

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
November 21, 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., Jennifer Gunnet, Kipp Allison and Teresa Miller. 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 October 17, 2022 and November 9, 2022 meetings 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. Penna. Auditor General's Office – Audit of Laurel Volunteer Fireman's Relief Association of Windsor, PA - January 1, 2019 – December 31, 2021 – Mrs. Gunnet advised that a copy of the audit had been received and indicated that there were no findings.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present.
  - A. Mrs. Gunnet advised that the next Fire Chief's meeting will be held on December 15, 2022 at Yorkana Fire Company.
  - B. Simulator repair – Update – Mr. Gingrich advised that Kinsley is checking with their training school to determine if the repairs are within the scope of the current curriculum.
  - C. Mr. Gingrich advised that it has been quite a while since the Standard Operating Procedures were updated. He advised they would like to begin working on updating the procedures and working to get all locations working in the same manner.
6. York County Regional Police Department – Chief Timothy Damon was present. He advised that the monthly report was available for review. He reviewed some recent activity and advised that there had been nothing earth shattering. He advised that there was a power outage this morning that affected Locust Grove Elementary school. He also advised that the recent fatality accident on E. Prospect Road was still under review.

Chief Damon advised the police department is in the process of spending the RACP grant money they received. He advised that the Local Law Enforcement grant is scheduled to be announced next month.

Kim Moyer asked if the recent strong-arm burglary was something to be concerned about. Chief Damon advised that typically these are targeted burglaries and not crimes on random victims.

Mr. Sechrist asked if the police department has been working with drones. Chief Damon advised they are doing some training with drones. He advised that the FBI has some concerns about the technology of drones that are manufactured out of the country containing spyware.

7. Patrick Loughman – 350 Valley Road – Notice of Violation – Mr. Loughman advised he was present to discuss a notice of violation he had received in regards to the location of the chickens he was housing on his property. He was appreciative that the Board approved a change to the Zoning Ordinance that would allow him to keep the chickens but did not agree with the setback requirements for the chicken coop. Mr. Loughman advised that his chicken coop is located in his front yard which is prohibited by the ordinance. He advised that this is the best location for him and for the chickens. He explained that his backyard is the smallest and the steepest part of his yard and wouldn't be suitable for his chickens. He advised the location he chose provides the best sun and the trees provide cover from predators. He also advised that he uses electric from the nearby pole to keep the chickens warm and their water thawed. Mr. Loughman felt the Zoning Officer should have the ability to make exceptions as needed.

Mr. Allison advised that the Planning Commission recommended reducing the setbacks but was adamant about not allowing coops in the front yard. Mr. Allison advised that the Zoning Ordinance regulates the requirements and he can not make exceptions. He advised that a request for leniency must go through the Zoning Hearing Board for approval. A lengthy discussion ensued.

Ms. Kerchner advised that she was not in favor of amending the current amendment. Mr. Rausch advised that the coop either needs to be moved or an application submitted to the Zoning Hearing Board. Mr. Loughman advised he doesn't want to pay the fee to submit an application to the Zoning Hearing Board and asked if could have till the Spring to move or get rid of the chickens. Mr. Allison advised that the Spring would be acceptable.

8. 2023 Proposed Budget – Open for Inspection: Mrs. Gunnet advised that the 2023 Proposed Budget was open for inspection. She provided a summary of proposed rates.

Mrs. Gunnet advised that the budget will be advertised for adoption at the December 19, 2022 Board meeting.

9. Township Engineer:

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

- B. Surety Reduction – Grace Academy – Mr. Kraft advised that he has received a surety reduction request in the amount of \$36,674.00 which will leave a remaining balance of \$13,105.00. On the

motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the reduction as recommended by the Township Engineer. Motion carried. Three votes yes.

- C. Public Works Addition: Mr. Kraft advised the Board had been given a copy of the minutes from the September 15, 2022 pre-construction meeting. There were no questions. Mr. Kraft advised that four (4) applications for payment have been received. He advised Uhrig Construction is requesting payment of \$18,000.00, Shannon A. Smith, Inc. is requesting \$2,025.00, HRI, Inc. is requesting \$2,722.95 and Garden Spot Mechanical, Inc. is requesting \$5,490.00. On the motion of Ms. Kerchner seconded by Mr. Moyer, the payments were approved. Motion carried. Three votes yes.

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

11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for October. There were no questions.
- B. Approval to purchase – Mr. Trout advised that approval was needed to purchase a Belt/Disc sander with a stand at a cost of \$1,199.99, a Western Star Body for \$101,948.95 and a Sewer Service Truck body for \$36,588.94. There was a brief discussion regarding purchase of a body separate from the truck. Mr. Trout advised that the Belt/Disc sander would be a 2022 purchase and the Western Star body could potentially be delivered as early as May.

On the motion of Ms. Kerchner seconded by Mr. Sechrist, approval to purchase the Belt/Disc sander with a stand for \$1,199.99 was granted. Motion carried. Three votes yes.

On the motion of Ms. Kerchner seconded by Mr. Moyer, approval to purchase the Western Star body for \$101,948.95 was granted. Motion carried. Three votes yes.

On the motion of Ms. Kerchner seconded by Mr. Sechrist, approval to purchase the Sewer Service Truck body for \$36,588.94 was granted. Motion carried. Three votes yes.

12. Other Business:

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

- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for October. There were no questions.
- D. Community Center – Update – Mrs. Gunnet advised that the Governor signed for the two grants that we are receiving from DCED and RACP. She advised that the \$1,000,000.00 from DCED has already been deposited. She advised that an email has been received from the York County Economic Alliance congratulating the Township on receiving the \$3,000,000.00 grant from RACP, however we have not received the official notice yet.
- E. Rehabilitation of Windsor Wonderland – Update – Mrs. Gunnet advised that Currie Grove, LLC is scheduled to do the concrete work and the equipment installation on November 30, 2022 and December 1, 2022 depending on the weather. She advised that if they can't get work done on these dates it may have to wait until next year. Mrs. Gunnet advised that it will need to be determined what to do with the equipment if installation can't be done on these dates.
- F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that the November Recreation Commission meeting had been cancelled. She advised that the commission had received an invoice that was being held from a program instructor. She stated that invoices for instructor fees should not be held and need to be processed quarterly. She advised that a meeting needs to be held to determine ways to make money. She advised that the recreation director was contacting other municipalities to compare fees they charge for different age groups.
- G. Ms. Kerchner advised that the Board meeting scheduled for December 5, 2022 is cancelled.
- H. Personnel Policy – Update – Mrs. Gunnet advised that wording has been added that gives the Board of Supervisors the discretion to waive the requirement that no vacation days, personal days, sick days or comp time can be used once a resignation or retirement notice has been received.  
  
Ms. Kerchner asked if new hires get sick days. Mrs. Gunnet advised not until the next year. Ms. Kerchner questioned if a new hire should get a ½ day every full month of employment and whether sick time for an employee should be calculated the same way as vacation.  
  
Ms. Kerchner asked if smoking was allowed in the vehicles. Mrs. Gunnet advised smoking is not permitted in the vehicles or on Township property.  
  
Ms. Kerchner asked if evaluations are done for new hires. Mrs. Gunnet advised no, that typically she or Mr. Trout will speak with the lead of the department to see how the new hire is working out.
- I. Jesus & Maria Gonzalez – 300 Bahns Mill Road – Stormwater Facilities Maintenance and Monitoring Agreement & Stormwater Site Plan – Waiver of front yard setback

Mr. Allison advised that these are standard Operation and Maintenance Agreements. On the motion of Ms. Kerchner seconded by Mr. Moyer, the Board approved the Stormwater Maintenance Agreement. Motion carried. Three votes yes.

J. Alexander & Anissa Cantey – 510 Windsor Rd. – Stormwater Facilities Maintenance and Monitoring Agreement – On the motion of Ms. Kerchner seconded by Mr. Moyer, the Board approved the Stormwater Maintenance Agreement. Motion carried. Three votes yes.

K. 2023 Newsletter – Mrs. Gunnet advised that the Township newsletter was mailed in the fall. She advised the size of the newsletter increased due to ads from businesses being added to it. She advised that the amount budgeted for postage was short approximately \$500.00. Mrs. Gunnet advised that we had previously done a map style newsletter that had a map on one side and general information on the other side. Mr. Trout advised that people seemed to like the map version.

Ms. Kerchner asked what the cost of postage is. Mrs. Gunnet advised approximately \$3,700.00 for the larger newsletter and \$2,000.00 for the normal size.

Mrs. Gunnet suggested doing two newsletters, a map style one in approximately March/April and a booklet style one in the fall. Ms. Kerchner advised she liked that idea.

L. SPCA of York County – 2023 Animal Care & Housing Agreement – Mrs. Gunnet advised a new agreement had been received. She advised that there was no fee increase noted for 2023. On the motion of Ms. Kerchner seconded by Mr. Moyer, the agreement was approved. Motion carried. Three votes yes.

M. Investment Accounts – 2023 Interest rate proposal from Peoples Bank – Mrs. Gunnet advised she has checked with York Traditions bank to get a quote. She advised they would not quote an interest rate unless the Township moves its operating account to their bank.

Mrs. Gunnet advised that Peoples Bank is proposing a 2% floor next year but the new rate should be 3%. She advised that it is currently 6% for this year. On the motion of Ms. Kerchner seconded by Mr. Moyer, it was determined that the accounts would remain at Peoples Bank. Motion carried. Three votes yes.

N. Expiration of Terms – Mrs. Gunnet advised that Mr. Moyer and Mr. Sechrist's term would expire at the end of 2023. She advised they would need to run for office in 2023 to be reappointed. Mrs. Gunnet also advised that Leanne Good on the Recreation Commission has advised that she will not serve again when her term expires at the end of 2022. She advised that the recreation director, Chris Shaffer is checking with Windsor Borough to see if they know of someone who would be interested in the position. Mrs. Gunnet advised that if no one is interested in serving, someone can be appointed.

O. Ms. Kerchner advised that that Re-organizational meeting will be held on January 3, 2023 at 6:00 p.m.

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. Mr. Moyer wished everyone a Happy Thanksgiving and Ms. Kerchner thanked everyone for their part in working on the budget.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:37 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
November 21, 2022

Ronald M. Bond, III  
Patrick Loughman  
Timothy Damon  
Scott Gingrich

712 Beverly Hills Ct, Red Lion PA  
350 Valley Rd., Windsor, PA  
York County Regional Police Dept.  
Alliance Fire & Rescue Service