

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
March 20, 2023

1. The 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, 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. On the motion of Kathy Kerchner seconded by Kim Moyer, the minutes of the February 20, 2023 meeting were approved. Motion carried. Three votes yes.

Ms. Kerchner advised that information has been received from Mr. Trout that was not available prior the finalizing the agenda regarding a purchase. In order to take action, the agenda will need to be amended.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board amended the agenda to add the purchase of a lift gate under the Public Works section. 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.

Mrs. Gunnet advised that the Township has received notification that a Community Meeting will be held on March 27, 2023 at the Lower Windsor Township building to discuss a Water Treatment Plant and proposed expansion of the landfill.

- B. Mrs. Gunnet advised that she has received a copy of the summary of the 2022 real estate sales within Windsor Township from the Realtors Association of York & Adams Counties, Inc. The Board has received a copy. She added that she also has a copy of the full booklet if anyone is interested in viewing it.
- C. Mrs. Gunnet advised that she has received a letter from Jeff Folkenroth on behalf of the Windsor Meadows HOA Social Committee, requesting that a portion of Centre Court be permitted to be closed during their block party planned for May 20, 2023. She explained that only one lane would be closed and the residents that would have their driveway affected have signed off. Mrs. Gunnet advised that a copy of the request was provided to Chief Damon. She noted that these types of requests have been received in the past. Ms. Kerchner commented that neighbors should get along and if they want to do this for their development, then she is in favor. Mrs. Gunnet questioned if the police department needs anything in addition to the letter and diagram. Chief Damon stated that they just need to abide by what was sent. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the request from the Windsor Meadows HOA Social Committee to close

a portion of Centre Court on May 20, 2023 from 2:00 p.m. to 8:00 p.m. Motion carried. Three votes yes.

- D. Mrs. Gunnet advised that she has received a letter from Hedgeford, LLC requesting dedication of the streets in Kensington, Phase 1 & 2A. She noted that a walk through will need to be scheduled.
- E. Mrs. Gunnet advised that she has received information from the York County Farm Bureau regarding some proposed resolutions that will be presented at the 2023 PSATS Conference. She stated that they are looking for support from the Township but she does not believe that the Township would be in favor of both of them.

Mr. Allison advised that one of the resolutions proposes to exempt agricultural parcels from MS4 compliance. He explained that the regulations are for the entire township so if they were to be exempted, the Township would still need to do as much work as the parcels would still be covered. He stated that he does not feel this would be beneficial to the Township.

Mr. Allison advised that the second proposed resolution is regarding planning approvals being used as credits for a stormwater fee. He stated that the Township does not use this process but if we were to in the future, this would be a benefit and feels the Township could support this proposal.

Mr. Allison stated that he found information from PSATS that appears that they will be opposing the exemption of agricultural parcels but will be supporting credits for stormwater fees. Ms. Kerchner questioned if the Township's decision should be made at the conference. Mrs. Gunnet advised that the Township can either prepare a resolution of support or vote at the conference. Ms. Kerchner asked if it is better to show our decision at the meeting. Mrs. Gunnet advised that will be fine. Mr. Allison noted that these resolutions will be discussed at the York County Stormwater Consortium meeting.

- F. Mrs. Gunnet advised that she has received information from PSATS that they are proposing a change to the By-Laws to increase their dues. Mrs. Gunnet advised that the fee is based on population. This will result in an increase of \$66 for Windsor Township. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board accepted the change and will continue to remain a member of PSATS. Motion carried. Three votes yes.
- 5. Ronald Howard – 25 Year Service Award – This item was tabled as Mr. Howard was not present.
 - 6. Windsor Township Fire & Rescue Association – Scott Gingrich was present. Mr. Sechrist commented that he saw there were several brush fires recently. Mr. Gingrich stated that there have been a few. Mrs. Gunnet questioned if the Board would be agreeable to issuing a burning ban if recommended by the fire company. It was the consensus of the Board that they were in favor should the Association request a burn ban.

- A. Mr. Gingrich advised that the next Fire Chief's meeting will be held on April 27, 2023 at SAFER, Station 13-1.

Mr. Gingrich stated that there may be an issue with some of the box alarms. He commented that there was a chimney fire on Windsor Road that Alliance should have been dispatched to but an engine from Craley was dispatched. He noted that this will be discussed at their next meeting.

- B. Simulator repair – Update – Mr. Gingrich stated that he spoke with a representative from Kinsley and he will be meeting with him on site. He noted that they will be doing forceable entry training there this week to test out some new equipment.

7. York County Regional Police Department – Chief Timothy Damon was present.

- A. The monthly report is available for review.

- B. 2022 Annual Report – Chief Damon advised that the Board has received a copy of the 2022 Annual Report. He reviewed the report noting that Part 1 crimes, miscellaneous crimes and overall calls increased from 2021 but Part 2 crimes, motor vehicle accidents, criminal arrests and citations decreased. In 2022 they hired four new officers. He stated that they were all lateral moves from other departments. Attorney Rausch questioned if the new hires were a result of retirements or resignations. Chief Damon stated that they were mostly due to retirements. He added that for 2023, they want to focus on active shooter events and Stop the Bleed training.

- 8. Rod Fisher – Notices of Violation – Rod Fisher advised that his wife, Christine, is present with him this evening. He stated that he is before the Board this evening because he has received Notices of Violation and he does not understand what to do and questioned how often he could be fined. He explained that he has multiple trailers and a boat on his property and he is only permitted to have two total. He added that due to the terrain of his land and being a corner lot, he is unable to store one of them behind the house front. He stated that he could understand that the number of trailers that he has could be an issue if he lived in a development but he has a few acres in a rural area. He commented that Mr. Allison's letter also stated that the trailers were not registered but he has registrations for all of them. He stated that they are not on them because they were stolen in the past. Mr. Sechrist asked if he resides at the corner of Grim Hollow Road and Herbst Road. Mr. Fisher stated that this is correct.

Mr. Moyer questioned what the issues are for Mr. Fisher. Mr. Allison advised that Mr. Fisher has more recreational vehicles/trailers than are permitted by the Zoning Ordinance. He was sent Notices of Violations with the appeal process but he has not taken the step to go before the Zoning Hearing Board. Mr. Fisher stated that he did not want to spend the money to file an application. Mr. Allison noted that he cannot stop the violation process as they still exist. Mr. Fisher commented that he feels there should be exceptions for this type of use since he is not in a development.

Ms. Kerchner asked Mr. Allison what he would recommend. Mr. Allison stated that he does have a unique property so it may be possible to obtain a variance. She questioned if the zoning regulations should be changed. Mr. Allison explained that they had already been changed to allow for a second trailer on larger lots. Mr. Fisher stated that because of his land, he would have trouble locating a garage to store them in so he would need multiple variances and he could not pay the filing fee multiple times. He commented that he would rather be fined than to throw the money away on variance requests. Mr. Allison noted that the Township could issue \$500 fines daily.

Ms. Kerchner asked Mr. Fisher how many trailers he has. Mr. Fisher stated that he has an enclosed trailer, a car trailer, a small trailer and a boat. He commented that because he cannot park one behind the house front, the Ordinance only allows him to have one. Mrs. Fisher questioned if the Township received a complaint about their property. Mr. Allison advised that there was a violation near their property and it is the Township's policy that the general area around the violation is canvassed.

Mr. Fisher stated that he has asked his neighbor across the street that is in North Hopewell Township if he could park the trailers on his property but was told no. The Board looked at a plot of his property and discussed the topography of the land. Attorney Rausch stated that he feels Mr. Fisher is making a mistake by not submitting an application to the Zoning Hearing Board. He stated that if he is able to obtain a variance, it could solve his issues. He added that the purpose of a variance is for situations similar to this. He noted that the Board of Supervisors can only amend the Zoning Ordinance and that will not be done for one property. Ms. Kerchner questioned what the cost is to apply to the Zoning Hearing Board. Mr. Allison advised that it is \$500. Mrs. Gunnet added that multiple requests can be made under that one application fee. She suggested that he may want to hire an attorney to represent him as they would have experience on how to present the requests. Attorney Rausch added that he may want to obtain support from his neighbors as well.

Ms. Kerchner thanked Mr. Fisher for letting the Board know of his situation as this makes the Board aware that changes to the regulations may be necessary.

9. Plan for Discussion:

A. EAST PROSPECT ROAD PARTNERS, LLC – Preliminary/Final Plan by Site Design Concepts – Waivers – Adam Anderson of Site Design Concepts and Jeff Walker of East Prospect Road Partners were present. Mr. Anderson explained that this plan will be for two office buildings. He stated that all of the structures currently on the lot will be removed and two new buildings will be constructed. Land will be subdivided and added to the adjoining property owned by Jeff and Kathy Walker. He stated that they are present this evening to request several waivers. Mr. Sechrist questioned what the zoning is for this parcel. Mr. Allison advised that it is neighborhood commercial.

Mr. Anderson advised that the Windsor Township Planning Commission has recommended approval of the waiver requests. He stated that they are as follows:

- Section 304.2.B – Preliminary plan sheet size
- Section 305.2.B – Final plan sheet size
- Section 502.2.J – Cartway widening
- Section 503.1.A – Installation of curbs
- Section 503.2 – Installation of sidewalks
- Section 505.4.D – Exceed number of lots subdivided from a tract fronting on an existing road
- Section 505.4.E – Creation of a lot along an arterial street

Mr. Anderson advised that they will not be creating an additional connection point onto East Prospect Road. One of the existing entrance points will be relocated and there will be a connection to the existing access drive on the adjoining lot. There was discussion on stormwater controls.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the waivers were granted as presented. Motion carried. Three votes yes.

Mr. Walker advised that there will be two dwellings removed from the property and if the fire departments are able to use them for training exercises, they are welcome to do so.

10. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. Public Works Addition – Minutes of February 2, 2023 & March 2, 2023 Construction meetings
 - Payment Applications: Uhrig #5 – \$280,470.17
 - HRI, Inc #4 – \$17,967.61
 - Shannon A. Smith, Inc. #3 – \$12,569.25
 - Change Orders: Uhrig #1 – Time extension/Remote Garage Door Openers – \$2,823.16
 - HRI, Inc. #1 – Time extension – \$0
 - Garden Spot Mechanical #3 – Time extension – \$0
 - Shannon A. Smith #1 – Time extension – \$0

Mr. Kraft advised that the Board has received a copy of the minutes from the February 2, 2023 and March 2, 2023 meetings. There were no questions. Mr. Kraft advised there are three payment applications for approval. They are payment application #5 from Uhrig Construction in the amount of \$280,470.17, payment application #4 from HRI, Inc. in the amount of \$17,967.61 and payment application #3 from Shannon A. Smith, Inc. in the amount of \$12,569.25. On the motion of Kathy Kerchner seconded by Kim Moyer, the payments were approved. Motion carried. Three votes yes.

Mrs. Gunnet advised that there are four change orders for approval. She stated that Change Order #1 for Uhrig is for additional remote garage door openers in the amount of \$2,823.16. Ms. Kerchner questioned the need for 50. Mrs. Gunnet explained that they are in all of the vehicles. Mrs. Gunnet advised that this change order also includes a time extension. Change Order #1 for HRI, Inc. is for a time extension. Change Order #3 for Garden Spot Mechanical is for a time extension. Change Order #1 for Shannon A. Smith is for a time extension. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the change orders were approved. Motion carried. Three votes yes.

- C. Surety Reductions – Laurel Vistas, Phase 2 – Mr. Kraft advised that he has received a request for a surety reduction for Laurel Vistas, Phase 2. He stated that he is recommending a reduction in the amount of \$63,021.62 which will leave a balance of \$124,238.18. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the surety reduction for Laurel Vistas, Phase 2 based on the recommendation of the Township Engineer. Motion carried. Three votes yes.
- D. Highway Occupancy Permit revision for traffic signal at Rt.124/Rt.24 – Authorization for manager to sign once reviewed and approved – Mr. Kraft advised that there is a development proposed behind the CVS on Edgewood Road and their traffic study is recommending changes to the timing of the traffic light at the Longstown intersection. It is being recommended that the timing for the left turn lanes, northbound on Cape Horn Road be extended. There will be a form and plan that will need to be signed. He stated that he is recommending that the Board authorize Mrs. Gunnet to sign them once they are prepared. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board authorized Mrs. Gunnet to sign the form and plan. Motion carried. Three votes yes.
- E. MS4 annual presentation – Mr. Kraft advised that every four years or at renewal, an MS4 presentation is required at a public meeting. Information was provided to the Board. He advised that the last cycle began in 2018 and expires this year. He reviewed how the Act came into effect, NPDES permits, and how different demographics are failing. Mr. Allison advised that the Township's permit covers phosphorus, nitrogen and sediment.

Mr. Allison advised that under the current cycle, there are municipalities that are exempt. The next cycle will have new parameters which may change the structure of the permit. He noted that the Township's involvement with the countywide program is beneficial. The consortium has exceeded the required goals with funds remaining.

- F. Windsor Manor Pump Station Phase Out: Change Order #5 – (\$32,799.00)
Payment Application #3 (FINAL) – \$28,984.50

Mr. Kraft advised that the Windsor Manor Pump Station phaseout is complete. He stated that there is one change order and one payment for approval. Change Order #5 is a reduction in the amount of \$32,799.00. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Change Order #5 in the amount of -\$32,799.00. Motion carried. Three votes yes.

Mr. Kraft advised that Payment Application #3 is the final in the amount of \$28,984.50. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Payment Application #3 in the amount of \$28,984.50. Motion carried. Three votes yes.

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

12. Public Works:

A. Ms. Kerchner advised that the Board has received the monthly report for March. Mr. Trout stated that the framework has started on the Public Works Building addition.

Ms. Kerchner questioned if he had obtained a cost for the mower engine. Mr. Trout advised that he is reviewing the report from Atlantic Tractor with John Deere and he is currently waiting to hear back from them. Ms. Kerchner asked how old the mower is and what it is used for. Mr. Trout stated that it is a 2017 and is used to mow along the roadsides.

B. Line Painting Bid – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. She stated that this is a joint bid which was administered by Lower Windsor Township. The low bidder is D.E. Gemmill. She advised that the Township’s portion is approximately \$27,000. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.

C. Springettsbury Township Wastewater Treatment Facility – Sewer capacity usage – Mrs. Gunnet advised that each year between \$250,000 and \$300,000 is budgeted to line sewer mains and manholes to eliminate infiltration. She reported that it is proving to be working as the Township’s usage of capacity at the treatment facility has decreased even though more homes have been built. She stated that in 2018, we were using 40.78% and in 2022 it had decreased to 36.92%.

D. Local Share Account Category 4 Facilities Program – Chapel Church Interceptor & Chapel View Pump Station – \$762,466.00 – Mrs. Gunnet advised that the grant writer had submitted the Chapel Church Interceptor and Chapel View Pump Station projects as one. She stated that she had been contacted by Representative Fink informing that the Township was going to be awarded \$600,000. Then she was contacted by Representative Grove stating that it would only be \$100,000. She stated that he then contacted her again to let her know the funds had been realigned and the Township would be receiving \$762,466. She commented that Representative Grove was unable to provide a timeframe on when the funds would be issued. She noted that by receiving this grant, the cost of the grant writers has been paid for. Ms. Kerchner asked if the grant writers receive payment from the grantor. Mrs. Gunnet stated that she does not know.

Mrs. Gunnet advised that she had asked MPL Law about payment options. They felt that COSTARS, KPN and Sourcewell are acceptable vendors to use so the project would not need to be bid.

- E. Lining of stormwater pipe – Kendale development – Portion under an existing house – Mr. Trout advised that it was found that a portion of a stormwater pipe runs under the garage of a house in Kendale. He stated that he believes the pipe may have been installed to follow a tributary and the house was constructed later. The pipe is approximately 7’ deep. He stated that the sewer lines are located in accordance with the asbuilts. The owner is aware of the situation. The pipe can be lined and should be so that it does not fail. This can be accessed from the road right-of-way.
- F. Road Material Bid – Mr. Trout advised that the Board has a copy of the bid results. The low bidder for blacktop for pickup is Highway Materials and the low bidder for delivery is York Materials Group. The low bidder for stone for both delivery and pickup is County Line Quarry but not all stone types were bid. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board awarded the blacktop bid for pickup to Highway Materials and the stone bid to County Line Quarry for pickup and delivery to Kinsley Materials. Motion carried. Three votes yes.

Mr. Sechrist left the meeting at 7:40 p.m.

- G. Public Works – Additional outside lighting – Mr. Trout advised that if additional lighting is to be installed in the future at the Public Works Building, conduit should be run across the parking lot before it is paved. Mr. Moyer questioned if spotlights could be installed along the building shining downward. Mr. Allison commented that it would need to be determined that the light would not be shining onto the neighboring property. Mrs. Gunnet questioned if the conduit were run, if it could be a separate contract or a change order. Mr. Kraft stated that we would not want the contractor to be held up and at this point, there is only about one week left before they will be pouring. He recommended that it be done as a change order. It was the consensus of the Board to have the conduit installed as a Change Order.
- H. Purchase – Lift Gate for Sewer Truck – Mr. Trout advised that he has provided the Board with information on a lift gate. The cost is \$5,596.40. He stated that \$6,900 was budgeted. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the lift gate for the sewer truck. Motion carried. Two votes yes.

13. Other Business:

- A. Ms. Kerchner advised that the Board has received the Township Manager’s Report for February. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Dog Officer Report for February. There were no questions.
- C. Community Center – Update & Senator Bob Casey/John Fetterman – Congressionally Directed Spending – Match – Mr. Kraft advised that the redesigns have been submitted to Met-Ed for

approval. They are also working on the HOP redesign. He commented that he is estimating that by mid May, plans may be submitted.

Mrs. Gunnet advised that she had a Zoom meeting regarding the Congressionally Directed Spending Grant through Senators Casey and Fetterman. It was determined that the Township is not eligible. She stated that the Township may qualify for a blighted remediation grant but this would be unknown until some point in 2024 and the Township could not bid the project prior to the grant being awarded. Based on this, the Township will not be pursuing the grant.

- D. RACP #2: Resolution 2023R-03-05 – Authorization to file Application & Business Plan
Resolution 2023R-03-06 – Re-affirm Solid Waste Fund to be used for construction of
Community Center Complex

Mrs. Gunnet advised that similar resolutions were approved with the first RACP Grant. These resolutions update the file and reaffirm where the project will be paid from.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-03-05 and Resolution 2023R-03-06. Motion carried. Two votes yes.

- E. Rehabilitation of Windsor Wonderland – Update – Ms. Kerchner advised that work has started at the playground. Mrs. Gunnet advised that the ADA concrete will be formed this week. Due to slope requirements, a new entrance design will be required. This will require that two parking spaces be removed. The pour in place surface is scheduled to be installed the week of March 27th. Mr. Allison advised that it is recommended that there be two colors of the pour in place surface because it will take longer than two days to install and the colors may not match. Mrs. Gunnet added that they will be presenting us with designs. She noted that the canopies will be removed during the winter. Mr. Trout commented that it may be necessary to anchor the picnic tables in the concrete.
- F. Freysville Park: Electric vehicle charging station
Rental fee – digital sign & policy
Food Truck Friday/Grand Opening – April 21 – 4:00 p.m. to 8:00 p.m.
Pavilion Rental – Set times
Rehabilitation of Tennis Courts – Grant Update

Mrs. Gunnet advised that the Township was contacted about the possibility of installing an electric vehicle charging station at Freysville Park. Ms. Kerchner stated that she is not opposed to this. Mrs. Gunnet commented that she was concerned since park hours are sunrise to sunset and no one should be at the park after dusk. Mr. Allison advised that we would also lose parking spaces where the charging stations are located. Mr. Moyer questioned about putting it at the Community Center. After discussion, it was the consensus of the Board that it would not be permitted at Freysville Park but they would consider locating them at the Community Center.

Mrs. Gunnet advised that only the sign at Freysville Park will be rented. Currently the cost is \$20 for one side for three days. The new sign has the same wording on both sides and this cannot be changed. The sign rotates messages every 20 seconds. It was recommended that there be no more than four slides at a time. Two could be for Township information and two could be rented. Due to the distance from the traffic signal, the backgrounds are not permitted to be red, green or yellow. She suggested keeping the same fee for the sign rental. The Board agreed.

Mrs. Gunnet advised that the Grand Opening of Windsor Wonderland will be held on April 21st from 4:00 p.m. to 8:00 p.m. in conjunction with Food Truck Friday. Invitations to attend were offered to DCNR, Republic Services and the York County Commissioners. She noted that as required by the grant, signs will be posted acknowledging receipt of the grant funds. Mr. Allison added that the Master Watersheds will be present with a stand as an educational event for our MS4 Permit. There will be free shaved ice for the kids. This will be paid from the profit the Township receives from the sales from the other food trucks.

Mrs. Gunnet advised that with the opening of the new playground, she feels that it would be in the Township's best interest to set specific four hour blocks of time in which the pavilion can be rented. The current cost is \$50 for four hours or \$70 for the entire day. To make sure the pavilion could be rented two times each day, she recommended setting timeframes from 9:00 a.m. – 1:00 p.m./2:00 p.m. – 6:00 p.m. or 10:00 a.m. – 2:00 p.m./3:00 p.m. – 7:00 p.m. She stated that an hour should be kept between parties to allow for cleanup and setup. It was the consensus of the Board to go with the later time frames as 9:00 a.m. seems too early.

Mrs. Gunnet advised that Mr. Allison, Mr. Trout and Mr. Shaffer met with a representative from DCNR to discuss a potential grant for the rehabilitation of the tennis courts. She stated that there were numerous items that would be required to obtain a grant that would be costly and it would not be a benefit to move forward with the grant application. She stated that \$100,000 was budgeted for this year but the work is going to be held off until 2024.

- G. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that she does not have an update as she was not present at their last meeting.
- H. Ms. Kerchner advised that the Board meeting scheduled for April 3, 2023 will be cancelled.
- I. DCED Grant: Update
 Digital signs
 Carpet – Scheduled – May 30th
 Painting (Board Room & Hallway) – \$31,596.92

Mrs. Gunnet advised that she is still working to obtain quotes for different projects. She noted that the digital sign at the Township Office is operational but we are still working with Met-Ed to obtain

a permit to connect the electric for the sign at Freysville Park. She added that the bollards have been installed along the parking spaces to ensure the sign is not struck by a vehicle.

Mrs. Gunnet advised that the carpet is scheduled to be installed on May 30th.

Mrs. Gunnet advised that as part of the painting project, the sound panels will need to be removed and the cracks will need to be fixed in the hallway. She stated that due to the extensive work, the quote is in the amount of \$31,596.92. Because this exceeds \$25,000, prevailing wage applies. Ms. Kerchner commented that it needs to be done before the carpeting. The Board suggested getting quotes from other painters and suggested a few names. If it were to be under \$22,000, only three quotes would be required.

- J. 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 at 970 White Oak Road.
 - K. Wave 2 of Opioid Settlements – Municipality Involvement Request – Mrs. Gunnet advised that Wave 1 of the settlement was for manufacturers. Wave 2 is the pharmacy settlement. When the first wave was done, the County was given rights by the municipalities to apply for claims. They are requesting that the municipalities do the same for the second wave. She noted that grant funds can now be requested for Wave 1. The funds can be used for training. Ms. Kerchner questioned if all municipalities signed to be a part of the settlement. Mrs. Gunnet advised that not all did and she does not know if they were all eligible. She noted that the larger municipalities did. It was the consensus of the Board to participate with the County for Wave 2.
 - L. Adoption of road right-of-way:
 - Resolution #2023R-03-01 – Felton Rd. (SCOTT A. & JOLENE L. BRADY)
 - Resolution #2023R-03-02 – Zion Church Rd. (SCOTT A. & JOLENE L. BRADY)
 - Resolution #2023R-03-03 – Zimmerman Rd. (REXROTH LIMITED PARTNERSHIP & JENNIFER M. SEAKS)
 - Resolution #2023R-03-04 – Delta Rd. (REXROTH LIMITED PARTNERSHIP & JENNIFER M. SEAKS)
- Mrs. Gunnet advised that these plans had additional road right-of-way granted. To have the right-of-way officially adopted, a resolution must be approved. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-03-01, Resolution #2023R-03-02, Resolution #2023R-03-03 and Resolution #2023R-03-04. Motion carried. Two votes yes.
- M. Service Award Program – Ms. Kerchner advised that the Board has received a copy of the program. She stated that it needs to be updated and she will be looking into this. There was discussion regarding the value of the gift and that a 1099 could be required.

- N. Employee Handbook – Sick Leave clarification – Mrs. Gunnet advised that the Employee Handbook requires a doctor’s excuse if three or more sick days are used consecutively by an employee. She stated that now it is permitted to use sick time to take care of others. She questioned if some type of excuse would be needed if the time off to provide care exceeded three days. Ms. Kerchner commented that she does not feel an excuse should be required in either circumstance. After discussion, the Board agreed that a note would not be required if sick time was taken to care for a family member.
- O. Mrs. Gunnet advised that the Township has received a 2022-2023 Workmen’s Compensation dividend in the amount of \$16,839.53 and a dividend for Windsor Area Recreation Commission in the amount of \$359.89. She stated that these typically go back several years so we may get more for WARC in the future.
- P. Building & Grounds – Part-time new hires – Mrs. Gunnet advised that one employee has been hired but she is waiting to receive his clearances. She stated that she offered the second job to an applicant and he accepted it but has not returned her calls since. Another application was received on Friday but that person wanted a full-time position. He stated that he may be willing to work part-time until he was able to find a full-time job. Mr. Trout advised that he is not in favor of hiring someone that may only work for a few days. Mrs. Gunnet noted that there is a person who needs to fill community service hours that may be able to do this work until someone is hired.
- Q. Ms. Kerchner advised that the Board has received a copy of the 2022 Employee Training report. There were no questions.

14. Unfinished Business:

- A. Non-Uniform Pension: Sick Leave payment
2022 State Aid overage – \$7,047
Ordinance #2023-03-02 – Amend Municipal Pension Plan with
Pennsylvania Municipal Retirement System

Mrs. Gunnet advised that a meeting was to be held to discuss the sick leave payment but this did not occur. She stated that she has been informed that the calculations were made but she has not been informed of the amount at this time.

Mrs. Gunnet advised that she does not have an update on the State Aid overage.

Mrs. Gunnet advised that an Ordinance has been prepared to correct the finding of the recent audit in which the plan had previously been approved by Resolution. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance #2023-03-02. Motion carried. Two votes yes.

B. 2023-2024 General Liability/Auto/Workmen's Compensation, Municipal Pollution Coverage, Cyber Insurance renewal – Mrs. Gunnet advised that she has confirmed that the Township's Umbrella Policy can be used for Pollution coverage so she does not feel that the additional policy is needed. She stated that the cost for the cyber insurance has decreased from \$12,000 to \$4,200 because of the upgrades that the Township has made. She noted that the migration to Microsoft 365 for emails will be taking place this week.

15. Public Comment – There was none.

16. Supervisors Comments – Ms. Kerchner asked Mr. Moyer if he had any comments. He wished everyone a Happy Spring. He stated that he likes the digital sign and he has received compliments on the new playground.

Ms. Kerchner did not have any comments.

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

18. The meeting of the Windsor Township Board of Supervisors adjourned at 8:35 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
March 20, 2023

Chief Timothy Damon
Spencer Seaks
Rod & Chris Fisher
Scott Gingrich
Jeff Walker
Adam Anderson

York County Regional Police Dept.
Wise Avenue Red Lion PA
Herbst Road Red Lion PA
Alliance Fire Company
East Prospect Road Partners
Site Design Concepts