

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

March 18, 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, Jeremy Trout, 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 Rodney Sechrist, the minutes of the February 19, 2024 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 the 2023 Real Estate Market Report from the Realtors Association of York & Adams County. She stated that the Board has a copy of the report for Windsor Township but the entire report is available. Ms. Kerchner questioned if it is open to the public. Mrs. Gunnet advised that she can put it out for public display.
5. Windsor Township Fire & Emergency Rescue Services Association – Dan Orwig was present. He reported that the courts have approved the merger between Yorkana Fire Company and SAFER but he does not have any specific details.
 - A. Ms. Kerchner advised that the next Fire Chief's meeting will be held on April 25, 2024 at Laurel Fire Company.
 - B. Simulator repair – There was no update.
 - C. Appointment of Emergency Management Coordinator – Anthony Williams, Sr. – Mrs. Gunnet advised that she met with Tony Williams to discuss the possibility of becoming the Township's Emergency Management Coordinator and he has agreed to serve. She stated that he is a member of the Yorkana Fire Company. She noted that he is present and asked him to introduce himself to the Board.

Mr. Williams stated that he moved from Lancaster County to Lower Windsor Township. He has been involved in police, fire and military service. He informed that he has been an Emergency Management Coordinator in Lancaster for nine years. He noted that he has all of his certifications and has the time to serve the Township.

Mr. Sechrist questioned if he had toured the Township's EMA office. Mr. Williams stated that he has.

Mr. Williams noted that the merger for Yorkana Fire Company was completed and they are having their first transitional meeting this evening.

Ms. Kerchner thanked him for wanting to serve the Township and welcomed him. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board appointed Anthony Williams, Sr. as the Township's Emergency Management Coordinator. Motion carried. Three votes yes.

- D. Approval to purchase – 2 Harris XL95 portable radios – \$4,800 – Mrs. Gunnet advised that staff from the County looked through the equipment in the EMA Office. They determined that the base radio is fine to use. They found chargers but no portable radios. She noted that the County had stated that we should have six but she does not know where they are. She added that if they would be returned, they would be able to be used. They are currently disabled by the County but also have trackers on them that if they are attempted to be used, they would ping a location. She stated that she is proposing the purchase of two radios. There would be one for the Coordinator and one for a deputy. The County is doing a bulk order which the Township can piggyback on to purchase radios at a reduced cost. The cost is \$4,800. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of the two radios in the amount of \$4,800. Motion carried. Three votes yes.

6. York County Regional Police Department – Chief Tim Damon was present.

- A. Chief Damon reviewed the 2023 Annual Report. He noted that departmentwide crime decreased from 2022 to 2023. In Windsor Township, Part 1, 2, and miscellaneous crimes decreased. Total calls, accidents and citations increased.

Ms. Kerchner questioned if the use of medical marijuana has contributed to a rise in accidents. Chief Damon advised that it is illegal to smoke medical marijuana. He stated that there has been a significant increase in the number of DUI arrests that are for drug use. Mr. Sechrist questioned if there is a test to determine if they are under the influence of drugs versus alcohol. Chief Damon stated that there are physical differences and the officers are trained to recognize this. There is a blood test to verify. He added that there are currently debates regarding the legalization of marijuana. He noted that District Attorney Sunday is not in favor. He noted that the use of heroin has decreased but the use of methamphetamines and prescription drugs have increased.

B. The monthly report is available for review.

7. Andrew Florenz – 899 Locust Grove Road – Roadside stand – Andrew Florenz advised that he is a retired Army officer. He is a Pennsylvania native and has moved back to settle down at the property they purchased on Locust Grove Road. He explained that the property is approximately 6 acres and is zoned R-1. He had contacted the zoning office and was informed that he is unable to have a roadside stand because he does not have enough acreage. He stated that he spoke with Mr. Allison to see if there were any options to be able to have the stand as he wants to be involved in the community. He thanked the Board for allowing him to come before them this evening.

Mr. Allison advised that in the R-1 Zone, a minimum of 10 acres is required in order to have a roadside stand. He noted that in the Agricultural Zone, this amount of acreage is not required. He stated that some options for Mr. Florenz are to apply for a variance, request for the property to be rezoned or to request an amendment to the Zoning Ordinance.

Mr. Allison advised that the Board has a memo that he prepared. He stated that there are currently a few roadside stands in the Township that are on smaller lots in the Agricultural Zone and some are in locations that are along busy roadways. He stated that he feels that the best option for Mr. Florenz would be for a zoning amendment. He commented that if the Board is interested in an amendment, he would recommend to rewrite the regulations for roadside stands in all the zoning districts. He stated that he has had reports run that show the affected parcels in each zone. He stated that he feels that a 5 acre minimum lot size should be required in all zones.

Ms. Kerchner questioned how many roadside stands are currently approved in the Township. Mr. Allison stated that he did not know the exact amount but estimated that there are 20. He commented that many of them are temporary stands that are removed. Ms. Kerchner asked if there are parking requirements. Mr. Allison advised that there are regulations.

The Board was not opposed to making a change to the roadside stand regulations. Mr. Moyer suggested discussing this at the special meeting that they will be holding.

8. Township Engineer:
 - A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
 - B. Community Center Update – Schedule & Construction Management Company – Mr. Kraft advised that three interviews were held with potential construction management

companies. He stated that once all of the quotes are received, he will review them. He noted that they are still working with PennDOT. There are administrative sign offs still needed from adjoining property owners acknowledging the road work within the road right-of-way. Mr. Allison advised that he has been trying to contact a constable to see if it would be possible for him to go to the properties in the evening to hand deliver the letters that had already been sent to the property owners. Ms. Kerchner questioned what constable was contacted. Mr. Allison stated that Magistrate Fishel recommended Joel Eveler so he has contacted him.

Attorney Dillinger questioned if additional right-of-way is needed. Mr. Allison stated it is not. All work will be done within the existing right-of-way. PennDOT requires an Acknowledgement Letter. Attorney Dillinger advised that if the Township is not able to obtain the signoffs once the constable has been out, he could send letters to the property owners. Mr. Moyer commented that Representative Fink's office may be able to assist as well.

- C. Mr. Kraft thanked the Board for the invitation to the Township's Appreciation Dinner. He commented that he had a nice time.
- D. Ms. Kerchner questioned if Scott and Jolene Brady are aware of the issues regarding their security reduction request. Mr. Kraft stated that they are.

9. Solicitor:

- A. Attorney Dillinger advised that he is requesting that an Executive Session be held after the meeting to discuss ongoing potential litigation.
- B. Attorney Dillinger reported that they are continuing to work on the draft of the proposed Solar Ordinance.
- C. Attorney Dillinger advised that he is still working on the Writs that were filed for delinquent fees. He noted that one has paid in full.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for March. There were no questions.
- B. Bid results – Road materials – Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder for blacktop for both delivery and pickup is Highway Materials. The low bid for stone for both delivery and pickup is Kinsley Materials.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the blacktop bid to the low bidder, Highway Materials and awarded the stone bid to the low bidder, Kinsley Materials. Motion carried. Three votes yes.

- C. Administrative Office – Roof repairs – Mr. Trout advised that there is going to be additional costs associated with the replacement of the roof. He stated that gutters will need to be replaced and caps will need refastened. He stated that he met with Weaver Commercial and they will be providing a quote for the additional work. This is the same company that will be doing the roof replacement. They are a Costars vendor. It was noted that the cost for the roof replacement portion was under budget but these items will also need to be addressed because if they are not, it could cause damage to the new roof.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for February. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for February. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer's Report for February. There were no questions.
- D. Recreation Commission – Update – Ms. Kerchner advised that she attended the last meeting. She reported that Mr. Shaffer is working on the schedules for the baseball and softball teams. He is still in need of one baseball coach. The Summer Day Camp program will now be held at the Emmanuel Church of Windsor on Windsor Road and it has been filling up quickly. She stated that it was discovered that the Township's insurance policy will increase as more programs are added. Mrs. Gunnet noted that this should have already been occurring but had not. She stated that she did clarify with the insurance company that only the day camp is run by employees. All others are run by subcontractors. A form is required to be sent to the insurance company noting the programs to be run but this will not be sent until they are confirmed that they will take place.

Ms. Kerchner questioned if the Township shops for insurance coverage. Mrs. Gunnet advised that she typically does it every few years. She stated that it is difficult to completely compare them because they do not provide the information exactly the same way. She noted that the last time she had gotten quotes, Glatfelter Insurance was significantly higher than Kocman Insurance. It was decided that quotes should

- be obtained for the next renewal period. Mrs. Gunnet noted that she may not be able to have quotes for the budget because the policy does not renew until March 2025.
- E. Ms. Kerchner advised that the Board Meeting scheduled for April 1, 2024 will be cancelled.
 - F. Ms. Kerchner advised that the Township will be holding an Electronics Recycling Collection on Saturday, April 20, 2024 from 9:00 a.m. to 12:00 p.m. at the Public Works Building, 970 White Oak Road. A boy scout troop will be on site to assist.
 - G. Dylan Kerchner – License Agreement – Vending machine at Freysville Park – Ms. Kerchner advised that Dylan Kerchner is requesting an extension to his License Agreement to have a vending machine at Freysville Park. Mrs. Gunnet advised that the Agreement would expire at the end of 2024. He pays \$25 to the Township when the machine is operational. On the motion of Kim Moyer seconded by Rodney Sechrist, the Board approved the License Agreement with Dylan Kerchner. Motion carried. Two votes yes. Ms. Kerchner abstained from voting due to a conflict of interest.
 - H. Resolution #2024R-03-01 – Disposition of public records – Quarterly Sewer Invoice Payments from February 2012 to January 2017 – Mrs. Gunnet advised that there are old sewer records that need to be disposed of. A Resolution is required to do this. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2024R-03-01. Motion carried. Three votes yes.
 - I. Resolution #2024R-03-02 – Appointment of Jeffrey Walker to fill vacant unexpired term – On the motion of Kim Moyer seconded by Kathy Kerchner, the Board appointed Jeff Walker to fill the vacant unexpired term on the Zoning Hearing Board. John Cheeseman, 910 Cranberry Lane, Zoning Hearing Board Chairman, questioned how to go about filling the Alternate position that Mr. Walker is vacating. Mr. Allison advised that it will be advertised.
12. Unfinished Business:
- A. Fee Schedule – Increase to Subdivision/Land Development plan submission fee – Mr. Moyer stated that he would like to discuss this at the special meeting that they will be holding. Mrs. Gunnet advised that this will be a public meeting and will need to be advertised. A date for the meeting was not determined at this time.
13. Public Comment – There was none.

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

Mr. Sechrist did not have any comments.

Ms. Kerchner thanked Mrs. Gunnet for organizing the Appreciation Dinner. She commented that it was well attended and was a fun evening.

Mr. Moyer echoed Ms. Kerchner's comments. He added that Mr. Trout was to receive a service award but had been unable to attend the dinner. Mr. Trout stated that he did receive his award for 20 years of employment. Ms. Kerchner commented that the tenure of many of the employees is great.

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 into an Executive Session to discuss potential litigation at 7:04 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
March 18, 2024

Chief Tim Damon
Jerry & Kathy Gilbert
Anthony Williams, Sr.
Lynn & John Cheeseman
Andrew Florenz
Dan Orwig

York County Regional Police Dept.
885 Delta Road Red Lion PA
4682 East Prospect Road York PA
910 Cranberry Lane York PA
899 Locust Grove Road York PA
Laurel Fire Company