

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
December 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, 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 November 20, 2023 meeting were approved. Motion carried. Two 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 information from PSATS regarding their 2024 Education Conference. It will be held from April 14 – 17 at the Hershey Lodge. The Board has received copies of the information. She requested that they let her know if they plan to attend and if they would like her to arrange for lodging. Hotel registration opens on January 9, 2024.
  - C. Mrs. Gunnet advised that she has received a letter from C.S. Davidson, Inc. announcing the retirement of John Klinedinst effective December 31, 2023. He has been employed with the company for over 50 years.
  - D. Mrs. Gunnet advised that she has received a letter from the Pennsylvania Department of Military & Veterans Affairs regarding the Disabled Veteran Tax Exemption for Ronald Lopez who resides at 525 Sterling Drive. The Veterans Affairs had verified that Mr. Lopez is eligible for tax exemption. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Tax Exemption status for Ronald Lopez. Motion carried. Two votes yes.
  - E. Mrs. Gunnet advised that she had received notification from Comcast that they were having price changes effective November 20, 2023.
5. Windsor Township Fire & Rescue Association – Scott Gingrich and Dave Rittenhouse were present.
  - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on December 28, 2023 at Alliance Fire Company, Red Lion Station.

- B. Simulator repair – There was no update.
- C. Bucks County Community College – Membership – Mr. Gingrich advised that Bucks County Community College offers a subscription for training classes for fire companies. The cost for the annual subscription is \$4,000. He noted that because they applying as the Association, there will only be one subscription fee rather than one for each department. He stated that they provide training courses that are not available in the local area. Dave Rittenhouse explained that the instructors come to locations in our area. They could be held at the fire stations, the fire school or the Bahn’s Mill simulator depending what type of training it is. He stated that to hold a class, there would need to be a minimum of 10 to 15 registrants. He commented that since the membership would cover all of the departments in the Association, there would not be an issue meeting this requirement. He added that once the subscription is active, they would create a calendar with specific classes that could be signed up for in advance. The subscription would cover up to 200 training hours per year. It was noted that some grants are based on the training that the fire fighters have so this could be a benefit in that regard. It can also have an impact on the ISO rating which can have an impact on the resident’s insurance policy rates.

Mr. Gingrich advised that the fire departments have already approved the subscription. He stated that they are requesting a donation from the Township to help offset the cost. Ms. Kerchner questioned if there would be funds available to pay for this. Mrs. Gunnet stated that it could be taken from the supplies account for the fire departments in the 2024 Budget. On the motion of Kim Moyer seconded by Kathy Kerchner, the Board approved to pay the \$4,000 subscription fee to the Bucks County Community College for training. Motion carried. Two votes yes.

Mr. Gingrich stated that he will provide the information to Mrs. Gunnet when they have it.

- 6. York County Regional Police Department – Sergeant Joel Good was present. He advised that he does not have anything specific to report but acknowledged that the Department has had several personnel changes recently.

- A. The monthly report is available for review.

- 7. Adoption of proposed 2024 Budget: Resolution #2023R-12-01 – Tax Levy  
Resolution #2023R-12-02 – Non-Uniform Pension contribution

Mr. Allison advised that the budget has been open for review. He commented that he does not believe that anyone stopped to look at it.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-12-01, #2023R-12-02 and the 2024 Budget. Motion carried. Two 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 Reduction – Rexroth Equities – Mia Brae – Land Development Plan & Rexroth Equities – Mia Brae – Building Improvements – Mr. Kraft advised that he is recommending a reduction for the Mia Brae Land Development Plan in the amount of \$64,622 which will leave a remaining balance of \$179,729. He stated that this was for the road and the majority of the work was in Red Lion Borough. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the security reduction for Rexroth Equities Mia Brae Land Development Plan as recommended by the Township Engineer. Motion carried. Two votes yes.

Mr. Kraft advised that he is recommending a reduction in the amount of \$555,728.00 which will leave a remaining balance of \$67,853.50 for the Mia Brae Building Improvements. He stated that this is for the land development for the warehouse building. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the security reduction based on the recommendation of the Township Engineer. Motion carried. Two votes yes.

9. Solicitor:

- A. Attorney Rausch announced that this is his last meeting and thanked the Board for allowing him to serve the Township. He stated that it has been a pleasure and commented that the Township has certainly grown over his tenure. He commented that Windsor Township was the first municipality to give him the opportunity to be their Solicitor and he also first served as the Township's Zoning Hearing Board Solicitor. He stated that Attorney Dillinger will do a great job for the Township and he will be in the background for a while in a mentorship role. The Board thanked him for his service and Ms. Kerchner added that she has learned a great deal from him.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for December. There were no questions.

- B. Purchases: Wet well pipes – 2023 Budget – \$3,454.68  
Mobile truck lifts – 2024 Budget – \$52,317.94

Mr. Trout advised that he is requesting approval to purchase the wet well pipes. They are included in the 2023 Budget but are on backorder. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the wet well pipes in the amount of \$3,454.68. Motion carried. Two votes yes.

Mr. Trout advised that there is a proposed 6% increase on January 1, 2024 for the mobile truck lifts. He stated that he is requesting approval to place the order now to lock in the 2023 rate with payment to be made in 2024 as budgeted. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of mobile truck lifts in the amount of \$52,317.94. Motion carried. Two votes yes.

- C. Rt. 124/Freysville intersection update – Mrs. Gunnet advised that the Board has received a copy of the preliminary design for the road improvements at the East Prospect/Freysville Road intersection. This project is on the Transportation Improvement Plan and this project is specifically a Safety Improvement Plan. A traffic signal will be installed. The road will be shifted and lowered in some locations to provide for better sight distance and approach to the signal. Left turn lanes will not be installed as they are not warranted. Construction is scheduled for 2026. Mr. Moyer questioned if the Township will be responsible for paying for this. Mrs. Gunnet advised that there will not be any construction cost to the Township but the maintenance will become the Township's responsibility once it is functioning.
- D. Sale of 2004 Sterling Dump Truck – Ernie Jackson – \$35,600.00 – Mrs. Gunnet advised that the Dump Truck was sold on MuniBid. She stated that the high bid was in the amount of \$35,600. It was asked if the buyer was from another municipality. Mrs. Gunnet stated that he is not. He is a landscaper but has plowing routes for municipalities like All Seasons does for us. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the sale of the 2004 Sterling Dump Truck to Ernie Jackson in the amount of \$35,600. Motion carried. Two votes yes.
- E. DCED COVID Small Water & Sewer Grant – Chapel Church Interceptor – Update – Mrs. Gunnet advised that the grants were not awarded at their November 21, 2023 meeting. There may be a special meeting scheduled for December 19, 2023 but this has not been confirmed.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for November. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for November. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer Report for November. There were no questions. Mrs. Gunnet reported that she received an email from Michelle Moore informing that her two employees have left the business so she is currently working alone. She stated that she will be doing her best but there may be longer response times.
- D. Recreation Commission: Update – Ms. Kerchner advised that a meeting was not held in December. Mrs. Gunnet advised that the Board was provided with a revenue and expense spreadsheet to determine the transfer amount from General Fund to Recreation Fund. She stated that she was not sure if the Board wanted to include registrations for 2024 programs in the total income so Mr. Shaffer provided both calculations. Ms. Kerchner stated that it had been included in the current year under WARC since this occurs each year. Mrs. Coble noted that the total on the spreadsheet could change as there are still registrations being accepted this year. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved to transfer 50% of the recreation program profit from General Fund to Recreation Fund. Motion carried. Two votes yes.
- E. Windsor Township Employee Handbook – Vacation Days – Mrs. Gunnet advised that this had been tabled last month so it could be discussed with all three Board members. Ms. Kerchner stated that she had spoken with Mr. Sechrist about this and he was agreeable to her proposal. Mrs. Gunnet advised that it had been proposed that employees would earn three weeks at the beginning of their sixth year of employment, four weeks at the beginning of their tenth year and five weeks at the beginning of their fifteenth year. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the update to the employee handbook for vacation days as discussed. Motion carried. Two votes yes.
- F. Ms. Kerchner advised that the 2024 Reorganizational meeting will be held on January 2, 2024.
- G. Ms. Kerchner advised that the 2024 Auditors & Reorganization Meeting will be held on January 3, 2024 at 10:00 a.m. at the Township Office.

- H. Fee Schedule – Increase to Subdivision/Land Development plan submission fee – Mr. Allison advised that he and Mrs. Gunnet have prepared spreadsheets for the Board to provide additional information after the discussion at last month’s meeting. He stated that they show the amount that was paid for different projects and what the new fee would be based on that specific project.

Mr. Moyer commented that he wants to promote development in the Township and he feels these fees are too high. Mr. Allison advised that these rates are based off the fees that York Township charges. He noted that he contacted York Township directly to confirm the fees. He explained that this is the upfront processing fee and would be used to cover staff time spent to complete the process. He commented that he is not trying to keep development from the Township either but this fee has not been increased. Mrs. Gunnet noted that she researched back as far as 2011 and the fee has not been increased since then.

Ms. Kerchner commented that she feels this is a large increase at one time. She noted that she is not opposed to making an increase but not to this amount. Mr. Allison stated that he does not feel that this fee could be justified for most projects. Mr. Moyer questioned if the cost for Attorney Rausch or Mr. Kraft are passed on. Mr. Allison advised that those fees are invoiced to the developer. This would only be for staff costs. He stated that putting a cap on the amount could be an option as well. Ms. Kerchner questioned if the hours spent on a plan are tracked. Mr. Allison stated that they are not. He stated that there are often emails, phone calls and reviews done before a plan is even submitted. After discussion, the Board tabled the topic. Mrs. Gunnet questioned if the Board wanted staff to provide additional information. They did not.

Mrs. Gunnet advised that changes can be made to the Fee Schedule at any time throughout the year. She noted that there will be a change to the fee being charged for a cesspool inspection so it will be updated at the January 2, 2024 meeting.

- I. Ms. Kerchner advised that the Public Officials Day at the PA Farm Show will be held on Wednesday, January 10, 2024.
- J. Resolution #2023R-12-03 – Add Gene L. Dyke Property to Agricultural Security Area – Mrs. Gunnet advised that in June the Board acknowledged receipt of the application. She stated that 180 days have passed and the Resolution may be approved. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2023R-12-03 to add the Gene L. Dyke property to the Agricultural Security Area. Motion carried. Two votes yes.

- K. Community Map – Update – Mrs. Gunnet advised that all of the spaces for the map have been sold. They are planning to have the map ready to be mailed in February.
- L. Approval to purchase – Fencing at Field #1 and #2 - \$5,465.00 – 2024 Budget – Mrs. Gunnet advised that the replacement of the fencing at Field #1 and Field #2 at Freysville Park is budgeted for 2024. Mr. Shaffer would like approval to place the order now so that the work can be completed prior to spring sports beginning. The invoice would be paid in 2024. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of the fencing in the amount of \$5,465.00. Motion carried. Two votes yes.
- M. Transfers: General Fund to Vehicle & Equipment Fund  
Solid Waste Fund to General Fund  
Solid Waste Fund to Capital Reserve Fund  
General Fund to Recreation Fund

Mrs. Gunnet advised that the transfer from General Fund to Vehicle & Equipment Fund is in the amount of \$9,703.16. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the transfer. Motion carried. Two votes yes.

Mrs. Gunnet advised that the year end balance in General Fund will be higher than the 2022 year end balance so a transfer is not needed to be made from Solid Waste Fund to General Fund.

Mrs. Gunnet advised that the budgeted transfer from Solid Waste Fund to Capital Reserve Fund is \$300,000. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the transfer from Solid Waste Fund to Capital Reserve Fund in the amount of \$300,000 as budgeted. Motion carried. Two votes yes.

Mrs. Gunnet advised that transfer from General Fund to Recreation Fund was discussed earlier (11D).

- N. Presentation – Mrs. Gunnet presented Attorney Rausch with a plaque acknowledging his 30 years of the service to Windsor Township. Attorney Rausch thanked the Board.

12. Unfinished Business – There was none.

- 13. Public Comment – Seth Davidson, 225 Manor Road questioned how the residents are notified that the budget is open for review. Mr. Allison advised that it is announced at the Board meeting and is listed on the Board meeting agenda. Mrs. Gunnet advised that the Township is required by law to advertise the review period in the local newspaper and

this was done. Mr. Davidson commented that he does not know when he last read a newspaper and suggested posting information on the Township website or Facebook page.

14. Supervisors Comments – Ms. Kerchner asked Mr. Moyer if he had any comments.

Mr. Moyer wished everyone a Merry Christmas and a Happy New Year. He congratulated Attorney Rausch on his retirement.

Ms. Kerchner also wished everyone a Merry Christmas and a Happy New Year. She wished Attorney Rausch good luck in his retirement. She commented to Mr. Moyer that she hoped that he enjoyed this year on the Board.

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

16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:28 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT  
December 18, 2023

Scott Gingrich  
Dave Rittenhouse  
Sergeant Joel Good  
Seth Davidson  
Toni Rausch

Alliance Fire & Rescue Services  
Laurel Fire Company  
YCRPD  
225 Manor Road Red Lion PA