

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 2, 2024

1. The reorganizational 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, Rodney Sechrist, Kipp Allison 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 December 18, 2023 meeting were approved. Motion carried. Two votes yes. Mr. Sechrist abstained from voting due to not being present at the meeting.

4. Appointments: On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following appointments were made:

A. **Chairperson** – Kathy Kerchner

B. **Vice-Chairperson** – Kim Moyer

C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000

D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Kathy Kerchner with a bond limit of \$1,500,000

E. **Zoning Officer** – Kipp Allison

F. **Assistant Zoning Officer** – Deanna Coble

G. **Solicitor for Board of Supervisors** – Cory Dillinger with MPL Law

H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc.

I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798), Alternate #1 – Jeremy Kerstetter (#03977) & Alternate #2 – Jordan Shenk (#04130)

J. **Depositories** – Peoples Bank, Orrstown Bank, Truist, Fulton Bank, Raymond James and Peoples Wealth Advisors

Motion carried. Three votes yes.

5. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2024R-01-02** – 5 Year Term – Rebecca Haas & 3 Year Term – Alternate – Jeffrey Walker – On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution#2024R-01-02 was approved. Motion carried. Three votes yes.
- B. **Planning Commission** – 4 Year Term – Brita Runkle – On the motion of Kathy Kerchner seconded by Kim Moyer, Brita Runkle was appointed to the Planning Commission for a 4 year term. Motion carried. Three votes yes.
- C. **Recreation Commission** – 5 Year Term – Carolyn Sedora – On the motion of Kathy Kerchner seconded by Kim Moyer, Carolyn Sedora was appointed to the Recreation Commission for a 5 year term. Motion carried. Three votes yes.
- D. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith – On the motion of Kathy Kerchner seconded by Kim Moyer, Paul Smith was appointed as the Vacancy Board Chairperson for a 1 year term. Motion carried. Three votes yes.
- E. **York County Regional Police Department – 2 Year Term – Voting Member and Alternate** – On the motion of Kathy Kerchner seconded by Kim Moyer, Kathy Kerchner was appointed Voting Member and Rodney Sechrist as Alternate. Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following assignments were made.

- A. **Zoning Hearing Board** – Kim Moyer
- B. **Planning Commission** – Kim Moyer
- C. **York Adams Tax Bureau** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- D. **York County Tax Collection Committee** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- E. **Agricultural Area Advisory Committee** – Rodney Sechrist
- F. **Local Government Advisory Committee** – Kathy Kerchner
- G. **Windsor Township Recreation Commission** – Kathy Kerchner
- H. **Windsor Township Emergency Management Department** – James Wilson

- I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet

Motion carried. Three votes yes.

7. Meeting Date:

- A. Board of Supervisors – The Board of Supervisors meeting dates were set as follows:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.

8. Other Reorganizational Business – On the motion of Kathy Kerchner seconded by Kim Moyer, the following approvals were made:

- A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector
- B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager.

Motion carried. Three votes yes.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the following approval was made:

- C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager

Motion carried. Three votes yes.

On the motion of Rodney Sechrist seconded by Kathy Kerchner, the following approval was made:

- D. Set the Mileage Rate at the Federal Limit – \$0.67

Motion carried. Three votes yes.

9. Other Business:

- A. Resolution #2024R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2023 financial records – On the motion of Kathy Kerchner seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- B. Resolution #2024R-01-03 – Payment of interim bills – On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Three votes yes.
- C. Resolution #2024R-01-04 – Approval of Fee Schedule – On the motion of Kathy Kerchner seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- D. Ms. Kerchner advised that Christmas Tree Collection will take place on Saturday, January 13th. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.
- E. Executive Session – Personnel matter – Ms. Kerchner advised that due to Mrs. Gunnet not being present this evening, the Executive Session would not be held.

10. Unfinished Business – There was none.

11. Public Comment – There was none.

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

Mr. Sechrist and Mr. Moyer wished everyone a Happy New Year.

Ms. Kerchner also wished everyone a Happy New Year.

13. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.

14. The meeting of the Windsor Township Board of Supervisors adjourned at 6:12 p.m.

Respectfully submitted,

Katherine Kerchner
Assistant Secretary

CITIZENS PRESENT
January 2, 2024

There were no citizens present.