

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 3, 2023

1. The reorganizational meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:01 p.m.

Those present: Kathy Kerchner, Kim Moyer, Rodney Sechrist, Jennifer Gunnet, 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 of the November 21, 2022 and December 19, 2022 meetings were approved. Motion carried. Three votes yes.
4. Appointments: On the motion of Kathy Kerchner seconded by Kim Moyer, the following appointments were made:
 - A. **Chairperson** – Kathy Kerchner
 - B. **Vice-Chairperson** – Kim Moyer
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Kathy Kerchner with a bond limit of \$1,500,000
 - E. **Zoning Officer** – Kipp Allison
 - F. **Assistant Zoning Officer** – Deanna Coble
 - G. **Solicitor for Board of Supervisors** – Charles Rausch with MPL Law
 - H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc.
 - I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798), Alternate #1 – Lee Webb (#04000), Alternate #2 – Jeremy Kerstetter (#03977) & Alternate #3 – Jordan Shenk (#04130)
 - J. **Depositories** – Peoples Bank, Truist, Fulton Bank, Raymond James and Peoples Wealth Advisors

Motion carried. Three votes yes.

5. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2023R-01-02** – 5 Year Term – John Cheeseman – On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution#2023R-01-02 was approved. Motion carried. Three votes yes.
- B. **Planning Commission** – 4 Year Term – James Vergos & Kim Moyer – On the motion of Kathy Kerchner seconded by Kim Moyer, James Vergos and Kim Moyer were appointed to the Planning Commission for 4 year terms. Motion carried. Three votes yes.
- C. **Recreation Commission – 5 year term** – Vacant – Ms. Kerchner advised that Leanne Good did not wish to continue to serve on the Recreation Commission. The vacancy will be discussed at the next Recreation Commission meeting.

On the motion of Kathy Kerchner seconded by Kim Moyer, the following appointments were made:

- D. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith – Mrs. Gunnet advised that this person is responsible for assisting to fill a vacancy on the Board of Supervisors if the remaining members cannot make a decision.
- E. **York Area Regional Police Department – 2 Year Term – Voting Member and Alternate** – Kathy Kerchner as Voting Member and Rodney Sechrist as Alternate

Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following assignments were made.

- A. **Zoning Hearing Board** – Kim Moyer
- B. **Planning Commission** – Kim Moyer
- C. **York Adams Tax Bureau** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- D. **York County Tax Collection Committee** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- E. **Agricultural Area Advisory Committee** – Rodney Sechrist

- F. **Local Government Advisory Committee** – Kathy Kerchner
- G. **Windsor Township Recreation Commission** – Kathy Kerchner
- H. **Windsor Township Emergency Management Department** – James Wilson
- I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet

Motion carried. Three votes yes.

7. Meeting Date:

- A. Board of Supervisors – The Board of Supervisors meeting dates were set as follows:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.

8. Other Reorganizational Business – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following approvals were made:

- A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector
- B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager.
- C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager
- D. Set the Mileage Rate at the Federal Limit – \$0.655

Motion carried. Three votes yes.

9. Correspondence:

- A. Shollenberger, Januzzi, Wolfe, LLP – Notice of intent to commence civil action on behalf of Steve Miller – Mrs. Gunnet advised that the Board has a copy of the letter from the legal firm representing Steve Miller regarding an accident that occurred on

Burkholder Road near Elfner Road where PennDOT was replacing a pipe. Ms. Kerchner questioned why the Township is named in the suit. Mrs. Gunnet advised that typically many parties are listed. She stated that she anticipates that the Township will be dismissed from the case as there was no involvement by the Township. She noted that the information has been sent to the Township's insurance carrier.

10. Other Business:

- A. Resolution #2023R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2022 financial records – On the motion of Kathy Kerchner seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- B. Resolution #2023R-01-03 – Payment of interim bills – On the motion of Kathy Kerchner seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- C. Resolution #2023R-01-04 – Approval of Fee Schedule – Mrs. Gunnet advised that the Fee Schedule has been updated to include the increase in fees being charged by Commonwealth Code Inspection Service for code enforcement and Site Design Concepts for sewage enforcement. On the motion of Kathy Kerchner seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- D. Ms. Kerchner advised that Christmas Tree Collection will take place on Saturday, January 7th. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.
- E. Windsor Township Employee Handbook – Update – Ms. Kerchner advised that she has reviewed the updated version and is satisfied. Mrs. Gunnet commented that when they had attended a PSATS seminar, it had been recommended to have legal council review before approving. She stated that a template that was created by an attorney was used so she is not sure it would be necessary to have it reviewed. It was the consensus of the Board that it would not need to be reviewed by an attorney. Mrs. Gunnet will prepare the final copy for approval and Ms. Kerchner will be meeting with the employees to review the changes from the current policy.
- F. Windsor Township Pension: Distress Score, Audit 1/1/18-12/31/21 & Sick leave – Mrs. Gunnet advised that the Township has a distress score of 0 and the pension plan is 109% funded.

Mrs. Gunnet stated that the Board has received a copy of the exit memorandum for the audit of the pension records covering the period of January 1, 2018 to December

31, 2021. She commented that this audit was difficult as it was handed via phone and email. She informed that verbal observation #1 is due to PMRS not having timely filings. Verbal observation #2 is for an issue outside of the audit period. Finding #1 is in regards to the adoption of the current pension documents. Mrs. Gunnet explained that when the plan was updated in 2019, it was done by Resolution. The auditor is stating that it should have been done via Ordinance. Mrs. Gunnet advised that she went back through the files and found an email from the assistant legal council from PMRS stating that it should be done by Resolution. She stated that she has provided that information to the auditor. He had informed that the information and audit would be reviewed by additional auditors. Mrs. Gunnet commented that depending on the outcome, it may be necessary to readopt the plan by Ordinance. Mrs. Gunnet advised that Finding #2 was for not providing the 2021 year end report. She commented that this information had been provided and he verified that it was received and informed her to cross off the finding.

Mrs. Gunnet advised that Verbal observation #2 deals with the compensation and pension amounts for the retirement of Ricky Dietz and Ronald Howard. She explained that the Township's original pension plan allowed for sick time payout to be included in the overall compensation for the employee. When the plan was revised in 2019, this was removed and any payout was to be excluded from the employee's wages. She explained that the calculations for an employee's pension are based on the last three years of compensation. Because the sick time payout was included, it raised this figure, therefore making the pension calculation incorrect. Since this was caught early, it is only for one year.

Mrs. Gunnet stated that the Board has a few options on how to deal with the error. The first option is to leave the pension calculation as is. The second option is for the Township to pay the overage which is approximately \$3,500 and have their monthly benefit adjusted to the correct amount. She added that it has not been determined if the Township is permitted to make this payment yet. She is still waiting for confirmation from PMRS. The third option is to have the employees repay the overage for their first year and have the pension benefit recalculated.

Ms. Kerchner stated that since this is the Township's mistake, she feels that it should be our responsibility to repay the amount and their monthly payout should be corrected going forward. Mrs. Gunnet noted that because this observation was outside the audit period, it will be a finding on the next audit if it is not corrected. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for the Township to pay the overage and have the pension benefits recalculated and adjusted going forward. Motion carried. Three votes yes.

11. Unfinished Business:

- A. Republic Services – Request to require totes to be used for recycling – Mrs. Gunnet advised that she spoke with representatives from Republic Services regarding the amount of recycling totes and their value that the Township has in stock. They offered to purchase the totes for \$20 each. She noted that the Township paid \$32.36 each and is selling them at a reduced rate of \$25. Ms. Kerchner stated that she feels that the Township should accept offer. Mrs. Gunnet added that the Township also has a large stock of the rectangular bins as well.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved to accept \$20 per toter from Republic Services. Motion carried. Three votes yes.

Ms. Kerchner questioned when they would start. Mrs. Gunnet advised that they wanted to start yesterday so they are ready to move forward. The Board can make that decision. She added that they had originally stated that they would be sending a letter to the residents notifying them of this change. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board authorized the program to be started after Republic Services sends notification to all Township residents informing of this change. Motion carried. Three votes yes.

12. Public Comment – There was none.

13. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments.

Mr. Sechrist and Mr. Moyer wished everyone a Happy New Year.

Ms. Kerchner also wished everyone a Happy New Year.

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

15. The meeting of the Windsor Township Board of Supervisors at 6:35 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 3, 2023

There were no citizens present.