

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 19, 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 Kim Moyer, the minutes of the May 15, 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 an application has been received from Gene L. Dyke, requesting that her property at 750 Blouse Road be entered in the Agricultural Security Area. The property is 24.16 acres. She stated that the Township only needs to acknowledge receipt. It will be held for 180 days and will then be deemed approved by Resolution.
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 June 22, 2023 at Laurel Fire Company.
 - B. Simulator repair – Update – Mr. Gingrich advised that Kinsley will be providing 100% funding of the simulator repairs. Attorney Rausch questioned what needs to be repaired. Mr. Gingrich advised that the simulator is a structure that they use for fire training. It has not held up in the weather and needs repairs.
 - C. Mrs. Gunnet advised that a Burn Ban was declared by the County. There is a section that allows for each municipality to approve the use of fireworks. She questioned if the Board is interested in doing this. Mr. Gingrich stated that he feels that this is directed toward commercial fireworks. He noted that they are currently working with Red Lion Borough for a plan for their Fourth of July Fireworks. Mrs. Gunnet questioned if he feels a waiver should be granted for homeowners. Mr. Gingrich stated that he does not recommend approval for homeowners. He stated that the commercial companies carry insurance. It was the consensus of the Board that the Township would not approve the use of fireworks unless approached by a professional company.

- D. Mrs. Gunnet advised that the Township has received an application from Faith Brady for the Fire Company Scholarship. A presentation will be made in July.
 - E. Mrs. Gunnet thanked Laurel Fire Company and SAFER for watering down the Township's baseball fields.
6. York County Regional Police Department – Chief Damon was present. He reviewed some of the calls in June. Mrs. Gunnet advised that she saw on the May report that there were numerous hangup calls to 911. Chief Damon advised that in these situations, they are able to track the location and they do a sweep of the area. Mr. Sechrist questioned if there have been drug overdose calls. Chief Damon stated that there are not any on this report.
- A. The monthly report is available for review.
 - B. Municipal Assistance Program (MAP) Grant – Support Letter – Chief Damon advised that he spoke with Joyce Salazar's office and it was recommended that the Department hold off on applying for this grant until the budget is passed in July. He noted that the typical grant amount is \$100,000.
 - C. Redevelopment Assistance Capital Program (RACP) – Addition to station – Chief Damon advised that York County Regional has received a RACP Grant with York Township as the grantee. There may be a need for York Township and Windsor Township to loan funds to satisfy the match requirements. If the Township provides funding toward this project, Solid Waste funds could be used and a Resolution would be required. It was the consensus of the Board that funds would come from Solid Waste Fund.
7. John & Sheila Hughes – Pickleball court on Margherita Court – Sheila Hughes, 1008 Margherita Court, advised that she is an educator for the Red Lion Area School District. She stated that physical activity is important for the overall health of children. She provided statistics for screen time usage for children. She noted that they have children of all ages in their neighborhood and some play multiple sports. She added that as a neighborhood, they have had activities for all.

John Hughes, 1008 Margherita Court, advised that they had painted lines on the road for a pickleball court. They received a letter from the Township notifying them that they could no longer use the court. The letter also referenced that the markings could confuse motorists. He showed the Board pictures and noted that it is 600' to the closest line marking on a Township street. He commented that if this is dangerous, the Township may consider lowering the speed limit, installing speed bumps or increasing police patrol.

Jim Tasse, 1003 Margherita Court, stated that he has lived there for 20 years. He commented that he enjoys the children that live on the street. He explained that before the lines were put on the road, all of the neighbors were asked and all were agreeable. He stated that after they

received the letter, he went again to all of the neighbors and none of them expressed an issue with the markings on the road.

Mr. Trout advised that the Township did receive a complaint. He noted that he drove out to the site and found that there were children playing but there was an adult supervising them. Mr. Sechrist questioned what the issue is.

Attorney Rausch advised that the Township cannot sanction the pickleball court on the street. He added that the Township cannot sanction the children playing in the street. It is up to the parents if they wish to allow their children to play in the road. Attorney Rausch advised that if the Township were to sanction the court, it would be a public park.

Kristin Hegna, 1006 Margherita Court, commented that they do not want to get in trouble and now the children are upset and do not want to play.

Mr. Sechrist stated that the Township does not want to be responsible should there be an issue. Ms. Kerchner added that this may work in their situation because they are on a cul-de-sac with limited traffic. She stated that the Township could not possibly sanction a court on a main road.

Ms. Hughes stated that she understands that they cannot get approval for a pickleball court on the street. Ms. Hegna questioned if they will receive letters again if they continue to play on the street. Attorney Rausch advised that the purpose of the letter is to establish that the Township did not sanction the pickleball court and therefore has no responsibility for it. From this point forward, it would be a police issue.

Ms. Hegna questioned if the Township could install a dead end street sign. Ms. Kerchner stated that a sign could be installed. Ms. Hughes asked if the speed limit could be lowered. Mr. Trout advised that 25 mph is the standard limit.

Mr. Allison noted that the letter that was sent was not a violation letter. Ms. Hegna stated that they wanted to address the letter with the Board and to understand the issue.

Mr. Hughes questioned what happens next. He questioned if they will get more letters or if the issue is dismissed. Attorney Rausch advised that there will not be additional letters sent and if someone files a complaint, they will be directed to contact the police department.

Ms. Kerchner thanked them for attending this evening. She commented that the Board is here to listen. She stated that this was a great idea for the neighborhood but the Township needed to take a legal stance.

8. Dylan Kerchner – Vending machine at Freysville Park – Dylan Kerchner was present. Mrs. Gunnet advised that an agreement has been prepared for the placement of a vending machine at Freysville Park. The agreement is valid through December 31, 2023 and a monthly fee of \$25 will be required. The machine will hold drinks and snacks. It will be the responsibility of Mr. Kerchner to stock the machine and his contact information should be placed on the machine to call with any issues.

Mr. Trout commented that since there are cameras, vandalism will hopefully not be an issue. Mr. Kerchner stated that there will be a camera in the machine. Attorney Rausch questioned how often it will be stocked. Mr. Kerchner stated that he plans to do it weekly.

It was decided that the machine would be located in the corner of the pavilion closest to the playing fields.

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

9. Township Engineer:

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

- B. Public Works Addition – May 11, 2023 & May 25, 2023 Construction meetings

Payment Applications: Uhrig #9 – \$234,540.58

Shannon A. Smith, Inc. #6 – \$54,149.68

HRI, Inc. #6 – \$33,673.17

Garden Spot Mechanical #4 – \$106,771.45

Change Order #4 – \$1,445.35 – Keep 6" water line in service

Mr. Kraft advised that the building is 99% complete and a building startup meeting will be held on June 21, 2023. A final punch list will be completed at that time.

Mr. Kraft advised there is one change order. This was necessary to keep a 6" water line in service. This change order is included in the total of payment application #4. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Change Order #4. Motion carried. Three votes yes.

Mr. Kraft advised that there are four payment applications for approval. They are payment application #9 from Uhrig Construction in the amount of \$234,540.58, #6 from Shannon A. Smith, Inc. in the amount of \$54,149.68, #6 from HRI, Inc. in the amount of \$33,673.17 and #4 from Garden Spot Mechanical in the amount of \$106,771.45. On the motion of Kathy

Kerchner seconded by Rodney Sechrist, the payments were approved. Motion carried. Three votes yes.

- C. Security Reduction – Scott & Jolene Brady – \$261,166.05 – Mr. Kraft advised that Mr. & Mrs. Brady are constructing a Special Events Barn. They are requesting their first security reduction in the amount of \$261,166.05 which will leave a balance of \$23,380.00. He recommended approval of this amount. On the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved the security reduction for Scott & Jolene Brady. Motion carried. Three votes yes.

Ms. Kerchner questioned if the barn has been completed. Mr. Allison advised that they are still working on the interior and the permitting to obtain the Certificate of Occupancy.

10. Solicitor:

- A. Attorney Rausch advised that he is working on an intermunicipal agreement for sanitary sewer with the Red Lion Municipal Authority. He stated that it will come before the Board in July.

11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for May. There were no questions.
- B. Chapel View Pump Station Rehabilitation – \$810,786.81 – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the quote from Keystone Purchasing Network for the Chapel View Pump Station Rehabilitation. Motion carried. Three votes yes.

Mr. Trout advised they plan to start at the end of July. Mrs. Gunnet noted that most of this project will be paid for with grant funds.

- C. Building/Grounds change report to work location – Mrs. Gunnet advised that once the Public Works Building addition is complete, the trucks used by the Building & Grounds Department will be parked in the building. She stated that since the vehicles will be there, the employees should report to work at this location. Currently, the employees clock in at the Township Office and some drive their personal vehicles to either the park or to the Lombard Road building to get the Township vehicle or mower. Ms. Kerchner questioned what the Township's liability is if they are using their personal vehicle while on the clock. Attorney Rausch advised that if they are clocked in, then they are on the job then the Township is liable for any claims. Mrs. Gunnet advised that Mr. Boyd would like to continue to clock in at the Township Office since he lives nearby. She stated that there are not enough vehicles for him to have one. She noted that he stated that he does not have a problem driving his

personal vehicle. Ms. Kerchner commented that he should not be driving a personal vehicle if the Township is liable. Mr. Allison advised that there are three vehicles at the Township Office that Mr. Boyd could use. It was the consensus of the Board for all the Building & Grounds employees with the exception of Brad Boyd, to report for duty at the Public Works Building once the addition is complete.

- D. Traffic Signal Maintenance & Repair – Mrs. Gunnet advised that the owner of Milt’s Repair Service, Milt Sultzbaugh, recently passed away. Mr. Sultzbaugh maintained and repaired the traffic signals for many municipalities in York County. She stated that the managers discussed doing a joint bid for traffic signal maintenance similar to the joint line painting. She informed that she had contacted the Public Works Director for Dover Township to discuss wording for the bid since he is an LTAP instructor. She stated that Attorney Rausch has a draft bid for review. Attorney Rausch advised that an Intermunicipal Agreement would need to be created and a Resolution approved.

Mrs. Gunnet advised that her concern is that not many companies may be interested in covering all of the municipalities as this would be a large area. She noted that she had contacted C.M. High to repair the Freysville and Windsor Road traffic signal loop. They agreed to do the work on a time and materials basis. She stated that they had informed her that they would submit a bid. There was discussion on other companies that perform this type of work. Mr. Sechrist questioned if PSATS had been contacted to assist with the matter. Mrs. Gunnet stated that she had not contacted them but would do that.

12. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer’s Report for May. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager’s Report for May. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for May. There were no questions.
- D. Community Center – Update
Project Schedule
Geo-Technology Associates – Geotechnical Services – \$15,300.00
Second RACP Application & Business Plan submitted – May 17

Mrs. Gunnet advised that the Board has received a copy of the project schedule. She stated that there is a set of plans available for the Board’s review. This does not include the interior layout. It was noted that there will need to be some design changes due to the Building

Code. Mrs. Gunnet advised that it is scheduled to go out to bid in January 2024 with ground breaking in May. She noted that they are still working with Met-Ed.

Mrs. Gunnet advised that because the building has been relocated on the site, geotechnical testing is required. The cost for this is \$15,300. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for the geotechnical testing with Geo-Technology Associates. Motion carried. Three votes yes.

Mrs. Gunnet advised that the second RACP Application & Business Plan has been submitted. This grant is in the amount of \$3,000,000.

E. Rehabilitation of Windsor Wonderland – Crack repaired
Grant Closeout
Final Costs

Ms. Kerchner questioned if the cracks have been sealed. Mr. Allison advised that the larger crack and the hairline crack have been repaired. Ms. Kerchner asked if there are any other cracks. Mr. Trout advised that since the saw cuts were made, no other cracks have formed. Ms. Kerchner questioned if there is a warranty on the concrete. Mr. Allison stated that a warranty on the concrete was not specifically listed in the quote, only the equipment was listed. Mr. Moyer stated that often there is a warranty on work for the first year. Mr. Allison noted that the Township did not pay for the repair of the cracks. Ms. Kerchner directed staff to determine if there is a warranty on the concrete. She stated that if there is a failure with the concrete, she does not want it to affect the poured in place surface. Mrs. Gunnet advised that Currie Grove would be contacted for clarification.

Mrs. Gunnet advised that a meeting is scheduled with a representative from DCNR for the closeout of the grant in order to receive the final payment in the amount of \$17,610.

Mrs. Gunnet advised that the final cost for the playground project was \$514,824. The Township was responsible for \$278,824. Grant funds were received for the balance.

F. Windsor Township Recreation Commission – Update – Ms. Kerchner advised that the part-time employee is doing a good job maintaining the fields. She stated that the Commission expressed their gratitude to the fire companies for watering down the fields.

Ms. Kerchner stated that the Red Lion Junior High is one of a few districts that does not have a middle school soccer team. Red Lion will be starting teams for both the boys and girls in the 2024/2025 school year. This is the first year they would be able to be PIAA official. Ms. Kerchner informed that when York USA Soccer dissolved, their funds were split over participating programs and Windsor Area Recreation received \$2,000. She stated that the Recreation Commission is requesting that these funds be donated to the school district

toward starting the programs in the 2023/2024 school year. Since they would not be PIAA official, games would be scheduled directly with other programs. Attorney Rausch questioned who the donation would be made to. Ms. Kerchner advised that it would be payable to the Red Lion Area School District. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the donation of \$2,000 of York USA Funds to Windsor Area Recreation Commission to the Red Lion Area School District for a Red Lion Junior High Boys and Girls soccer team. Motion carried. Three votes yes.

- G. Ms. Kerchner advised that the Board meeting scheduled for July 3, 2023 will be cancelled.
- H. Service Award Program – Ms. Kerchner advised that she provided information to Mrs. Gunnet. The program is for gift cards. The company is informed of how much the gift card should be for and the employee would then select the gift card that they would like from the catalogue.
- I. Ms. Kerchner advised that the PSATS Southcentral Regional Forum will be held on Wednesday, September 13th at the Eden Resort. There will be classes to choose to attend like their convention. She stated that the Board needs to let Mrs. Gunnet know if they plan to attend so she can RSVP.
- J. Phil & Marci Holloway – Outstanding engineering costs – \$1,351.17 – Mrs. Gunnet advised that Mr. and Mrs. Holloway owned a property in the Township that had a detention basin on it. Not all information was disclosed to the buyer when they sold the property. The buyer took the Holloways to court and it was determined that the seller needed to make repairs. C.S. Davidson reviewed the plans for the repairs and provided inspection services. The Holloways have not paid the invoice which is now past due. She questioned what steps the Township would need to take in order to collect the money. Attorney Rausch advised that a civil complaint would need to be filed with the District Magistrate. Ms. Kerchner questioned if they requested a payment plan. Mrs. Gunnet stated that they did not. Mr. Allison advised that he will work with Attorney Rausch on the wording for the citation.
- K. Stormwater Operation & Maintenance Agreement – Mark & Tanya Hoover – 425 Pleasant Grove Road – Mr. Allison advised that Mr. and Mrs. Hoover are building a new house at 425 Pleasant Grove Road and the project requires stormwater controls. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the Stormwater Operation and Maintenance Agreement for Mark and Tanya Hoover. Motion carried. Three votes yes.
- L. Appreciation Dinner – Mrs. Gunnet advised that an Appreciation Dinner has not been held since COVID. She asked the Board if they would like to start having them again. She stated that the service awards have been being presented at the employee picnic. She noted that all employees, retirees, and members of all the boards and commissions were invited to attend

and entertainment was provided. It was the consensus of the Board to resume Appreciation Dinners beginning in 2024.

- M. Renewal of contract with Joyce Salazar – Mrs. Gunnet advised that she has not been contacted by Ms. Salazar yet but the contract renews on August 18, 2023. Ms. Kerchner commented that other municipalities and departments are dropping her services. Mrs. Gunnet advised that she was able to obtain a grant for sewer improvements for the Township. She stated that she is not sure that the Township has any projects coming up to apply for grants. Mr. Moyer commented that the Township should have a reason to continue her services at a cost of \$5,000 per month. It was the consensus to wait until contacted by Ms. Salazar before making any decisions.
- N. Rutters – Update on PLCB liquor license – Mrs. Gunnet advised that Rutter’s purchased the liquor license at auction so there is no action required by the Township.
- O. First Republic/J.P. Morgan Chase Certificate of Deposits – Mrs. Gunnet advised that when First Republic and Signature Banks crashed, the Township had Certificates of Deposit at both. Signature Bank was assumed by Hickville Bank and the Township did not have any other CDs with this bank. First Republic was assumed by J.P. Morgan Chase. The Township did have other CDs with this bank and are now over the FDIC limit. She stated that she contacted Jamie Cash with Peoples Wealth Advisors and she recommended to let it ride as J.P. Morgan Chase is a very large bank. The three CDs will come due in September, January and February. She commented that she wanted to let the Board know of the situation.
- P. Ms. Kerchner advised that the Township will be holding a shredding event at the Township Office on Thursday, October 5, 2023 from 3:00 p.m. to 6:00 p.m.
- Q. York County Stormwater Consortium – Intergovernmental Cooperation Agreement – Mr. Allison advised that the current Agreement with the York County Stormwater Consortium expires on December 31, 2023. DEP has extended their permit cycle for two years so the agreement needs to be extended to cover this timeframe. Ms. Kerchner questioned what impact this has on the Township. Mr. Allison advised that there is no cost involved. It only extends the expiration date. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved to extend the Intergovernmental Cooperation Agreement to December 31, 2025. Motion carried. Three votes yes.
- R. Junk Yard License Renewal – Mr. Allison advised that he inspected the three junkyards in the Township and is recommending the licenses be renewed for each one. He stated that Red Lion Salvage had one minor infraction that they were correcting. He added that they are still working with PennDEP as well. On the motion of Kathy Kerchner seconded by Kim Moyer,

the Board approved for the junkyard licenses to be renewed for Red Lion Salvage, TC Auto Salvage and JKLM. Motion carried. Three votes yes.

13. Unfinished Business – There was none.

14. Public Comment – There was none.

15. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments. Mr. Moyer commented that the new carpet in the Board room looks nice. He questioned when the new chairs would come. Mrs. Gunnet stated that she does not have a delivery date.

Ms. Kerchner questioned if the Township will be making a donation toward the Red Lion Fireworks. Mrs. Gunnet advised that we would as there are funds budgeted.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:45 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
June 19, 2023

Chief Tim Damon
Scott Gingrich
The Lindenmuths & Kristin Hegna
John & Sheila Hughes
Jim Tasse & Ceclia Wampler
Dylan Kerchner

York County Regional Police Department
Alliance Fire & Rescue Services
1006 Margherita Court Red Lion
1008 Margherita Court Red Lion
1003 Margherita Court Red Lion
Azalea Drive Windsor PA