board to allow for a maximum of five vacation days to be carried to the next year.

Mr. Allison stated that Mrs. Gunnet was looking for input on the use of vacation, comp or sick time once an employee submits a notice to quit or retire. After discussion, the Board felt that vacation and comp time could not be used and sick time could only be used with the submission of a doctor's notice.

Mr. Allison advised that currently the staffing requirements only require one office staff to be present and questioned if the Board would like to increase the number. He commented that there is rarely a time when there is only one person present. The Board agreed to increase this to two.

Mr. Allison questioned if the Board wanted to make changes to the bereavement section. After discussion it was determined that all relations listed in the current personnel policy would be provided with three days and the last day could be used no later than the first working day after the funeral.

Discussion ensued on several different topics including sick time and comp time. Ms. Kerchner stated that these are items that she wants to discuss further with Mrs. Gunnet.

14. Unfinished Business – There was none.

15. Public Comment – There was none.

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

Ms. Kerchner thanked everyone for their part in working on the budget.

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

18. The meeting of the Windsor Township Board of Supervisors adjourned at 8:25 p.m.

Respectfully submitted,



Katherine Kerchner  
Assistant Secretary



CITIZENS PRESENT

October 17, 2022

Constable Michael Smith  
Deputy Constable Robert Mulligan  
Ken Schollenberger  
Dale Shenk  
Dan Orwig  
Kurt Knaus  
Tim O'Donnell

PO Box 96 Windsor PA  
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York County Regional Police Dept.  
12 S. Market Street Mount Joy PA  
Windsor Township Fire & Rescue  
Modern Landfill  
Modern Landfill

