

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
September 18, 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 August 21, 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 letter from Modern Landfill notifying that a Public Meeting for their NPDES Permit will be held on October 4, 2023 at 6:00 p.m. at the Lower Windsor Township Municipal Building. Mrs. Gunnet noted that she will be attending. Ms. Kerchner stated that she will attend as well.
5. Windsor Township Fire & Rescue Association – Scott Gingrich was present. He advised that the next SOG meeting will be held on September 19th. He stated that he also received the email requesting information for the relief associations. He noted that Mrs. Gunnet should reach out to him if she does not receive all the necessary information from the stations.
 - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on October 26, 2023 at the Windsor Township Public Works Building. Mrs. Gunnet advised that many of the firefighters have not been in the building and now that the addition is complete, this is a way to familiarize them with the facility.
 - B. Simulator repair – Update – Mr. Gingrich reported that he has been playing phone tag with Kinsley. He noted that a neighbor had put a camera on the simulator and they removed it and placed it on his porch. Mrs. Gunnet advised that she had spoken with the owner and there are no issues.
 - C. Fire Company picnic – Sunday, September 24 – 2:30 p.m. – Freysville Park – Mr. Gingrich advised that the Fire Company picnic will be held this coming Sunday.
 - D. Mrs. Gunnet advised that she had contacted Faith Brady to obtain information that was needed from her to pay the scholarship. When she spoke with her, Mrs. Brady informed her that the

school she is teaching at is paying her education costs so she is withdrawing her application. Mrs. Gunnet advised that this will allow for two scholarships to be awarded after the September 30, 2023 deadline to apply.

- E. Request to appoint Donald Hopple, Jr. as Windsor Township Fire Marshall – Ms. Kerchner advised that she would like to table this request as she would like to have more information before making a decision.
6. York County Regional Police Department – Chief Tim Damon was present.
- A. Chief Damon reviewed the monthly report, noting that there have been increases in medical calls, suspicious vehicles, PFA calls and accidents. He stated that there was a vehicle accident on Freysville Road in the “S” curve between Shetland Lane and East Prosect Road. He stated that he feels the special road surface should be applied in this area. He stated that he could send a letter to the Township so that it could be taken to PennDOT. Mrs. Gunnet advised that she sent a list to PennDOT and she confirmed the location of the current roads with the application but did not request new areas to be added. She will check into this further.

The monthly report is available for review.

- B. Police Protection Units (PPU) cost increase – 4% – Mrs. Gunnet advised that the department is projecting at least a 4% cost increase per PPU which equates to about \$84,000. Ms. Kerchner stated that Chief Damon will be attending the Pre-Budget Meeting on September 25th.
- C. Grant resolutions: 2023R-09-01 – Local Share Grant – portable and mobile radios
2023R-09-02 – Municipal Assistance Program (MAP) – three mobile speed trailers

Chief Damon advised that for the Local Share Grant, the police department is not permitted to submit directly so it must be done through a municipality. After the Township approves the resolution, they can submit the application. He stated that this grant would be used to purchase mobile radios. Mr. Sechrist questioned how these radios would be affected by a frequency change. Chief Damon stated that he has not been made aware of a proposed frequency change. Mr. Gingrich confirmed that there are no planned changes.

Chief Damon advised that he needs a resolution of support from the Township to apply for the Municipal Assistance Program. This would be used to purchase three speed trailers. Attorney Rausch questioned if speed trailers are effective. Chief Damon explained that when the devices appear to not be working, they are obtaining data. This data can be compared to when the speed is registering on the screen. He noted that the new speed trailers are able to read license plates.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution 2023R-09-01. Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved Resolution 2023R-09-02. Motion carried. Three votes yes.

7. Kasie Ream – Golden Connections – Ms. Ream advised that she is the Executive Director at Golden Connections. She stated that the previous Director, Heather Goebeler, has decided to pursue a career in education. She presented the Board with informational packets.

Ms. Ream advised that the Community Center provides programs, hot meals both at the center and delivered, arts, health and other classes to seniors in the local area. She stated that so far this year, the center has served 1,322 different people. Windsor Township residents account for 13% of their visitors.

Ms. Ream advised that she is very excited to announce that they have been selected as a pilot program for a nationwide suicide prevention program called Hope Squad. She explained that the program is a peer-to-peer suicide prevention program that originated in a school in Utah after a student had committed suicide. The program has gone nationwide and they have now expanded the program to help senior citizens. She reported that suicide accounts for 18% of deaths in older adults. Staff and members will be trained to detect warning signs and how to give support. She stated that this is a two year program and is free to the center since they are a pilot. She noted that they kicked off the program with a Hope week that included a different fun activity every day.

Attorney Rausch questioned how they were chosen as a pilot program. She stated that Suicide Prevention of York presented information at a joint meeting of local senior centers and they asked if anyone was interested in starting the program. She advised that she was the only one who had expressed interest. She added that she believes a few local school districts will be participating as well.

Ms. Ream thanked the Board for their continued support.

8. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. Ms. Kerchner questioned if Met-Ed has signed the Agreement for the Community Center. Mr. Kraft advised that they have and it has been received.

- B. Public Works Addition – Payment Applications:
Shannon A. Smith #8 – \$11,075.70
HRI, Inc. #8 – \$6,356.70
Garden Spot Mechanical #7 – \$14,100.00

Mr. Kraft advised that these are the final payment applications. On the motion of Kathy Kerchner seconded by Rodney Sechrist the payment applications were approved. Motion carried. Three votes yes.

9. Solicitor:

- A. Intermunicipal Sewer Agreement – Red Lion Municipal Authority – Attorney Rausch advised that this Agreement allows for properties within Red Lion Borough to connect to a Windsor Township sewer line. He noted that they had been working on finalizing the agreement and it is now ready for approval. On the motion of Kathy Kerchner seconded by Kim Moyer, the Intermunicipal Sewer Agreement with the Red Lion Municipal Authority was approved. Motion carried. Three votes yes.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for September. Ms. Kerchner questioned if the new sandpro is being housed at the Public Works Building. Mr. Trout stated that one is kept at the park and the other is kept on the trailer.

Ms. Kerchner questioned if a quote had been received for the turf in the batting cage. Mrs. Gunnet informed that Mr. Shaffer was not able to obtain a quote even though he had reached out multiple times. Ms. Kerchner asked if there are other companies that do this type of work. Mr. Trout stated that there are not many companies but they could look into other options.

- B. Paving of walking trail – Ms. Kerchner advised that a portion of the walking trail will be paved. Mrs. Gunnet stated that the trail mix has been dug out and it is prepped for paving. Emory Peters has provided a quote for \$12,000. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the paving of a portion of the walking trail in the amount of \$12,000. Motion carried. Three votes yes.

Ms. Kerchner questioned if the paving of the streets has been completed. Mr. Trout advised that the paving is complete but the oil and chip will be starting this week.

- C. DCED Grant Update – Chapel Church Interceptor – Mrs. Gunnet advised that there was a budget impasse in July so the grant awards were to be announced in September. However, the September meeting was postponed. She stated that it has not been determined if this meeting will be rescheduled or cancelled. The next scheduled meeting is in November.
- D. 2023-2024 Propane Bid results – Mrs. Gunnet advised that the bid results are attached to the Board's agendas. There were two bidders. The low bidder is Central Penn Propane with a rate of \$1.399 per gallon. Mr. Sechrist questioned where this company is located. Mrs. Gunnet advised that they are out of Lancaster. On the motion of Kathy Kerchner seconded by Rodney

Sechrist, the Board awarded the propane bid to the low bidder, Central Penn Propane. Motion carried. Three votes yes.

- E. Ms. Kerchner asked how the new highway employee is doing. Mr. Trout stated that he is doing well. Ms. Kerchner questioned when Mr. Smith would be back from medical leave. Mr. Trout advised that he is to be back on October 2nd.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for August. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for August. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for August. There were no questions. Mrs. Gunnet advised that she has not received a new contract from Klugh for 2024 yet. She noted that the York County SPCA is working to create a program.
- D. Recreation Commission: Update – Ms. Kerchner advised that she attended the August meeting. She stated that Mr. Shaffer may look into doing more in house soccer programs as some of the teams are travelling far for some games and the competition in some of the divisions is not equal. She reported that the fall yard sale will be on September 30th. Pulled pork sandwiches will be sold at the spring yard sale.
- E. Ms. Kerchner advised that the Board meeting scheduled for October 5, 2023 will be cancelled.
- F. 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. There is a two box limit. The event is for Township residents only. Businesses are not permitted.
- G. Ms. Kerchner advised that the Township will be holding an Electronic Recycling Event on Saturday, October 21, 2023 from 9:00 a.m. to 12:00 p.m. at the Public Works Building. A Boy Scout Troop will be present to assist. Seth Davidson, Manor Road, questioned if toner could be brought to this event. Mrs. Gunnet advised that this is for electronic devices. She stated that most items with a cord could be brought. She suggested contacting the Township Office to determine if the device could be recycled as there is a list. It was noted that there used to be a toner recycling box at Best Buy.
- H. Budget Workshop – November 2, 2023 at 9:00 a.m. – Ms. Kerchner stated that she has a conflict with this date. After discussion, it was decided to change the meeting to Tuesday, November 14, 2023 at 9:00 a.m.

- I. Tennis Court rehabilitation – Application submitted – \$40,000 through Marcellus Shale Legacy Funding – Mrs. Gunnet advised that the application has been submitted for the Marcellus Shale Legacy Funding in the amount of \$40,000. Mr. Sechrist questioned how old the tennis courts are. Mrs. Gunnet advised that they were installed around 1996 but have been resurfaced. Mr. Trout stated that The Breneman Company is used to seal cracks to keep the water out. This costs approximately \$2,500. He questioned if this is something that the Board would want to hold off on doing if they are going to be replaced. This will be discussed at the budget workshop. Ms. Kerchner noted that in addition to tennis, pickleball was added to the application.
- J. Grant writer – New contract – Mrs. Gunnet advised that she has received a new contract from the grant writer. It is still \$5,000 per month but this contract includes a success fee. This fee is based on the value of the grant. She stated that the Township would have paid \$50,000 per grant for the two that she helped obtain this year. Ms. Kerchner questioned if there are any projects that the Township has planned that we would want to obtain a grant for. Mrs. Gunnet advised that the Township would like to replace the HVAC system at the Township Office but Ms. Salazar had already looked into a grant for this project and was unable to find one. Mr. Trout advised that there is work that needs to be completed at the Taylor Estates I Pump Station. Mrs. Gunnet noted that you are unable to obtain some grants in consecutive years. Mr. Moyer stated that it is wasted money if there are no projects to apply for. Ms. Kerchner questioned if the staff can apply for small grants. Mrs. Gunnet advised that we could. She agreed with Mr. Moyer that the Township should not waste money. It was the consensus of the Board to not renew the contract with the grant writer.

Mrs. Gunnet advised that a future project is to determine if turning arrows are warranted at the Freysville Intersection. She stated that there is a program entitled Green Light Go. She stated that a traffic study is required. She stated that she is proposing that the traffic study be completed in 2024 and to apply for a grant in 2025 if warranted. This would be similar to what Windsor Borough did at their traffic signal in the square.

Mr. Kraft stated that C.S. Davidson does not perform traffic studies but would estimate that the cost would be around \$5,000. The study could also look at the cabinet as well to see if upgrades would be needed.

Mr. Sechrist questioned how many arrows would be installed. Mr. Kraft stated that it would likely be four but the traffic study would determine this.

- K. Stormwater Operation & Maintenance Agreements –
Aldi – 3209 Cape Horn Road – Revised agreement
Matthew & Nicole Knisely – Barachel Drive – new home

Mr. Allison advised that the agreement with Aldi needed to be revised due to changes with the York County Conservation District. Matthew and Nicole Knisely are building a new home at 3872 Barachel Drive and this is the standard agreement. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Operation & Maintenance Agreements for Aldi and Matthew and Nicole Knisely. Motion carried. Three votes yes.

- L. 2024 Health Insurance premium increase – Mrs. Gunnet advised that the preliminary insurance rate increase for 2024 is 19%. Ms. Kerchner commented that she saw a list and ours is the highest rate increase. Mrs. Gunnet advised that in the beginning of October she is scheduling a meeting with Benecon to learn about an overlay program called Blue Choice. If implemented, this could result in a savings. Another option to reduce overall costs would be to increase the deductible. When asked, Benecon will provide information on how plan changes can affect costs. She noted that if the Board wishes to make changes to the plan, it will need to be determined by the middle of November to allow for the plan documents to be updated.
- M. Discussion – Change in agenda format – Mrs. Gunnet advised that Board Meeting agendas were discussed at one of the PSATS classes that she attended. She stated that it was presented that Public Comment could be at the beginning of the meeting. She noted that it had been this way in the past but had been changed to list it at the end of the agenda. She also noted that the Board does not need to respond to public comment. Mr. Moyer commented that if it was listed at the beginning of the meeting, people who wish to speak could do so and then leave. Mr. Sechrist stated that there should be a limit to the amount of time a person may speak. Attorney Rausch advised that there may be a Public Comment Policy. He added that Public Comment is technically only to be about items listed on the agenda. Mrs. Gunnet noted that if someone contacts her about attending a meeting, she encourages them to be listed as an item on the agenda. After discussion, it was the consensus of the Board to leave the order of the agenda as is.
- N. 2024 Agreement – SPCA of York County – \$12,712 – Mrs. Gunnet advised that the 2024 Agreement with the SPCA is in the amount of \$12,712. This is approximately \$3,400 more than budgeted. Mr. Moyer questioned what the Township receives from this service. Mrs. Gunnet advised that it allows for residents to take stray animals to the SPCA. It also permits the Animal Control Officer to take animals there as well. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the 2024 Agreement with the SPCA of York County. Motion carried. Three votes yes.

- O. 2024 Minimum Municipal Obligation – Non-Uniform Pension Plan & Police Pension Plan – Mrs. Gunnet advised that the MMO determines the amount of the pension plan invoice that is due in January of each year. She stated that this year’s MMO is approximately \$8,000 more than last year but she expects the amount of State Aid to exceed the invoice. If it would exceed the amount, the additional funds would be returned to PMRS. The Police Pension is \$0 as there are no active members.

Mrs. Gunnet advised that no action is necessary. It is required that the MMO is presented to the Board each September.

- P. Proposed revisions to Open Burning Ordinance – Mr. Allison advised that this ordinance combines the Open & Confined Burning Ordinance and the Declaration of a Fire Emergency Ordinance as requested by the police and fire departments. He noted that York Township is also doing an amendment and he has been working with their staff to keep the ordinances similar. He stated that the ordinance provides a definition for a burn and a size limitation. If a burn onsite exceeds the definition of a burn, the fire departments would have the right to extinguish the fire. Mr. Allison advised that the fire department had recommended that the maximum size for a burn be a 3’ diameter with a maximum 3’ flame. There was discussion on this size. Mr. Trout stated that he feels that this size is too small. Seth Davidson, Manor Road, agreed that he feels it is too small as well. Mr. Allison stated that if the Board does not like this size, it can be changed but it does need to be a set size in order for the fire department to enforce it. Mr. Moyer stated that he would like to look into the size requirements before moving forward.

Mrs. Gunnet questioned how the ordinance should be advertised when it gets to that point as this is replacing two separate ordinances. Attorney Rausch advised that a clause should be added at the end of the new ordinance that it is replacing those ordinances.

12. Unfinished Business – There was none.

13. Public Comment – There was none.

14. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments.

Mr. Sechrist advised that he sent flowers on behalf of Windsor Township for the funeral service for Steve Gross Jr. Ms. Kerchner explained that Mr. Gross was a Supervisor at East Manchester Township and served on the Police Commission. He was recently killed in a farming accident.

Neither Mr. Moyer nor Ms. Kerchner had any additional comments.

15. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:25 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
September 18, 2023

Barry Strayer
Kasie Ream
Chief Tim Damon
Scott Gingrich
Jerry & Kathy Gilbert
Seth Davidson

Hedgewick Lane Wrightsville PA
Golden Connections
York County Regional Police Department
Alliance Fire & Rescue
885 Delta Road Red Lion PA
225 Manor Road Red Lion PA