

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
February 20, 2023

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, Jennifer Gunnet, Kipp Allison, Jeremy Trout 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 January 16, 2023 meeting 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. Mrs. Gunnet advised that she has received a copy of the Audit of the Non-Uniform Pension Plan from the Pennsylvania Auditor General's Office. The audit covered the period of January 1, 2018 to December 31, 2022. There was one finding. She stated that when the pension documents were rewritten in 2019, they were approved by Resolution as was advised in writing by PMRS legal counsel. However, the Auditor General's Office stated that it was supposed to be approved by Ordinance. This documentation had been provided to the Auditor General's Office but it is still a finding. An Ordinance will be drafted for approval to bring the Township into compliance.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present.
  - A. Mr. Gingrich advised that the next Fire Chief's meeting will be held on February 23, 2023 at Alliance Fire Company.
  - B. Simulator repair – Update – Mr. Gingrich stated that he does not have an update as he is still trying to follow up with Kinsley.
  - C. Mrs. Gunnet advised that she has provided the Board with the dispatch timeline form the accident that occurred on January 13, 2023. Mr. Sechrist informed that this has been worked out.
6. York County Regional Police Department – Chief Timothy Damon was present.
  - A. The monthly report is available for review.
  - B. Chief Damon advised that their Employee Appreciation Dinner will be held on March 18, 2023.

C. Mr. Sechrist questioned if the teen that recently committed suicide was a Windsor Township resident. Chief Damon stated that he was. He informed that this trend is increasing. He commented that since the COVID epidemic, kids appear to be having anxiety and coping issues. He added that these young people do not have the perspective of the finality of this decision. He stated that often there are warning signs but they are not realized until it is too late.

7. David Ehrhart – 202 Navajo Drive – Waiver of late fee – Mrs. Gunnet advised that Mr. Ehrhart is not present. The Board had been provided with an account history. She explained that Mr. Ehrhart had paid \$115 for the May, June, July quarter and the August, September, October quarters before he realized that the rate had increased to \$120 per quarter. Because he had not paid in full, the late fee was charged. When he paid \$120 for the November, December, January bill, he did not pay any of the past due balance so again a late fee was incurred. When he received the February, March, April bill he came to the Township to request a waiver.

Mr. Moyer commented that the late fee used to be much less and the current fee is a pretty high amount. Mrs. Gunnet explained that the late fee was increased to encourage residents to pay on time. Many still continue to pay late though. Mr. Allison stated that he feels that the reason that the delinquent payments are lower is because of this fee. He commented that he believes that there would be many more past due if the late fee was a lesser amount.

Ms. Kerchner advised that the Board had made a previous decision that if the bill directly after the rate increase was incorrectly paid, that the late fee would be waived. She stated that she does not have an issue adhering to this decision and waiving the \$25 late fee for the May, June, July quarter only. After discussion, it was the consensus of the Board to waive the \$25 late fee for the May, June, July 2022 quarter.

8. Township Engineer:

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

B. Public Works Addition – Minutes of January 5, 2023 and January 19, 2023 Construction meetings  
Payment Applications: Uhrig #4 – \$42,111.73  
HRI, Inc #3 – \$6,860.65  
Garden Spot Mechanical #3 – \$31,114.48  
Shannon A. Smith, Inc. #2 – \$6,776.57

Mrs. Gunnet advised there are four payment applications for approval. They are payment application #4 from Uhrig Construction in the amount of \$42,111.73, payment application #3 from HRI, Inc. in the amount of \$6,860.65, payment application #3 from Garden Spot Mechanical in the amount of \$31,114.48 and payment application #2 from Shannon A. Smith, Inc. in the amount of

\$6,776.57. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the payments were approved. Motion carried. Three votes yes.

- C. Security Reductions:      Kensington, Phase 2A – Reduction of \$247,127.66  
   Kensington, Phase 2B – Reduction of \$67,441.00  
   Kensington/Rosebrook II – Lots 4 & 5 – No reduction

Mrs. Gunnet advised that Mr. Kraft is recommending that the reductions for Kensington, Phase 2A & Phase 2B be approved and no reduction be made for Kensington/Rosebrook II – Lots 4 & 5. Based on the recommendation of the Township Engineer, the reductions were approved for Kensington, Phase 2A and Kensington, Phase 2B and the reduction was denied for Kensington/Rosebrook II – Lots 4 & 5. Motion carried. Three votes yes.

9. Solicitor – Attorney Rausch informed that he will not be present at the March Board meeting. Attorney Cory Dillinger will be filling in.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for February. There were no questions.
- B. Messick's – 2020 Kubota skid loader issues – Mr. Trout advised that in 2020 when the Township was looking to purchase a skid loader, Messick's erred in telling us that the attachments that the Township already had would work with the skid loader that was purchased. They have tried to make modifications to make them work but it has not been successful. Ms. Kerchner asked if the new skid loader that he is looking to purchase is a top of the line model. Mr. Trout stated that it is the minimal size to operate the attachments. Mr. Moyer commented that the cost for a skid loader has increased substantially since 2020. Mr. Trout agreed but reminded that the Township receives a contract price. He added that Messick's is offering a fair trade in value and an additional discount to try to make the situation right. Mr. Trout commented that they are a good company to work with.

Mrs. Gunnet advised that this purchase is not budgeted. There is currently \$21,000 in the Vehicle and Equipment Fund. She stated that she and Mr. Trout went through the budget to see what items could be cut. The cost to repair the siding on the salt shed was \$10,000 but \$30,000 was budgeted so this leaves \$20,000 remaining. If the repairs are not done at the Bahn's Mill Building, the \$10,000 that was budgeted could be put toward the cost of the skid loader as well. Ms. Kerchner asked if there is a warranty. Mr. Trout stated that there is.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the Kubota skid loader in the amount of \$25,975 after trade-in. Motion carried. Three votes yes.

- C. Husson Road Bridge – Mr. Trout advised that the Board has information regarding the necessary repairs to the Husson Road Bridge. He informed that this bridge is shared with North Hopewell Township and he has not heard back from them with pricing. He explained that even though the bridge is not that old, it has rusted. He feels that it needs to be blasted before it can be repainted. Mr. Trout stated that he had an old quote in the amount of \$68,000 to sand blast it on site, remove the wooden deck, prime and paint it. The project would need to be bid or use a COSTARS approved vendor. Mr. Moyer questioned if the Township is responsible for paying half the cost. Mr. Trout advised that we are. It was the consensus of the Board to table the discussion until more information is received from North Hopewell Township.
- D. Purchase of trailer for Building/Grounds – The Board had received information with options for a trailer for the Building/Grounds Department. Ms. Kerchner questioned why we would purchase a trailer with a wooden floor if an aluminum one would last longer. Mr. Trout stated that this one was a cheaper option and added that aluminum frames can crack. He added that he had looked at a trailer at a company in East Prospect. Ms. Kercher asked if it has a warranty. Mr. Trout advised that it would and it would likely be for one year. On the motion of Kim Moyer seconded by Kathy Kerchner, the Board approved to purchase an aluminum trailer in the amount of \$7,225. Motion carried. Three votes yes.

Ms. Kerchner commented that it had been questioned if the Township should sell the flatbed trailer that was used to haul soccer goals. Mr. Trout advised that is the only trailer that the goals would fit on and it is used to haul pipe. Mrs. Gunnet added that this trailer was purchased when the Township did not have a truck or trailer long enough to haul large items.

#### 11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Report for January. There were no questions.
- B. Short-Term Rentals information – Mr. Allison advised that the Board has received information from him. Ms. Kerchner thanked him for the time he spent putting the information together for the Board. Mr. Allison explained that Short-Term Rentals are not specifically addressed in the Zoning Ordinance. However, it has not been an issue as they are typically common in high tourist areas. So far, any issues that have been presented have been addressed. Mr. Moyer stated that he understands that there are personal property rights but they should not infringe on others. He stated that if this is not a problem and we have ways to deal with any issues under the current ordinance, then he does not feel changes are warranted. Mr. Allison commented that he does not want to create an ordinance if it is not necessary. The Board agreed. Mr. Allison added that he will monitor the topic and if issues arise, then it can be addressed in the future.
- C. Site Plan requirements and Footer Certification – Mr. Allison advised that the Board had received a memo from him with information. He explained that the note that is put on all Building Permits that

require a Site Plan does provide a timeframe on when the inspection should be completed in relation to the stage of the project but does not provide a specific number of days. Mr. Moyer commented that it seemed that the case that was just before the Zoning Hearing Board was a rare occurrence. Mr. Allison admitted that a mistake had occurred with that project. He stated that when permits are picked up, we explain to the homeowner or contractor the need for the verification letter. He added that he does not feel that it is necessary to give a specific number of days to have the verification completed. He commented that in the case with a roof over a deck, it may need to be completed after the project is built. It was the consensus of the Board to not change the current process.

- D. Determination of enforcement regarding a Zoning Violation and subsequent Zoning Hearing Board application – Mr. Allison advised that the property at the corner of East Prospect Road and Cape Horn Road was purchased by the owner of the adjoining property off Natalie Lane. Approval of the use had been obtained for that property but was expanded onto the corner lot without approval. In addition, the property off Natalie Lane had violations as they were not adhering to requirements of the Zoning Hearing Board approval. The owner had applied to the Zoning Hearing Board for a Special Exception for the use on the corner lot and Variance requests for setbacks on both lots. They have requested several continuances and it was asked by the Zoning Hearing Board if the Township could cite them for violations during this time. Mr. Allison stated that he had not done so since the case remains open. Attorney Rausch agreed that they should not be cited now.

Attorney Rausch advised that the applicant has the right to request a continuance but the Zoning Hearing Board has the right to deny the request. He added that the hearing could be opened and the continuance granted so that it would not be necessary to readvertise. Mr. Allison stated that he will discuss this with Attorney Craley.

- E. Ms. Kerchner advised that the Board has received the Township Manager's Report for January. There were no questions.
- F. Ms. Kerchner advised that the Board has received the Dog Officer's Report for January. There were no questions.
- G. Community Center – Update & Senator Bob Casey – Congressionally Directed Spending – Match – Mrs. Gunnet advised that the most recent sketch went before the Windsor Township Planning Commission at their last meeting and they were in favor of the design. C.S. Davidson has moved forward with stormwater designs and obtaining Met-Ed approvals. Mr. Allison advised that he has been trying to contact the neighbor regarding the installation of a retaining wall near the property line but has not been able to reach her.

Mrs. Gunnet advised that she had been contacted by Joyce Salazar informing that the Township can apply for a Congressionally Directed Spending Grant through Senator Casey. These funds could serve as the RACP match. If these funds were awarded, it would require that the Community Center be an emergency shelter or comfort station and it would also require the Township to do a Federal

Audit. Ms. Kerchner asked if the Community Center would be a code blue shelter for the homeless. Mrs. Gunnet stated that because there is not a shower, she does not believe it would meet the requirements. She noted that she is going to pursue this funding but has not heard back from Ms. Salazar yet.

- H. Rehabilitation of Windsor Wonderland – Update, DCNR Grant Funds received – \$158,590, Marcellus Shale Funds received – \$30,000 – Mrs. Gunnet advised that Mr. Shaffer sent an email to the contactor to determine the start date but he had not heard back yet. She stated that the Township has received the DCNR Grant funds and the Marcellus Shale funds.
- I. Windsor Township Recreation Commission – Update & Appointment – Bev Shellenberger – Ms. Kerchner advised that at their meeting, the Recreation Commission reviewed the two applications that had been received for the open position and chose Bev Shellenberger. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board appointed Bev Shellenberger to the Recreation Commission. Motion carried. Three votes yes.
- J. Ms. Kerchner advised that the Board meeting scheduled for March 6, 2023 will be cancelled.
- K. DCED Grant: Revised Quote – Digital signs at Administrative Building & Freysville Park  
Carpet – Board Room - \$9,697.68  
Purchases – COSTARS or Bidding  
Mrs. Gunnet advised that she has provided the Board with a revised quote for the digital signs at the Township Office and Freysville Park. She stated that a transformer is needed at the Township Office to reduce the voltage. At Freysville Park, it is not possible to connect to the electric from the traffic signal so a separate meter is required.  
  
Mrs. Gunnet advised that she has received a quote from Commercial Flooring Professionals in the amount of \$9,697.68 for the flooring in the Board room. This is the same company that installed the carpet in the rest of the building. The carpet will be the same and there are leftover tiles that will be used as well. This company is a COSTARS vendor. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase. Motion carried. Three votes yes.  
  
Mrs. Gunnet advised that she has been trying to determine how the grant will be looked at for purchasing purposes. She stated that DCED responded via email and the information was forwarded to Attorney Rausch. The grant is considered one project so all purchases would need to be bid or purchased through a COSTARS vendor. She stated that Attorney Rausch has done some research and has determined that Keystone Purchasing Network (KPN) meets the PA Procurement Code so those vendors will be permitted to be used as well.
- L. Short Term Disability insurance change – Mrs. Gunnet advised that she has obtained additional quotes for Short Term Disability insurance and the Board has been provided with this information. She stated that a plan that covers 60% of the employee’s salary up to a maximum benefit would

cover all employees except herself. Ms. Kerchner questioned if it would still be required that an employee use all sick, vacation and comp time before the disability insurance could be used. Mrs. Gunnet stated that this is how it would be handled. Ms. Kerchner commented that she does not feel that the current plan of \$150 per week is high enough and since comp time accumulation was reduced, this could be a benefit for the employees. Mr. Moyer asked if anyone has used Short Term Disability insurance. Mrs. Gunnet advised that it has been used several times. Mr. Moyer questioned where the additional cost would be paid from. Mrs. Gunnet advised that it would remain in the insurance line item and it would just show overbudget. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved to increase the Short Term Disability Plan to a maximum of \$1,000 per week or 60% of their weekly salary, whichever is less, at an annual cost of \$5,640. Motion carried. Three votes yes.

M. 2023-2024 General Liability/Auto/Workmen's Compensation:

Renewal – 6% increase  
Municipal Pollution Coverage  
Cyber Insurance renewal

Mrs. Gunnet advised that the overall renewal is a 6% increase. She stated that they presented her with an optional insurance called Municipal Pollution Coverage. She stated that this is for environmental issues. She noted that the Township does have sewer lines and pump stations but has taken steps to prevent issues from happening. The liability insurance does cover limited environmental issues. Ms. Kerchner commented that the Township also has an umbrella policy. Mrs. Gunnet stated that she does not know if these types of issues would be covered under that policy. The Board tabled this discussion.

Mrs. Gunnet advised that the Cyber Insurance policy renews in May. She stated that paperwork has been completed by staff and sent to Kyocera to complete their section so it can be submitted for quotes.

- N. Ms. Kerchner advised that the Board has received the year end reports. There were no questions. Mrs. Gunnet commented that 2022 was a good year as there was only one fund with a lower balance at the end of 2022 than it was at the end of 2021.
- O. Purchase of Cameras for Freysville Park – Cameras – \$5,108.76 & Conduit Supplies – \$1,276.27 – Mrs. Gunnet advised that there will be two additional security cameras at the park. The Township has purchased and installed the conduit. She noted that the cost for the cameras is \$1,100 more than what was budgeted. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved the purchase of the cameras and conduit supplies for Freysville Park. Motion carried. Three votes yes.
- P. Ms. Kerchner advised that the Township will be holding an Electronics Recycling event on Saturday, April 22, 2023 from 9:00 a.m. to 12:00 p.m. at the Public Works Building.

- Q. DCNR Grant – Resolution #2023R-02-01 – Rehabilitation of tennis courts – Mrs. Gunnet advised that we are applying for a grant for the rehabilitation of the tennis courts. A Resolution signed by the chairperson is required. On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution #2023R-02-01 was approved. Motion carried. Three votes yes.
- R. 195 Shaw Road – Mr. Allison advised that he was contacted by the owner of 195 Shaw Road to see if the Township had any interest in purchasing the property. It is 32 acres with a house and outbuildings listed at \$899,900. He stated that Mr. Moyer took staff to the property to look at it. It was determined that it would not work for the Township as the buildings would need to be removed and the house subdivided off.
- S. Kimberly Lawn Care – 2023 Lawn Care Proposal – Mrs. Gunnet advised that the price has increased \$323 from last year but it is still under the limit for requiring three quotes. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the 2023 Lawn Care Proposal with Kimberly Lawn Care. Motion carried. Three votes yes.
- T. Kyocera – Migration of emails to Microsoft 365 - \$3,795.00 – Mrs. Gunnet advised that the cost to migrate the emails to Microsoft 365 is \$3,795.00. She commented that the cyber insurance may require that this be done anyway. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the migration of emails to Microsoft 365. Motion carried. Three votes yes.
- U. Wage adjustment – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved a wage adjustment in the amount of \$5,000.00 for both Kipp Allison and Christopher Shaffer retroactive to January 1, 2023. Motion carried. Three votes yes.
- V. Use of the parking lot at Freysville Park for fundraisers – Mrs. Gunnet advised that last year, the Board had approved to allow Laurel Fire Company to hold a chicken BBQ fundraiser at the park. A request to do the same thing has been received from the Red Lion Lacrosse Booster Club. They are also requesting that the fee be waived. Mrs. Gunnet explained that there is a line item in the fee schedule for this type of use. It was noted that the booster club may be separate from the school district and most of the team sports have their own booster club so this could become a frequent request. Mrs. Gunnet advised that the Township would make sure that we do not have any of our own events on the date that is being requested. Attorney Rausch asked if the Township provides traffic cones. Mrs. Gunnet stated that we do not but proof of liability insurance for a minimum amount of \$500,000 must be provided. After discussion, on the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved to allow fundraisers for nonprofit agencies to be held at the Freysville Park and the fee waived. Motion carried. Three votes yes.
- W. Agricultural Security Area – Tod A. & Tara B. Klunk – 370 Runkle Road – 1.25 acres – Mrs. Gunnet advised that she has received an application from Tod and Tara Klunk to place 1.25 acres of their property in the Agricultural Security Area. She explained that the farm is mostly located within Felton Borough. In order to be placed in Agricultural Preservation, the property must first be within



the Agricultural Security Area. She stated that with this acknowledgement of receipt, no action is necessary. It will be held for 180 days and then will be deemed approved by Resolution.

- X. Stormwater Facilities Maintenance and Monitoring Agreement: 365 Barclay Drive & 375 Barclay Drive – Mr. Allison advised that these Stormwater Agreements are for two new homes being built in the Shawnee Manor development. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Maintenance and Monitoring Agreements for 365 Barclay Drive and 375 Barclay Drive. Motion carried. Three votes yes.

12. Unfinished Business:

- A. Republic Services – Mrs. Gunnet advised that the Township has received payment from Republic Services for the toters. Some have been picked up and some are still being stored. Notification has gone out to the Monday collection district and toters have been delivered. She stated that she believes this process is not going as smoothly or quickly as Republic Services anticipated.
- B. Non-Uniform Pension – Sick Leave payment & 2022 State Aid overage – \$7,047 – Mrs. Gunnet advised that she has not heard back from PMRS about the issue with the pension amount for the retirees that were paid sick leave.

Mrs. Gunnet advised that the auditor that had performed the pension audit had contacted her asking if we had received a letter notifying that the Township received too much State Aid in 2022. She stated that she had not. It was explained that PMRS had not provided updated figures in a timely manner and this caused an issue when the State Aid was calculated. Because the Township received more State Aid than the amount of the municipal bill, the excess had been sent to PMRS. She advised that she did reach out to PMRS regarding this matter and they informed that they would refund the amount that was sent to them upon the Township receiving the letter from the Auditor General.

13. Public Comment – There was none.

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

Ms. Kerchner stated that Ron Howard is willing to come to a Board Meeting to receive his award for years of service prior to retiring. Ms. Kerchner stated that she would like to review the current list for service awards.

Ms. Kerchner stated that the Recreation department will be hosting Food Truck Fridays on four different dates at Freysville Park from 4:00 p.m. to 8:00 p.m. The Township will receive a percentage of the food sales.

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 8:05 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
February 20, 2023

Chief Timothy Damon  
Scott Gingrich

York County Regional Police Dept.  
Alliance Fire Company