

WINDSOR TOWNSHIP PLANNING COMMISSION
January 19, 2023

1. The meeting of the Windsor Township Planning Commission was called to order at 6:00 P.M. by Chairman Pilachowski.

Present at the meeting were Jerry Pilachowski, James Vergos, Brita Runkle, Kim Moyer, Christopher Kraft, P.E. (C.S. Davidson, Inc.), Kipp Allison and Deanna Coble

2. The Pledge of Allegiance was recited.
3. Appointments – Mr. Allison informed the Board that Mr. Ilyes chose to not be reappointed to the Planning Commission. As Supervisor Heffner had previously served on the Board, the vacancy had been offered to Supervisor Moyer. He has accepted the position and was appointed by the Board of Supervisors.
 - A. Chairman – On the motion of Ms. Runkle seconded by Mr. Vergos, Jerry Pilachowski was appointed Chairman. Motion carried. Four votes yes.
 - B. Vice-Chairman – On the motion of Mr. Vergos seconded by Mr. Moyer, Brita Runkle was appointed Vice-Chairman. Motion carried. Four votes yes.
 - C. Secretary – On the motion of Mr. Pilachowski seconded by Ms. Runkle, Kipp Allison was appointed Secretary. Motion carried. Four votes yes.
4. Public Comment – There were no public comments.
5. On a motion from Mr. Vergos seconded by Ms. Runkle, the minutes of the November 17, 2022 meeting were approved. Motion carried. Three votes yes. Mr. Moyer abstained as he was not a member of the Commission.
6. Red Lion Municipal Authority Water & Sewer Grants – Mr. Allison advised that the consultant for the Red Lion Municipal Authority has requested that the Windsor Township Planning Commission sign a letter of support for their funding requests.
 - A. Greenbranch Pumping Station Improvements – Mr. Allison advised that the Greenbranch Pumping Station is not located within the Township but is within the service area. Ms. Runkle questioned where it is located. Mr. Kraft informed that it is near the Susquehanna River. Mr. Allison stated that it is in Chanceford Township.
 - B. Edgewood Tank Replacement – Mr. Allison advised that the Edgewood Tank is located off Woodridge Road in the Township. Mr. Pilachowski questioned the name of the tank. Mr. Moyer stated that the development nearby with the streets Dixie Drive and Summit Drive was known as Edgewood.
 - C. Beaver Creek Water Main Replacement – Mr. Allison advised that this water main is located in both Windsor and Lower Windsor Townships.

On the motion of Ms. Runkle seconded by Mr. Vergos, the Commission approved the Letters of Support for the Red Lion Municipal Authority. Motion carried. Four votes yes.

7. Plans to be discussed:

- A. WINDSOR TOWNSHIP COMMUNITY CENTER – Revised Site Plan – Mr. Kraft advised that Met-Ed had an issue with the location of stormwater facilities within their right-of-way so it was necessary to redesign the layout of the Community Center property. He provided the Commission members with the most recent sketch. He advised that the building will be shifted from the rear of the property to the front. This will provide a cost savings in the running of utilities and will provide a better site line for the property. This also provides adequate space to install a baseball field. There will be no stormwater facilities located within the Met-Ed easement and they will have clear and adequate access to their lines. There was discussion on the location of different structures. Mr. Allison explained that there are pavilions to the rear of the property as well as a children's playground and a soccer field for the younger children. There are two locations on the site for portable toilets. Mr. Kraft advised that this layout provides for 206 parking spaces. The previous layout provided 173 spaces but the Commission had felt there should be a minimum of 200.

Ms. Runkle questioned what the existing building shown is used for. Mr. Kraft advised that the Township uses it for storage. Ms. Runkle questioned if there is adequate space from the baseball field to the playground area to ensure safety. Mr. Kraft informed that the baseball field will not be full size. It will be used for a younger age group. He felt that balls travelling to the playground area would only be rolling on the ground.

Mr. Kraft noted that there will be the need for a retaining wall or grading along the access drive. If a wall is installed, it will range in height from 10' to 14'. Mr. Allison advised that he has been in contact with the adjoining property owner regarding the potential of obtaining an easement agreement to allow for this area to be graded and eliminate the need for a retaining wall. The owner was not in favor of a retaining wall and a meeting will be scheduled at the site to discuss this further.

Mr. Kraft advised that by bringing the building to the front of the lot, the internal layout of the building will be flipped. The gymnasium will be on the left which is the highest peak of the building. This provides the best use of the land.

Mr. Kraft advised that this design provides for two interconnected access points onto Lombard Road. Ms. Runkle questioned if fire service templates have been run. Mr. Kraft stated that they have been run for the access points but he is not sure if they were run internally. He noted that the parking lot is larger so there should be additional space to maneuver. Ms. Runkle questioned the location of the stormwater facilities. Mr. Kraft advised that they will be underground.

Mr. Pilachowski questioned if the Board needs to take action on this sketch. Mr. Kraft advised that before moving forward with the plan, he is looking for a general consensus of

approval for this layout. The next step would be to move forward with detailed designs. Mr. Kraft noted that Mr. Moyer is on the design committee so he will continue to be involved with the process.

It was the consensus of the Commission that they favored this layout over the previous design. Mr. Allison added that he feels this is a better design as well. Mr. Pilachowski questioned the timetable for the plans to come before the Commission. Mr. Kraft estimated that it could be in June but there is not a rush on the timeframe. Mr. Allison added that he could give the Commission updates as he has them.

- B. MODWASH – RED LION – Preliminary/Final Land Development Plan #1856.69 by Morris Knowles & Assoc., Inc., car wash along Cape Horn Road (6/8/2022) – Mr. Allison advised that a formal letter withdrawing the MODWASH – RED LION plan has been received. Mr. Moyer commented that he thought that their engineer would have looked into PennDOT's requirements before moving forward on the plan designs. Mr. Allison added that the property owner recommended a local traffic engineer but the developer chose to use their own engineer. He stated that the developer had requested that the Township provide a letter of support to PennDOT even though the proposed entrance did not meet the level of service but the Township was not willing to sign off. Ms. Runkle commented that it seemed to be a good use for the property since the sewer line runs through it. Mr. Allison noted that the Township now has a plan and wording for an agreement on how to deal with the sewer line if another project is planned for this property in the future.

8. Plans tabled:

- A. MEADOW CREEK TOWNHOMES – Preliminary Subdivision & Land Development Plan #378.14 by Site Design Concept, Inc., along Cape Horn Road, Ruppert Road and Kendale Road. (10/1/07)
- B. BROOKFIELD CROSSING – Preliminary Subdivision Plan #2003-16A by Johnston & Assoc., Inc., 71 lots along Smith Road. (2/1/07)
- C. HOWARD/SNOOK PROPERTIES WEST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 292 lots along East Prospect Road, Stonewood Road & Freysville Road (12/1/12)
- D. HOWARD/SNOOK PROPERTIES EAST – Preliminary Subdivision Plan #120817 by James R. Holley & Assoc., Inc., 61 lots along Freysville Road (12/1/12)
- E. BROOKFIELD CROSSING (Resubmission) – Preliminary Subdivision and Land Development Plan #2006-16A by Johnston & Assoc., Inc., 98 lots along Smith Road (11/7/17)

On the motion of Mr. Pilachowski seconded by Mr. Vergos, plans 8A, 8B, 8C, 8D & 8E were tabled. Motion Carried. Four votes yes.

9. Planning Commission Comments – There were no comments.
10. The meeting of the Windsor Township Planning Commission adjourned at 6:31 P.M.

Respectfully submitted,

Kipp D. Allison
Secretary