

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
October 16, 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 September 18, 2023 and the September 25, 2023 meetings 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 Republic Services informing that they will be renewing their Solid Waste Permit for the existing landfill.
 - C. Mrs. Gunnet advised that she has received a letter from Kathleen Nazarenus, 239 Sunset Circle, requesting a waiver of the late penalty on her sewer bill. Mrs. Gunnet explained that Ms. Nazarenus has been making monthly payments of \$39. When the bill increased in May of 2022, she did not increase her payment amount and the balance of \$0.56 for the invoice due June 30, 2023 generated a past due penalty of \$25. She is requesting that the penalty be waived. On the motion of Kim Moyer seconded by Rodney Sechrist, the Board waived the late fee for Kathleen Nazarenus. Motion carried. Three votes yes.
 - D. Mrs. Gunnet advised that she has received a copy of the Audit report for the Yoe Volunteer Firemen's Relief Association from the Auditor General Bureau of Fire Audits. The audit covered the period of January 1, 2023 to January 30, 2023. The Board has a copy. She stated that previous audit findings have been addressed but there are three new findings. She added that this Relief Association is no longer active as SAFER now has its own Relief Association.
 - E. Mrs. Gunnet advised that she has received an invitation from Yorkana Volunteer Fire Company to their Annual Appreciation Dinner which will be held on Saturday, November 18, 2023 at 5:00 p.m. at Heritage Hills Resort. She asked the Board to let her know if they would be attending so she can RSVP.

5. Windsor Township Fire & Rescue Association – No one was present.
 - A. The next Fire Chief’s meeting will be held on October 26, 2023 at the Windsor Township Public Works Building.
 - B. Simulator repair – Not discussed
 - C. Mrs. Gunnet advised that scholarships will be awarded to Layla Sabold and Owen Strouse. She is hopeful that they will be able to attend the next meeting to present them with the awards. Ms. Kerchner noted that a third scholarship application was submitted but it was incomplete.
 - D. Request to appoint Donald Hopple, Jr. as Windsor Township Fire Marshall – Ms. Kerchner advised that Mrs. Gunnet had met with Mr. Hopple. Information was obtained and it has been determined that they are agreeable to creating this position. On the motion of Rodney Sechrist seconded by Kathy Kerchner, the Board approved Resolution #2023R-10-02 to create the Fire Marshall position and define the roles and appoint Donald Hopple Jr. as the Windsor Township Fire Marshall. Motion carried. Three votes yes.
6. York County Regional Police Department – No one was present.
 - A. The monthly report is available for review.
7. Plans for approval:
 - A. KEITH DRUCK – Final Reverse Subdivision Plan by Gordon L. Brown & Associates, Bahn’s Mill Road – Jake Hebel with Gordon L. Brown & Associates was present. He advised that Mr. Druck owns two lots on Bahn’s Mill Road. They are approximately 3.25 and 6.5 acres in size and this plan combines them into one lot. He noted that a variance had been granted by the Windsor Township Zoning Hearing Board since it totals less than 10 acres. Mr. Hebel stated that the Windsor Township Planning Commission had granted conditional approval and they have made all necessary changes. He advised that they are requesting two waivers. The first is of Section 502.2.J for the widening of the roadway. The second waiver is of section 503.2.A for the installation of sidewalks. Staff did not have issue with granting the waivers. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted the waivers as requested and approved the plan. Motion carried. Three votes yes.
 - B. ANDATO, LLC – Final Subdivision Plan by Site Design Concepts, 3 lots on Windsor Road – Mr. Allison presented the Board with plans and explained the location of the subdivision, noting that it is the previous Rolling Acres Pitch and Putt Golf Course. Adam Anderson with Site Design Concepts advised that this plan creates two new lots. Waivers were previously granted by the Board and Planning Module approval has now been received and they are ready

for plan approval. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the plan. Motion carried. Three votes yes.

Attorney Rausch stated that he thought there was an issue with a private sewer agreement for the lots. Mr. Kraft advised that two of the lots cross the other lots to connect to a line that was installed with the Panorama Hills sewer extension. Mr. Anderson advised that the easement agreement is in place.

- C. EAST PROSPECT ROAD PARTNERS, LLC & JEFFREY A. & KATHY S. WALKER – Final Subdivision Plan along East Prospect Road – Adam Anderson of Site Design Concepts and Jeffrey Walker were present. Mr. Anderson advised that this subdivision creates two lots along East Prospect Road and the residual of the land will be combined with Mr. and Mrs. Walker’s property off Christensen Road. Mr. Kraft noted that one of the sheets shows the existing conditions, most of which will be demolished. Mr. Anderson advised that they have obtained the necessary PennDOT permit. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the plan was approved. Motion carried. Three votes yes.

- D. EAST PROSPECT ROAD PARTNERS, LLC – Office Building Development – Land Development Plan #428.6C by Site Design Concepts, along East Prospect Road – Adam Anderson of Site Design Concepts and Jeffrey Walker were present – Mr. Anderson advised that this Land Development plan creates two lots which are each designed for a 5,000 square foot office building. They will utilize a joint driveway and connect to the access drive on the adjoining lot. They have received approval of their NPDES Permit and waivers were previously granted by the Board. Mr. Kraft advised that the amount for their security is to be determined and he would recommend that if the Board approves the plan, to hold off on recording until the security is posted. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the plan with the condition that the security is posted. Motion carried. Three votes yes.

8. Township Engineer:

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

- B. Security Reductions:
 - Kensington, Phase I
 - Kensington, Phase 2A
 - Kensington – Off-Site sewer tie in
 - Scott Brady land development plan

Mr. Kraft advised that he has received three security reduction requests for the Kensington development as follows:

Kensington, Phase I – Reduce by \$353,979.95 to leave a balance of \$40,656.00
Kensington, Phase 2A – Reduce by \$937,017.66 to leave a balance of \$0
Kensington – Off-Site sewer tie in – Reduce by \$15,756.26 to leave a balance of \$0

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the security reduction for Kensington, Phase I, Kensington, Phase 2A and Kensington off-site sewer tie in based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

Mr. Kraft advised he has also received a security reduction request from Scott Brady as follows:

Scott Brady land development plan – Reduce by \$23,997.95 to leave a balance of \$3,850.

Mr. Kraft commented that Mr. Brady had requested a full release but there are still outstanding items. On the motion of Kathy Kerchner seconded by Kim Moyer the Board approved the security reduction for Scott Brady based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

9. Solicitor:

- A. Notice of Intervention – Shaun Folkerts – Appeal of Zoning Hearing Board decision – Attorney Rausch advised that the Zoning Hearing Board denied Mr. Folkert’s variance request to allow for multiple dwelling units on a property. He has appealed the decision. It is standard procedure for the Township to file a Notice of Intervention to protect the Township’s appeal rights. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board authorized the Notice of Intervention for the appeal filed by Shaun Folkerts. Motion carried. Three votes yes.
- B. 2024 Engagement Letter – Attorney Rausch advised that the Board has received his 2024 Engagement Letter. He informed that 2023 will be his last year representing the Township. He will still be with the firm in a mentorship role. Attorney Cory Dillinger will take over as the Township’s Solicitor. He stated that Attorney Dillinger also represents the Red Lion Municipal Authority. Attorney Rausch advised that he has been with Windsor Township for 30 years. He commented that Windsor Township was the first municipality that he worked for. Ms. Kerchner thanked him for his service to the Township. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board appointed Attorney Cory Dillinger with MPL Law Firm as the Township Solicitor effective January 1, 2024. Motion carried. Three votes yes.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for September.

Mr. Moyer questioned if the roof leaks at the Public Works Building have been addressed. Mr. Trout advised that he is working with the installers to have them come look at it. They are not local so a time needs to be scheduled. He noted that it has not leaked again.

Mr. Sechrist questioned who did the oil and chip work for the Township. Mr. Trout advised that it was Russell Standard. Mr. Sechrist commented that they used a lot of extra stone. Mr. Trout stated that they used a larger stone and he may quote a specific stone in next year's bid. The Township is not paying for the excess chips. Mr. Sechrist questioned if the stone color can be chosen. Mr. Trout stated that you can.

Ms. Kerchner questioned if the Township is receiving complaints about the oil and chip. Mr. Trout advised that he has received a few calls but most of them are for the oil and chip that was done by PennDOT.

Seth Davidson, 225 Manor Road, questioned if the Township posts the benefits for oil and chip versus paving. Mr. Trout advised that the cost for oil and chip is significantly cheaper than paving a road. He stated that the oil and chip extends the life of a road approximately 5 to 7 years until it can be budgeted for paving. He stated that oil and chip is typically used on the more rural roads. Mr. Davidson questioned if it holds up during snow removal. Mr. Trout informed that it does, explaining that the stone knits to the oil. Mr. Trout noted that Manor Road is a state road and he was surprised that PennDOT chose to oil and chip this road.

- B. Security Fence – Reinstall fencing & replace top and bottom rails of fencing at Freysville Park upper field – \$3,345 – Mr. Trout advised that it was discovered that the rails were bad and needed to be replaced at the upper field. The fencing is still in good condition. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the reinstallation of the fence and replacement of the rails in the amount of \$3,345. Motion carried. Three votes yes.
- C. Resolution #2023R-10-01 – Street Adoption – Kensington, Phase I & 2A – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-10-01 to adopt the streets in Kensington, Phase I & 2A. Motion carried. Three votes yes.

Mr. Kerchner questioned how many roads this includes. Mrs. Gunnet advised that it is three roads but only totals about half of a mile.

- D. Snow Plow Bid – 1 year extension – Mrs. Gunnet advised that the bid from last year allowed for two one year extensions if the rate would remain the same. All Seasons Lawn & Landscape has agreed to keep the same rates. Ms. Kerchner questioned how many trucks they

supply. Mrs. Gunnet advised that it is two trucks with drivers. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the one year extension of the Snow Plow Bid. Motion carried. Three votes yes.

- E. Public Works Addition – Final costs – Mrs. Gunnet advised that now that the addition is complete, the final cost has been calculated at \$1,699,795.04. Ms. Kerchner questioned if the repairs for the roof leak would be covered under warranty. Mr. Trout advised that they would.

11. Other Business:

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

Mrs. Gunnet advised that she has received the 2024 Animal Control Services Contract from Klugh Animal Control. The Board has a copy of the informational letter regarding kennel requirements that was sent with the contract. Mrs. Gunnet informed that the retainer fee has increased from \$100 to \$400 and the hourly rate will increase from \$53.00 to \$55.00. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the 2024 Animal Control Services Contract with Klugh Animal Control. Motion carried. Three votes yes.

Ms. Kerchner questioned if they had mentioned future plans for their business. Mrs. Gunnet stated that they had not but she believes they are working with the York County SPCA.

- D. Recreation Commission: Update – Ms. Kerchner advised that the October 11, 2023 meeting was cancelled. She stated that there was question about how much field maintenance and mowing is done by Township employees at school district fields. Mrs. Gunnet advised that the Township staff drags the ballfields but we do not mow their properties. Mr. Allison noted that the Township only mows at the Bingo Hall and the Yorkana ballfield. Mrs. Gunnet added that there is an agreement in place for the Township's use of the fields at Pleasant View and LJM Elementary schools. Ms. Kerchner commented that she must have misunderstood about the mowing.

Ms. Kerchner advised that this is the first full year for the Recreation Department to be through Windsor Township. She stated that during budget discussions, she thought that the Recreation Director and his assistant's salaries were included in the profit and loss reports but it was determined that they were not. This results in the profit not being as much as it

appeared. Mrs. Gunnet noted that the insurance benefits for the Recreation Director were not included either.

- E. Ms. Kerchner advised that the Board meeting scheduled for November 6, 2023 will be cancelled.
- F. Mrs. Gunnet advised that a total of 105 cars came to the shredding event. She stated that she has not received a final report indicating how much tonnage was recycled yet. It was the consensus to hold an event in 2024.
- 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. One Township employee will work the event.
- H. Proposed 2024 Budget – Wage increases
 - Health insurance premium options
 - Savy Citizen – Additional information
 - % of real estate bills paid – 96.5%
 - Transfer from General Fund to Recreation Fund
 - Transfer from Capital Reserve Fund to Recreation Fund

Mrs. Gunnet advised that the Board has received a spreadsheet with potential wage increases. Ms. Kerchner commented that the average was used between the highest and lowest salaries to determine the amounts. She stated that rather than a flat rate, the Board may look at evaluations to determine wage increases in the future.

Mrs. Gunnet advised that she has provided the Board with additional information regarding employee health insurance. The rate increase for 2024 is 17.3%. She stated that there is a program called Choice Blue that is an overlay of the insurance and if selected, the rate would decrease to 15%. She explained the program noting that there are two tiers. The Enhanced tier includes Wellspan facilities while the Standard tier is UPMC affiliates. The cost savings is greater with the use of the Enhanced tier. A survey had been given to the employees and most use doctors affiliated with Wellspan. Mrs. Coble advised that each tier has a separate deductible so if an employee used doctors from both tiers, they would be paying two deductibles. The Standard tier deductible is double the cost of the Enhanced tier. Mrs. Gunnet advised that if the Board continued with an HRA which currently pays the second half of the employee's deductible, this would net a savings of approximately \$8,300 for the year.

Ms. Kerchner questioned what the total cost for the insurance would be at the 17.3% increase. Mrs. Gunnet advised that the increase would be approximately \$76,600 with a total premium budget of approximately \$515,200. She noted that this does not include the employee contribution. Mrs. Gunnet explained that with being self insured, if the Township has a year

with less claims, it is possible to receive a refund. Ms. Kerchner commented that if the claims are higher, then the amount for 2025 would increase. Mr. Allison noted that the increase is based on claims for the past 30 months. This includes the backside of the Covid epidemic when people started going back to doctors. He added that it seems as though Choice Blue is too complex and may not have the savings that were hoped for.

Ms. Kerchner stated that the employees pay 9% toward their insurance and maybe this percentage needs to be increased. Mr. Allison commented that a good benefit package is important to be competitive when hiring and retaining employees. It should compliment the wage. Ms. Kerchner stated that she feels the Township's wages are comparable with others in the PSATS summary. Mr. Allison agreed but when adding the benefit package, it makes the Township more desirable.

Ms. Kerchner questioned what the amounts are for copays. Mrs. Gunnet advised that a Primary Physician is \$25, Urgent Care and Specialists are \$50 and the Emergency Room is \$100.

There was discussion on different options including increasing copays, deductibles and reducing the HRA payment. Mrs. Gunnet is to obtain quotes for making these changes.

Mrs. Gunnet advised that she contacted other municipalities that have Savy Citizen. Many have started this year. Spring Garden Township has had it in place the longest. They have approximately 2,600 residents enrolled. Ms. Kerchner questioned if this is different than the Neighborhood App that she keeps getting notifications about. Mr. Allison advised that the app is for specific areas. Mrs. Gunnet advised that Savy Citizen would be used to make general notifications to Township residents. Ms. Kerchner questioned the cost for the program. Mrs. Gunnet advised that there is a \$4,000 start up fee and then there is a yearly fee. Ms. Kerchner questioned if this is needed. Mrs. Gunnet advised that we put important information on Facebook and on the website. Mr. Allison added that residents need to sign up for Savy Citizen in order to get the email notifications. The Board asked those present if they would sign up for it. Kathy Gilbert, Delta Road, stated that she would not because she does not check email regularly. Mr. Moyer suggested budgeting the amount but they could decide at a later time if it was something they wanted to invest in.

There was a discussion on future plans to codify the Township's Ordinances. It was noted that currently each Ordinance is updated as needed.

Ms. Kerchner stated that 96.5% of the real estate bills have been paid. Mrs. Gunnet advised that residents still have until the end of the year to make the payment.

Mrs. Gunnet advised that the profit for the recreation department is not as high as anticipated once salaries and benefits are included in the expenditures total so a transfer from General Fund to Recreation Fund may not be an option.

Mrs. Gunnet stated that a transfer could be made from Capital Reserve to Recreation Fund to cover expenditures. She commented that until new home construction starts again, funds will not come into this account. Mr. Allison advised that the fee is \$1,500 per lot when a Building Permit is issued. Ms. Kerchner questioned if it matters if items were paid from General Fund versus Recreation Fund. Mrs. Gunnet stated that it is a way of keeping larger recreation expenses separate. Mr. Allison stated that a projected cost can be determined to see what amount may need to be transferred.

- I. Windsor Township Employee Handbook – Chain of Command & Sick Leave – Ms. Kerchner advised that a meeting was held with the public works staff in which they discussed the chain of command. She explained that the previous employee handbook required staff to go to their immediate supervisor, then to the Township Manager before requesting in writing to contact the Board of Supervisors. When the handbook was updated, this section was changed to allow employees to go straight to the Board of Supervisors. She stated that she feels this method is a benefit to the employees and the working morale seems to be better. She commented that she feels that since we are working as one organization, employees should be able to speak to anyone.

Attorney Rausch recommended reviewing the Township Manager Ordinance. He stated that typically that type of Ordinance states that the Manager has supervisory responsibilities over employees and complaints would be filed with them. This keeps a supervisor from being put in the middle of a situation and protects the Board as well. Mr. Moyer directed Mrs. Gunnet to forward a copy of the Township Manager Ordinance to the Board.

Mrs. Gunnet advised that sick leave is permitted to be used for maternity leave. She questioned if this also applies for the father. She stated that she contacted Attorney Rausch regarding this as it was asked by an employee and he felt that it does apply. The Board agreed. Mrs. Gunnet noted that a doctor's note is not required when caring for someone but the handbook does require a note for an employee when three consecutive days are missed.

There was discussion on the possible change from sick and vacation days to paid time off.

- J. Potential land purchase – Authorization to obtain appraisal – Mr. Allison advised that he met with Ms. Jamie Tolton who owns the land adjacent to the Township's property on Lombard Road regarding the retaining wall or grading that will need to be done along the adjoining property line. He stated that during the discussion he asked her if she would be interested in selling a portion of her property and she told him to make an offer. Mr. Allison displayed the properties on the television screens. He advised that she would like to retain a minimum of 10

acres so she could have her property in clean and green. He showed the Board a potential layout which would give the Township approximately 8.5 acres. Some preliminary designs were looked at and a full size baseball field would not fit but a smaller field or multipurpose fields would. Ms. Tolton's property is two parcels. The one lot has the house and pond. The other lot is vacant. This parcel is enrolled in clean and green so it may be necessary to pay back taxes. Mr. Allison stated with the layout shown, the Township would not be purchasing the area where the creek is or the steeply sloped area. Mr. Kraft noted that a wall would be needed on the site. Mrs. Gunnet advised that in order to make an offer, the Township must have the property appraised and could not offer more than that appraisal. Attorney Rausch added that if she is not happy with the Township's appraisal, she could have her own completed and if the amount is higher, the two could be averaged and the Township could offer that amount. It was the consensus of the Board to have the Tolton property appraised.

- K. Stormwater Operation & Maintenance Agreements –
Antonino & Rosalia Randazzo – 890 White Oak Road
Kent Anderson – 430 White Rose Lane

Mr. Allison advised that both Mr. and Mrs. Randazzo and Mr. Anderson are constructing new homes and these are the standard agreements. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Operation & Maintenance Agreements for Antonino and Rosalia Randazzo and Kent Anderson. Motion carried. Three votes yes.

- L. Wellness Program results – Mrs. Gunnet advised that a total of \$510 in produce vouchers were given to the employees and \$495 was accounted for. She stated that she felt that was good participation. This program will be discontinued in 2024 as the insurance company is not offering wellness grants.
- M. State Aid received – Mrs. Gunnet advised that the Township received \$87,974.70 in State Aid. This is \$10,781.70 more than the municipal bill so the excess will be turned over to PMRS.
- N. 2024 Reorganizational meeting – January 2, 2024 – Mrs. Gunnet advised that the 2024 Reorganization meeting will be held on Tuesday, January 2, 2024 and the Auditor's Meeting will be held on Wednesday, January 3, 2024.
- O. Proposed revisions to Open Burning Ordinance – Mr. Moyer advised that he has considered the size for a burn and is recommending a maximum of a 4' diameter and 4' height. The Board was agreeable to this size. Ms. Kerchner questioned if we need to reach out to York Township since their Ordinance was to be similar to ours. Mr. Allison advised that they are not exactly the same. Our Ordinance is more streamlined than their Ordinance. He stated that he will make the changes for the next meeting.

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 stated that he is proud of the employees and they are doing a good job.

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 8:06 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
October 16, 2023

Jeff & Kathy Walker
Hunter Nye
Jerry & Kathy Gilbert
Seth Davidson
Adam Anderson
Jake Hebel
Bill Briegel
Sarah Young

1241 Christensen Road York PA
41 Gilbert Road Red Lion PA
885 Delta Road Red Lion PA
225 Manor Road Red Lion PA
Site Design Concepts
Gordon L. Brown & Associates
Keystone Custom Homes
Keystone Custom Homes