

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

January 15, 2024

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, Rodney Sechrist, Attorney Cory Dillinger, Christopher Kraft, P.E., Jennifer Gunnet, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. Windsor Township Fire & Emergency Rescue Services Association – Dan Orwig was present.

- A. Mr. Orwig advised that the next Fire Chief’s meeting will be held on February 22, 2024 at SAFER #1.

- B. Simulator repair – There was no update.

- C. Request to amend Windsor Township Firefighter Tax Credit Ordinance – Mrs. Gunnet advised that the Township’s Firefighter Tax Credit Ordinance has different calculations to be eligible than the County. The Association has requested that the Township change the ordinance to mirror the County. Mrs. Gunnet advised that she is aware that the County is currently making changes to their ordinance but does not have an issue having the criteria match.

Mrs. Gunnet advised that she was contacted by Ben Grove who is the North Hopewell Winterstown Fire Company Chief. He stated that there are firefighters who are residents of Windsor Township that volunteer for them. NH Winterstown is a mutual aid company. He requested that their firefighters be permitted to apply for the firefighter tax credit. It was noted that this would affect other mutual aid fire companies as well.

It was the consensus of the Board to discuss this further once the County has amended their ordinance.

- D. Volunteer firefighters – Earned Income Tax credit for 2023 – Mrs. Gunnet advised that eight individuals applied. This is less than 2022.

- E. East Prospect Fire Company – Discussion – Mrs. Gunnet advised that the Association has informed that East Prospect Fire Company has volunteer firefighters with criminal records. The Association thought that it was a requirement for them to have background checks and child abuse clearances. Mrs. Gunnet advised that she had reached out to Attorney Dillinger regarding the matter. Attorney Dillinger advised

that often the requirements are based on their programs. It is at each fire company's discretion as to what they would require. He stated that if a firefighter has "direct contact" with a minor such as a Junior firefighter, then a child abuse clearance would be necessary. Mr. Orwig informed that the fire companies within the Association have Junior firefighters so they require the child abuse clearance.

Mrs. Gunnet advised that the East Prospect Borough Council has been made aware of the situation and no action has taken place. Ms. Kerchner questioned what happens if one of the firefighters needs to deal with a child at a site. Attorney Dillinger stated that it would need to be direct contact where they would be overseeing the minor. He questioned if the Township has a contract with East Prospect. Mrs. Gunnet stated that we do not. They are listed as a backup on specific boxes. She noted that they could be removed to alleviate the concern. Attorney Dillinger stated that he is not worried that the Township would be liable since they are not contracted.

- F. Windsor Township Fire & Emergency Rescue Services – Standard Operational Guidelines – Mrs. Gunnet advised that the Board has a copy of the guidelines that the Association has approved. These guidelines provide an order of duties so that each company knows the procedures and can easily work together. No action is required.
 - G. Mr. Sechrist questioned if the merger has been finalized between Yorkana and SAFER. Mr. Orwig stated that it is not official yet. Mrs. Gunnet stated the last update that she had was that there was an issue with the Prothonotary.
4. The Board entered into an Executive Session to discuss Potential Litigation at 6:15 p.m. The meeting resumed at 6:27 p.m.
 5. On the motion of Kathy Kerchner seconded by Kim Moyer, the minutes of the January 2, 2024 meeting were approved. Motion carried. Three votes yes.
 6. 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 the York County Planning Commission informing that the Township has been awarded a Marcellus Shale Legacy grant in the amount of \$40,000 for the tennis court rehabilitation project. This is the maximum grant amount that they could award.

7. York County Regional Police Department – No one was present.

A. The monthly report is available for review.

8. Township Engineer:

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

Mr. Kraft informed that the newest plans for the Community Center have been sent to PennDOT and PennDEP and they are currently reviewing them. Ms. Kerchner asked if it was planned to break ground in 2024. Mrs. Gunnet stated that she is hopeful.

9. Solicitor – Attorney Dillinger reported that he is currently working on three Writs of Execution. He stated that he has received the draft solar ordinance from Mr. Allison for review.

A. Possible litigation settlement – On the motion of Kim Moyer seconded by Kathy Kerchner, the Board authorized to entertain a litigation settlement agreement for 195 Shaw Road to permit the use of two additional dwelling units provided that there are adequate septic services. Motion carried. Three votes yes.

10. Public Works:

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

B. Ms. Kerchner advised that the Township was informed that we did not receive a DCED COVID Small Water & Sewer Grant for the Chapel Church Interceptor project. Mrs. Gunnet stated that she contacted DCED to see if the entire amount of the grant that was received for the Chapel View Pump Station and Chapel Church Interceptor could be used solely for the Chapel View Pump Station as the project cost now exceeds the grant amount. She was informed that this is acceptable if the Board acknowledges the change at a public meeting and a copy of the minutes are provided to them. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for the entire Local Share Account grant to be used for the Chapel View Pump Station improvements. Motion carried. Three votes yes.

C. Increase to Quarterly Sewer Bill – Discussion – Mrs. Gunnet advised that she has provided year end balance information to the Board. She stated that the Sewer Fund did have a higher year end balance than on December 31, 2022. She noted that the last increase to the bill was May 1, 2022. She commented that since the Township

did not receive the grant, the Chapel Church interceptor project will need to be paid out of reserves. This is approximately \$400,000. Mr. Sechrist questioned if the increase would need to be a full \$5.00. Mrs. Gunnet advised that a \$5.00 increase would result in an additional \$89,000 if every bill was paid. She stated that she would like the Board to make a decision this evening so that a note can be put on the February bill if the Board wants to make an increase. Mr. Allison added that for administrative purposes, it is easier to work with whole dollars as many still pay with cash at the Township Office. After discussion, the Board agreed that an increase should occur. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved increasing the amount of the quarterly sewer bill to \$125.00 **per EDU (as amended 2/19/24)** effective May 1, 2024. Motion carried. Three votes yes.

- D. Approval to purchase 3 iPads (2 for Sewer Dept./1 for Highway) – \$2,774.97 – Ms. Kerchner advised that funds were budgeted for the purchase of the iPads. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of three iPads in the amount of \$2,774.97. Motion carried. Three votes yes.
- E. Resignation of member of Highway Department – Hiring options – Ms. Kerchner advised that Dan Richardson has put in his resignation. She stated that his exit interview was held. There was discussion on some of the suggestions as a result of the exit interview.

Mr. Moyer questioned who is involved in a new hire interview. Mrs. Gunnet advised that Mr. Trout, Mr. Diehl, Mr. Allison, herself and typically a Board member hold the interview. She stated that she is working to put an ad in the paper to advertise the opening. It will also be posted on job search websites. She questioned if the Board is opposed to hiring someone part time if needed until a fulltime employee is hired. The Board did not have an issue with this.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for December. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for December. There were no questions.
- C. Recreation Commission – Update – Ms. Kerchner advised that she did not attend the January meeting.
- D. Updates to Windsor Township Employee Handbook – Mrs. Gunnet advised that the Board has received the Employee Handbook with the noted changes. She stated that

some of the items included are related to sick time, doctor notes, paternity leave, and Short Term Disability. Ms. Kerchner questioned if there are any other items that need to be changed. Mrs. Gunnet stated that she was not aware of any. Attorney Dillinger questioned if the Township has any union employees. Mrs. Gunnet stated that are not any.

Ms. Kerchner stated that there had been discussion with a Highway Department employee about overtime in conjunction with vacation. She questioned that if an employee is on vacation Friday, does that mean he can request off on that weekend. She asked if there is a policy for this. Mrs. Gunnet advised that this is typically not a problem because the employees want the overtime hours. She stated that they have a chart where they can mark that they are not available if they are out of town and this is typically done in advance.

The Board authorized the changes to be made to the Windsor Township Employee Handbook as provided.

- E. Mrs. Gunnet advised that the Board has received a letter from the County listing the parcels that are enrolled in Clean & Green in the Township. She stated that there are 329 properties. The report also shows what the real estate values would be for each property if they were not in Clean & Green.
- F. Approval to purchase: 2 laptops & 1 docking station w/installation & licensing – \$6,037.00 & New SonicWall/Firewall with installation – \$2,822.50 – Ms. Kerchner advised that laptops for Kipp Allison and Chris Shaffer had been budgeted as well as the new Sonic Wall/Firewall. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the purchase of two laptops and one docking station with installation in the amount of \$6,037.00 and the purchase of the new Sonic Wall/Firewall with installation in the amount of \$2,822.50. Motion carried. Three votes yes.
- G. Ms. Kerchner advised that an Executive Session will be held after the meeting to discuss a personnel matter.
- H. Mrs. Gunnet advised that the Township Auditors set the pay rate for a Board member that works for the Township at \$21.15 per hour.
- I. Permission to close Township on Friday, July 5, 2024 – Ms. Kerchner questioned if everyone would be willing to take a vacation day for July 5th. Mrs. Gunnet advised that she had asked all of the employees at the Christmas Party and everyone was in agreement that they would take a vacation day. The Board was agreeable to closing the Township on July 5th. Ms. Kerchner questioned what would happen if a new hire

does not have time accumulated. Mrs. Gunnet stated that she feels it would be acceptable for that person to use a personal day or comp time.

- J. Logan & Peyton Lauer – 1302 Delta Road – Waiver of 100 feet well/septic system separation distance – Mr. Allison advised that Mr. & Mrs. Lauer have an issue with their septic system and it must be replaced. They cannot meet the septic and well separation distance. He noted that their current system does not meet this distance either but the Sewage Enforcement Officer felt that it is best to memorialize it. He provided the Board with a drawing showing the existing and proposed locations. He advised that an Agreement has been prepared. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board granted the waiver for the well and septic system separation distance. Motion carried. Three votes yes.

12. Unfinished Business:

- A. Fee Schedule – Increase to Subdivision/Land Development plan submission fee – Mr. Moyer provided the Board and Mr. Allison with copies of Fee Schedules from York Township and Springettsbury Township to review.

13. Public Comment – There was none.

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

Neither Mr. Moyer nor Mr. Sechrist had any comments.

Ms. Kerchner did not have any comments either.

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

16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a personnel matter at 7:20 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 15, 2024

Dan Orwig

Laurel Fire Company