

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
May 15, 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, Rodney Sechrist, Kim Moyer, 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 Rodney Sechrist, the minutes of the April 17, 2023 meeting were approved. Motion carried. Two votes yes. Mr. Moyer abstained from voting due to not being present at the meeting.
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 the Pennsylvania Liquor Control Board notifying that CHR Corp. has applied for a liquor license for the Rutter's store at 791 Delta Road. She stated that she has not been contacted by Rutter's but will ensure that the proper procedures will be followed for the Township.
 - C. Mrs. Gunnet advised that she has received a letter from the York County Board of Commissioners informing that the County is eligible for the Community Development Block Grant Program. She stated that the Township must choose to opt-in or opt-out. In order to be eligible for grants, the Township must opt-in. It was the consensus of the Board to opt-in.
 - D. Mrs. Gunnet advised that she has received a flyer from the Red Lion Ambulance Association announcing their Open House which will be held on Sunday, May 21, 2023 from 10:00 a.m. to 2:00 p.m. It is not necessary to RSVP.
5. Ronald Howard – 25 Year Service Award – Ms. Kerchner requested that this item be removed from the agenda as Mr. Howard was not present.
6. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He advised that the next SOG meeting will be held on May 23, 2023 at 7:00 p.m. at the Township Office.
 - A. Mr. Gingrich advised that the next Fire Chief's meeting will be held on June 22, 2023 at Laurel Fire Company.

- B. Simulator repair – Update – Mr. Gingrich advised that he will be meeting onsite with a representative from Kinsley on May 23rd.
 - C. Ms. Kerchner advised that the Burn Ban was lifted on April 28, 2023. Mr. Gingrich thanked the Board for enacting it.
 - D. Mrs. Gunnet advised that the SAFER and Yorkana Fire Company merger was voted on and approved. They are now going through the paperwork process.
7. York County Regional Police Department – Chief Damon was present. He reported that there has been an increase in retail theft, particularly for beauty products. He stated that there is a ring going around and have accounted for approximately \$10,000 in stolen products. Mr. Sechrist questioned if they are targeting small companies. Chief Damon advised that it is mostly big retail stores.

Ms. Kerchner wished the Department a Happy Police Week.

- A. The monthly report is available for review.
- B. Open Burning Ordinance & Fire Emergency Ordinance – Combine and amend – Mrs. Gunnet advised that when the Burn Ban was declared it was discovered that the Police Department did not have a copy of the Fire Emergency Ordinance which enforces the ban. She stated that Chief Damon had questioned why there are two separate ordinances that deal with burning and suggested combining them. Chief Damon advised that the language needs to be updated. He noted that if you address the ordinances separately, they make sense but not if you try to look at them as one. Mr. Allison advised that he does not have an issue combining the ordinances and questioned what changes they would recommend.

Scott Gingrich advised that if anyone that is having a fire is holding a hot dog on a stick, it is considered a recreational burn. He noted that there is not a definition provided for a ceremonial fire. He commented that he feels better definitions would be helpful for enforcement.

Mrs. Gunnet advised that Hellam Township has a size limitation for a recreational burn. Dover Township has a definition for ceremonial fires.

Attorney Rausch questioned what the police and fire departments are concerned about. Mr. Gingrich stated that people do what they can to skirt around the rules. He suggested issuing a permit for ceremonial fires. Mr. Gingrich commented that he was amazed how upset people were when they were not able to burn since the Township offers services to dispose of items.

Mr. Allison advised that the Township will work on drafting a new ordinance and send them a copy for review and suggestions.

8. Mike Pritchard – York County Planning Commission – Overview of 2025 Transportation Improvement Plan – Mike Pritchard advised that he is the Chief of Transportation Planning for the York County Planning Commission. He stated that he is visiting all York County municipalities to review the 2025 Transportation Improvement Program. He provided the Board members with a packet of information and a slide presentation was given.

Mr. Pritchard advised that the transportation planning department was created in 1959 by the York County Commissioners. They are one of nine divisions of the York County Planning Commission and have a team of five members. He stated that through the York Area Metropolitan Planning Organization (YAMPO), there are also municipal members. He informed that they cover all aspects of transportation such as road and bridge maintenance, safety improvements and public transportation and infrastructure.

Mr. Pritchard advised that their Long Range Transportation Plan is a 20 year plan. They also have a 12 year plan and a 4 year plan. He advised that the 4 year plan is the Transportation Improvement Program (TIP). He stated that the last TIP included 116 projects totaling just over \$192 million. He reviewed the different types of projects that may be included on the TIP. The 2025 TIP is projected to have funding just over \$202 million. He stated that deducting carryover projects from 2023, there will be approximately \$48 million remaining for new projects. He noted that drawbacks of using TIP to fund projects are that it can cause a longer timeframe until improvements are made and the overall cost may be higher.

Mr. Pritchard advised that they are currently in their municipal outreach period with the 2025 TIP anticipated to be approved in June of 2024. Mrs. Gunnet questioned how long the Township has to submit a project to be on the TIP. Mr. Pritchard stated that it should be done by September. Mr. Kraft noted that the Freysville and East Prospect Road intersection will be on the TIP. Mrs. Gunnet questioned what the expectation would be of the Township if we submit a project for the TIP. Mr. Pritchard advised that the Township would not be responsible for any funding. He added that the project may not be placed on the TIP but could be put on the 12 year plan.

A slide was presented with contact information for employees of the planning department if the Township had any questions. He thanked the Board for their time.

9. John & Lynn Cheeseman – 910 Cranberry Lane – Waiver of Stormwater Ordinance regarding installation of solar panels – Mr. Allison advised that Mr. and Mrs. Cheeseman requested that they be tabled.
10. Dylan Kerchner – Vending machine at Freysville Park – Dylan Kerchner was not present. Ms. Kerchner advised that he had been present at the previous meeting and had requested permission to place a vending machine with snacks and drinks at the park. Because he is her son, no action was taken as Mr. Moyer was not present at the meeting. She explained that Mr. Kerchner would be responsible for all aspects of the vending machine, including stocking it and making any necessary repairs. She stated that it would be necessary to determine an amount for the electricity usage. Mrs. Gunnet advised that an

agreement would be necessary. Mr. Allison suggested an annual fee for electricity be included in the agreement. Ms. Kerchner stated that she feels the fee should be paid on a monthly basis in case the machine is removed. Mr. Allison questioned if there should be a term for how long the machine is permitted to be there. The Board felt an annual agreement would be satisfactory. Attorney Rausch recommended that a label be placed on the machine for whom to call for repairs or service.

On the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved for a vending machine to be located at Freysville Park pending an agreement between Dylan Kerchner and the Township. Motion carried. Two votes yes. Ms. Kerchner abstained.

11. Plans for Discussion:

A. EAST PROSPECT PARTNERS, LLC & JEFFREY A. & KATHY S. WALKER – Land Development Plan by Site Design Concepts – Waivers – Adam Anderson with Site Design Concepts and Jeff Walker were present. Mr. Anderson advised that all of the existing improvements will be removed from the lot and two 5,000 square foot buildings will be constructed. The access drive on the adjoining lot will be extended onto this lot. The existing access point onto East Prospect Road will remain. Mr. Sechrist commented that this access point will have better site distance than the one closer to Christensen Road. Mr. Anderson agreed.

Mr. Anderson advised that they are before the Board this evening with several waiver requests. Mr. Kraft stated that the Windsor Township Planning Commission has recommended approval of the waiver requests. Mr. Anderson advised that the waiver requests are as follows:

Section 304.2.B	Plan sheet size
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Section 502.2.J	Widening of existing roads
Section 503.1.A	Installation of curbs
Section 503.2	Installation of sidewalks
Section 504.2	Horizontal & vertical alignments
Section 504.2.F	Paving requirements
Section 306.R;	Setbacks for stormwater management facilities
Section 306.S	Fencing around stormwater basin

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the waiver requests as presented. Motion carried. Three votes yes.

12. Plan for Approval:

A. AARON E. & RACHEL ECKERT – Final Subdivision Plan – Meadow Hill Drive & Cape Horn Road – Doug Stambaugh advised that Mr. and Mrs. Eckert own two parcels that back up to each other. One parcel fronts off Meadow Hill Drive and the other fronts off Cape Horn Road. This plan

adjusts the lot line to increase the lot size for the parcel off Meadow Hill Drive. He stated that they have three waiver requests as follows:

Section 502.2.J	Widening of existing roads
Section 503.1.A	Installation of curbs
Section 503.2	Installation of sidewalks

Mr. Kraft advised that the Windsor Township Planning Commission has recommended approval and he does not have any issues with the requests. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the waiver requests and the final subdivision plan. Motion carried. Three votes yes.

13. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
- B. Public Works Addition – April 13, 2023 & April 17, 2023 Construction meetings
Payment Applications: Uhrig #7 – \$147,313.46
Uhrig #8 – \$39,111.53
Shannon A. Smith, Inc. #5 – \$6,810.30
HRI, Inc. #5 – \$9,644.74
Garden Spot Mechanical #4 – \$57,658.03

Mr. Kraft advised there are five payment applications for approval. They are payment application #7 from Uhrig Construction in the amount of \$147,313.46, #8 from Uhrig Construction in the amount of \$39,111.53, #5 from Shannon A. Smith, Inc. in the amount of \$6,810.30, #5 from HRI, Inc. in the amount of \$9,644.74 and #4 from Garden Spot Mechanical in the amount of \$57,658.03. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the payments were approved. Motion carried. Three votes yes.

Mr. Kraft advised that the Board has received copies of the minutes from the April 13, 2023 and April 17, 2023 construction meetings. There were no questions. Mrs. Gunnet stated that the anticipated completion date is June 30th.

14. Solicitor:

- A. Rehobeth RE Limited Partnership appeal of Zoning Hearing Board decision – Notice to intervene – Attorney Rausch advised that Rehobeth RE Limited Partnership has filed an appeal of the Zoning Hearing Board's decision. He informed that he has filed a Notice to Intervene on behalf of the Board. Mr. Moyer questioned who they appealed to. Attorney Rausch advised that it is the Court of

Common Pleas. Mr. Moyer questioned if the Township could file an appeal if the courts overturned the decision. Attorney Rausch advised that the Township could appeal.

15. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for May. There were no questions.
- B. Oil & Chip bid results – Mrs. Gunnet advised that the bid results are attached to the Board’s agendas. The low bidder is Russell Standard. Mr. Trout advised that they have been used before and have done a good job in recent years. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board awarded the bid to the low bidder, Russell Standard. Motion carried. Three votes yes.
- C. Resolution #2023R-05-02 – Street name change: Blacksmith Road to S. Blacksmith Avenue & Cemetery Road to N. Blacksmith Avenue – Mrs. Gunnet advised that she was contacted by a resident who was having issues receiving deliveries because of the road name. She had informed that she uses Blacksmith Avenue. Mrs. Gunnet advised that she looked at the tax records and with the exception of one property, all were using Blacksmith Avenue as their mailing address. Based on PennDOT’s road name records, it is Blacksmith Road. A Resolution has been prepared to change the road names from Blacksmith Road to S. Blacksmith Avenue and Cemetery Road to N. Blacksmith Avenue. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-05-02. Motion carried. Three votes yes.
- D. Approval to purchase – Camera wheel kit – \$12,939.14 – Mr. Trout advised that they are using the sewer camera to inspect stormwater pipes. The camera is made for smaller pipe and the stormwater pipes are much larger. Because the pipes are big, he is requesting to purchase a wheel kit to ensure that the camera is not lost in the pipes. The equipment with the kit also will be used to locate buried manholes and inlets. Mr. Trout explained how the equipment works. He noted that there are funds available for this purchase in the MS4 line item.

Mr. Allison advised that the Township needs to be able to do this maintenance. Mr. Trout added that the Township is trying to map all of the pipes in the Township and have come across some that were not marked. Mr. Allison noted that this information is all put into C.S. Datum so that it can be tracked.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the cameral wheel kit in the amount of \$12,939.14 to be paid from the MS4 line item. Motion carried. Three votes yes.

- E. Ms. Kerchner questioned if the invoice for the concrete at the playground was paid for. Mrs. Gunnet advised that it was paid for in January. The only outstanding invoice is for the installation of the equipment. Ms. Kerchner stated that she is concerned about the hairline crack in the concrete. She asked if the Township sealed the cracks. Mr. Trout advised that we had done the work so that the playground could be opened on time. Yoe Concrete had recommended that all the cuts be sealed so it was all done. Ms. Kerchner questioned if the cost for this work should be deducted from that invoice.

Mr. Allison advised that the saw cuts are done to eliminate cracks. The first section of concrete that was installed should have been saw cut before winter and this was not done. It has now been cut and sealed so there should not be more cracks. Mrs. Gunnet advised that they can contact MRC and see if something can be worked out. Mr. Kraft stated that he can check to see if there is a warranty on performance as well. Ms. Kerchner directed to not pay the invoice for the installation.

Mr. Moyer stated that he noticed that there is caution tape near the entrance. Mrs. Gunnet advised that people are walking through the mulch and this is to help prevent that. Ms. Kerchner questioned if the Township could place stepping stones in this area. Mr. Allison commented that once the grant is closed out with DCNR, the Township could pour a section of concrete. Mrs. Gunnet advised that the Township has 60 days after completion of the project to finalize the grant.

16. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for April. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for April. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for April. There were no questions.

Mrs. Gunnet advised that she had heard that Klugh Animal Control was going to close their business at the end of the year so she reached out to them. She stated that she was told that they currently cover 42 municipalities and are going non-stop. It is currently a mother and son operation and the son would like to quit. She had informed that she has two other people who may be interested in assisting her but she would need to cut back on the number of municipalities that she covers. Mrs. Gunnet advised that if they are unable to work for the Township, they will not be doing an agreement.

- D. Community Center – Update – Mr. Kraft advised that Met-Ed is in the process of drafting an agreement with the Township. The new designs have been submitted to PennDOT.

- E. Rehabilitation of Windsor Wonderland – Update
 - Grand Opening – Recap
 - Freysville Cemetery Assoc. – Concern
 - Replacement of a component
 - Request to rename

Ms. Kerchner advised that there was a huge turnout for the Grand Opening of the playground. She stated that it was a great event and even after paying for the shaved ice for the kids, the Township still made \$500 profit from the food trucks.

Mrs. Gunnet advised that she was contacted by Mr. Seiple with the Freysville Cemetery Association. She stated that during the grand opening, people had parked on grave sites and ran over mounted tombstones. Fortunately, there were no damages. She stated that it appeared the grass may have been killed in some areas where fluids had leaked but he was not requesting anything toward restoration. She stated that for future events, the Township has agreed to place barricades across the cemetery lanes to keep people from driving through the cemetery. Mr. Shaffer will be responsible for doing this during larger events like the yard sale and Food Truck Fridays.

Ms. Kerchner advised that the Township was made aware that a symbol on a piece of the playground equipment is similar to one posted on the FBI website. Game Time was not aware of this symbolism and they will be replacing the part at no cost to the Township.

Mrs. Gunnet advised that she had received a request to rename the playground in memory of three local children that had recently been murdered. Ms. Kerchner stated that these are tragic stories but does not feel that the playground should be renamed. Mrs. Gunnet advised that she will let them know about the options for planting a tree or installing a bench in memory.

- F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that a meeting was not held in May.
- G. Ms. Kerchner advised that the Board meeting scheduled for June 5, 2023 will be cancelled.
- H. Service Award Program – Ms. Kerchner advised that the staff's recommendation of choosing something from a book is a good idea. She stated that she will get a copy of a catalog. Amounts for years of service will need to be determined.
- I. Resolution #2023R-05-01 – Authorization to transfer \$650,000 in ARPA funds to General Fund – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-05-01. Motion carried. Three votes yes.
- J. Stormwater Ordinance – John & Wendy Lakatosh – 220 Springvale Road – Waiver to allow stormwater facilities within setback – Mr. Allison advised that a waiver of the Stormwater

Ordinance is being requested for the placement of stormwater controls within the setback. Mr. and Mrs. Lakatosh are building a new home at 220 Springvale Road. On the motion of Kathy Kerchner seconded by Kim Moyer, the waiver was granted. Motion carried. Three votes yes.

K. Stormwater Operation & Maintenance Agreements:

John & Wendy Lakatosh – 220 Springvale Road

Robert C. Cox, Jr. & Roseann Hludzik – 10 Wynshire Lane

Mr. Allison advised that Mr. and Mrs. Lakatosh are building a house at 220 Springvale Road and Mr. and Mrs. Cox are installing a pickleball court at their residence at 10 Wynshire Lane. Both projects require stormwater controls and the standard stormwater agreements have been prepared. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Operation and Maintenance Agreements for John and Wendy Lakatosh and Robert Cox, Jr. and Roseann Hludzik. Motion carried. Three votes yes.

- L. Approval to purchase – 2 desk chairs – \$1,123.00 – Mrs. Gunnet advised that Mr. Trout's and Mr. Shaffer's office chairs need to be replaced. This will be paid from General Fund. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the two office chairs in the amount of \$1,123.00. Motion carried. Three votes yes.

- M. DCED Grant: Furniture – \$46,486.66
AV Update in Conference Room

Mrs. Gunnet advised that the Board has received a copy of the quote for the furniture in the Board Room and hallway. She stated that it is approximately \$27,000 to replace the audience chairs. The old chairs could be sold on Municibid. Mr. Moyer stated that he feels \$7,000 for a trophy case is too expensive. He questioned if people look at the ones that are in the hallway. Mrs. Gunnet stated that people do comment on them. Mr. Moyer asked if there is a showroom where you can go to look at chairs. Mrs. Gunnet stated that it is all done through catalogs now. There was discussion on the number of chairs that are needed for the Board Room. Mrs. Gunnet advised that 100 chairs were quoted since this is the maximum occupancy for the room. It was noted that it is currently set up for 70. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the furniture, reducing the audience chairs to 70 and removing the trophy case. Motion carried. Three votes yes.

Mr. Allison advised that when they received the quote for the AV update in the Conference Room they did not understand why it was so high so he contacted B&B to get clarification. He stated that the amount is higher because there is currently no equipment or wiring to be reused like it is in the Board Room. He advised that this setup will include an integrated camera and microphone in a television. Mrs. Gunnet advised that network cables will need to be run. On the motion of Kathy Kerchner seconded by Rodney Sechrist the Board approved the AV update in the Conference Room. Motion carried. Three votes yes.

17. Unfinished Business:

- A. Non-Uniform Pension: Sick Leave payment – Resolved
2022 State Aid overage – 2022 – \$7,047

Mrs. Gunnet advised that PMRS had not done as the Township had requested. She stated that she received an email on a Sunday evening informing that letters had been sent to Mr. Dietz and Mr. Howard. The letters informed them that their monthly payment would be adjusted and the overage would be deducted from their checks over several months. She stated that she contacted PMRS and was informed that this was how it had to be handled. Since the taxes had already been paid, checks were issued to Mr. Dietz and Mr. Howard in the amount of the overpayment.

Mrs. Gunnet advised that she does not have an update on the State Aid overage. She stated that she is going to remove this from the agenda until a letter is received.

18. Public Comment – There was none.

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

Ms. Kerchner did not have any comments.

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

21. The meeting of the Windsor Township Board of Supervisors adjourned at 8:02 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
May 15, 2023

Jeffrey A. Walker
Mike Pritchard
Chief Tim Damon
Ben Dinkel
Doug Stambaugh
Scott Gingrich
Adam Anderson

3180 E. Prospect Road York PA
York County Planning Commission
York County Regional Police Department
York County Planning Commission
GHI
Alliance Fire & Rescue Services
Site Design Concepts