

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
December 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. Approval of the minutes of the November 21, 2022 meeting were tabled.
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 a letter from Comcast notifying of price increases which will be effective on December 20, 2022.
 - C. Mrs. Gunnet advised that she has received information from PSATS informing that their conference will be held from April 23, 2022 to April 26, 2022 in Hershey. She noted that the Board has received a copy of the information. She stated that it would be necessary to register by the end of March. However, if any of the Board members plan to stay overnight, booking a hotel should be done as soon as registration opens. She asked the Board to let her know if they plan to attend so she can register.
 - D. Mrs. Gunnet advised that PSATS will be hosting a Public Officials Day at the PA Farm Show on January 11, 2023. She stated that there is no cost to attend but registration is required. She asked the Board to let her know if they plan to attend.
 - E. Mrs. Gunnet advised that she received an email from Red Lion Ambulance with a letter attached from the York County Department of Emergency Services. She explained that the County is updating their database to include information on who is authorized to make changes to the EMS boxes. Mrs. Gunnet recommended that the Board appoint her as the agent as she is able to sign off more quickly than the Board. She stated that she feels that this should be for both ambulance and fire box alarms. She noted that the ambulance and fire companies approve the changes first and then she would sign off. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for Jennifer Gunnet to be the agent authorized to make changes to the EMS boxes for both ambulance and fire. Motion carried. Three votes yes.

- F. Mrs. Gunnet advised that she has received information from the York County Commissioners that they have implemented a Volunteer Emergency Services Tax Refund Program. She stated that the fire companies have been provided with the information. She explained that this program allows for refunds on property taxes. She stated that the Township's program is based on earned income tax.
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 February 23, 2023 at Alliance Fire Company.
 - B. Simulator repair – Update – Mr. Orwig advised that they are still working with Kinsley.
 - C. Mrs. Gunnet advised that 13 volunteers qualified for the Firefighter Earned Income Tax Credit. There were 8 from Alliance Fire Company and 5 from Laurel Fire Company. She noted that this is more than last year.
 - D. Mrs. Gunnet advised that she has some concerns with one of the fire companies and requested permission for her and a Board member to meet with the fire chief to discuss items such as not receiving reports on time, missed fire calls and the usage of retention funds. The Board did not have an issue with a meeting being scheduled. Mr. Sechrist will attend.
 - E. Mrs. Gunnet advised that a change needs to be made to the box alarms for Laurel Fire Company. She noted that they no longer have a brush truck and changes need to be made for calls for outside fire dispatch. Mr. Orwig stated that this is a CAD issue and they need to make the changes so they still get dispatched with a tanker. 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 Timothy Damon was present. He advised that he did not have anything specific to report. He noted that there was a Breakfast with Santa fundraiser at the Dallastown Fire Hall and they had their horse, Officer Bishop, present. Mr. Sechrist commented that they are responding to quite a few domestic calls. Chief Damon stated that some of it could be related to economic stresses.
- A. The monthly report is available for review.

7. Adoption of 2023 Proposed Budget: Resolution #2022-12-01 – Adopt tax levy
Resolution #2022-12-02 – Non-Uniform Pension
Contribution rate

Mrs. Gunnet advised that the budget has been open for inspection since the November Board meeting. There are no proposed tax increases and the sewer bill will remain the same amount. It includes a transfer from the ARPA Fund to General Fund. The Public Works Building Addition and Community Center are still budgeted.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution #2022-12-01 to adopt the tax levy. Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2022-12-02 to adopt the non-uniform pension contribution rate. Motion carried. Three votes yes.

8. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. Mr. Sechrist questioned if solar panels have been added to the Community Center plans. Mr. Kraft advised that the designs allow for the future installation of solar panels. He explained if they are included upfront, they could be outdated before the building is constructed.
- B. Public Works Addition – Mr. Kraft advised the Board had been given a copy of the minutes from the November 17, 2022 and December 1, 2022 construction meetings. There were no questions.

Mr. Kraft advised that he has received payment application #2 from Uhrig Construction in the amount of \$106,539.45. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the payment was approved. Motion carried. Three votes yes.

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

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for December. There were no questions.
- B. Approval to Purchase 2023 Budget:
- | | |
|--------------------------------------|---------------|
| Flail Head for TIGER | – \$19,685.92 |
| Power Angle Broom | – \$4,529.20 |
| Stainless Steel Spreader for Steiner | – \$4,388.00 |
| Snow Blower | – \$1,899.00 |

Mr. Trout advised that all of the items have been included in the 2023 budget. Ms. Kerchner stated that when Mr. Trout is obtaining verbal approval for purchases, he must contact all three Board members. On the motion of Rodney Sechrist seconded by Kim Moyer, the Board approved the purchase of the Flail Head for the TIGER, Power Angle Broom, Stainless Steel Spreader for the Steiner and a Snow Blower. Motion carried. Three votes yes.

- C. Mr. Trout advised that they are having some issues at the Chapel View Pump Station and repairs may need to be done. Mrs. Gunnet noted that a grant has been applied for and the announcement of the awarded grants is to be made in January. There will be two additional grants applied for on Wednesday for this work as well. Ms. Kerchner questioned if we would still qualify for the grant if work needed to be done before it was awarded. Mr. Trout advised the work could be done but the new pump station will operate on 3 phase electric and the current pump station does not. Therefore, any pump replacements would not work in the new pump stations.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for November. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for November. There were no questions.
- C. Community Center – Update & Official Notice of RACP award – \$3,000,000 – Mrs. Gunnet advised that she has received notification of the RACP award and the Township must file the acceptance paperwork by January 3, 2023. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board accepted the RACP funds. Motion carried. Three votes yes.

Mr. Moyer asked if the funds have to be used for a specific use and when they need to be used by. Mrs. Gunnet advised that the first round was specific to the building. This round is for the complex. Mr. Kraft stated that the funds must be used within 10 years from when they are included in the Capital Budget. Ms. Kerchner questioned if the Township could apply for additional funding. Mrs. Gunnet noted that these funds are a 50/50 match so it would be necessary to watch how much money is received. Ms. Kerchner commented that the Township would definitely not want to return money as these funds could have been allocated to others and it could impact if the Township is awarded a grant in the future.

Mrs. Gunnet advised that with these additional funds, it may be necessary to do another business plan. Mr. Kraft stated that they may be able to be merged together. Mrs. Gunnet advised that she will look into this.

- D. Rehabilitation of Windsor Wonderland – Update & Invoice from MRS – \$193,526.15 – Mrs. Gunnet advised that the concrete work has been completed. The contractor has stated that they are not comfortable starting the playground installation and leaving it unfinished as this could be a liability issue. They will be installing the equipment in March. Mr. Sechrist questioned if the equipment will be installed indoors. Mrs. Gunnet advised that the plan is to tarp it and leave it where it is. The cameras cover the area where they are stored. Ms. Kerchner advised to secure all the small boxes or take them in the building.

Mrs. Gunnet advised that she has received the invoice from MRC for the equipment in the amount of \$193,526.15. It is not due until January so it will be paid in 2023 in hopes that the payment and reimbursement both occur in the same calendar year.

- E. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that the December Recreation Commission meeting had been cancelled. She stated that she feels that the first year of the Township taking over the recreation department has been successful. Mr. Shaffer kept a spreadsheet to track income and expenses for the programs. Ms. Kerchner advised that she met with Mrs. Gunnet, Mr. Shaffer and Mr. Allison this morning to discuss ways for the recreation department to make money.

- F. Personnel Policy – Update – Ms. Kerchner advised that she met with Mrs. Gunnet and Mr. Allison this morning to discuss the changes to the personnel policy. She stated that she believes that the amount of comp time allowed to be accumulated each year should be capped at 48 hours. She stated that the average comp time for this year is 70 hours but one employee is over 100 hours. She commented that she understands that this is a benefit but with employees using this time as extra vacation days, it creates an issue for jobs being completed. She stated that she feels productivity outweighs cost as she realizes that the Township will be paying more in overtime.

Ms. Kerchner advised that sick days will be permitted to be used in hourly increments and sick time may be used for the employee or to care for another. If three sick days are used consecutively, a doctor's note will be required to return to work.

Ms. Kerchner advised that for new hires who start mid year, one personal day will be given if the employee works 6 months. Sick days will be accumulated at a rate of ½ day for each month worked.

Ms. Kerchner asked Mr. Trout what his thoughts are with these changes. Mr. Trout stated that he does not believe the employees will be happy with the changes but he does believe it will help with making sure jobs are completed. He added that the employees have been good about scheduling vacation around large projects that are preplanned. Ms. Kerchner advised that she will address these changes with the employees.

- G. Stormwater Facilities Maintenance and Monitoring Agreements –
Azlak Acres LLC – 20 Zion Church Road
Stephen Kinsinger – 550 Dull Road
Alexander & Anissa Cantey – 510 Windsor Road

Mr. Allison advised that these are standard Operation and Maintenance Agreements. He stated that Azlak Acres LLC and Stephen Kinsinger are for the construction of barns and the Agreement for Mr. & Mrs. Cantey is for the construction of a dwelling. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Maintenance Agreements. Motion carried. Three votes yes.

- H. Ms. Kerchner advised that the Re-organizational meeting will be held on January 3, 2023 at 6:00 p.m.
- I. Ms. Kerchner advised that the Windsor Township Elected Auditor's meeting will be held on January 4, 2023 at 10:00 a.m. She noted that because the Township has an accounting firm audit the Township's financials, the responsibility of the Township auditors is to set the rate for a Board member who works for the Township.
- J. DCED Grant funds received – Mrs. Gunnet advised that the Township has received \$1,000,000 from DCED. A new account has been set up and the funds have been transferred. She questioned how the Board would like to be handle purchases. Mr. Allison asked if the Board has a priority list on expenditures. Ms. Kerchner stated that she feels staff should create a list to be provided to the Board and funds can be earmarked for purchases for the Community Center. Mrs. Gunnet noted that these purchases would be made last as there is nowhere to store items. Ms. Kerchner commented that we will hopefully receive some grant funds for projects that Ms. Salazar has been working on.
- K. Republic Services – Request to require recycling totes to be used – Mrs. Gunnet advised that she and Mrs. Gladfelter met with representatives from Modern Landfill. Issues with trash and recycling collection were relayed to them. They informed that they have been having worker's compensation claims and would like the Township to discontinue the use of the rectangular recycling bins as the employees must physically pick these up and put them above their heads to empty them into the truck. They informed that they would like to provide all residents with a 65 gallon recycling toter at no charge. They would be willing to notify all of the residents of this change and would deliver the recycling toters. If it was not wanted, a resident could contact them and they would come back and pick it up.

Mrs. Gunnet advised that her concern is that the Township has a significant amount of recycling bins and recycling toters in stock with an approximate value of \$35,000. People will not be willing to purchase these if Republic Services is offering theirs at no cost. Ms.

Kerchner stated that she feels that the Township should talk with them about receiving compensation for our inventory before any decisions are made.

- L. Penna. Municipal Retirement System – Revised MMO for Non-Uniform Pension Plan – Mrs. Gunnet advised that she has received notification that there was an actuarial error made by PMRS when determining the Township’s Minimum Municipal Obligation. A revised MMO was completed. An additional \$90 is due.
- M. Transfers: From General Fund to Vehicle & Equipment Fund
From Solid Waste Fund to General Fund
From Solid Waste Fund to Capital Reserve Fund

Mrs. Gunnet advised that a transfer will be made from General Fund to Vehicle & Equipment Fund in the amount of \$493.13. Mrs. Gunnet advised that the General Fund will have a surplus over \$1,000,000 due to the ARPA funds being transferred and receiving funds from the dissolving of Windsor Area Recreation Commission so a transfer will not be made from Solid Waste Fund. The flat rate transfer of \$300,000 will be made from the Solid Waste Fund to the Capital Reserve Fund. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the transfers. Motion carried. Three votes yes.

- N. Preventative Maintenance – HVAC at Administrative Building – Proposal tally – Mrs. Gunnet advised that the proposal results are attached to the Board agendas. There were two bidding options which allowed for a one year contract or a three year contract. The low bidder is HB McClure. They currently have the contract. Mr. Sechrist questioned if they provide good, timely service. Mrs. Gunnet advised that they do. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board awarded the bid for a three year contract to HB McClure. Motion carried. Three votes yes.

- O. Grant Application Resolutions: Resolution #2022R-12-03 – DCED Small Water & Sewer Grant

Resolution #2022R-12-04 – H2O Sewer & Water

Mrs. Gunnet advised that in order for Ms. Salazar to submit for the DCED Small Water & Sewer Grant and the H2O Sewer & Water Grant, resolutions must be approved and accompany the applications. On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution #2022R-12-03 and Resolution #2022R-12-04 were approved. Motion carried. Three votes yes.

12. Unfinished Business – There was none.

13. Public Comment – There was none.

14. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments. Mr. Sechrist congratulated all of the employees for a job well done in 2022 and wished everyone a Merry Christmas and Happy New Year.

Mr. Moyer commented that he enjoyed the company Christmas party. He stated that it was a lot of fun and the food was great. He wished everyone a Merry Christmas and Happy New Year.

Ms. Kerchner apologized for missing the Christmas party. She stated that there have been a lot of changes this year both good and bad but she feels that the staff did the best that they could. She commented that she is thankful for all of the funds that the Township has received this year for projects. She stated that all of the employees are greatly appreciated for all of the work they accomplished this year. She commented that she is looking forward to next year and wished everyone a Merry Christmas and a Happy New Year.

15. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:10 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
December 19, 2022

Cory Dillinger
Timothy Damon
Dan Orwig

MPL Law Firm LLP
York County Regional Police Dept.
Windsor Fire Company