

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

April 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, 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 Kim Moyer, the minutes of the March 18, 2024 and April 9, 2024 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 a Resolution to be voted on at the PSATS Convention would allow for municipalities to designate an agency like the York Adams Tax Bureau to be the tax collector for their property taxes if they do not have one. The York Adams Tax Bureau would be able to handle this should legislation be passed to approve it.
 - C. Mrs. Gunnet advised that she has received an invitation to the York Adams Tax Bureau Open House at their York Office on May 14, 2024 at 10:00 a.m. She asked the Board to let her know if they plan to attend so she can RSVP.
 - D. Mrs. Gunnet advised that she has received a copy of the Audit Report from the Auditor General for the Southern Area Fire & Emergency Rescue Relief Association. The audit covered the period of January 1, 2021 to December 31, 2022. She informed that there were no new findings. However, only one of the two previous findings was addressed.
 - E. Mrs. Gunnet advised that the York County Board of Commissioners is offering Commercial Property Assessed Clean Energy financing (C-PACE) which allows for commercial and industrial construction developers to pursue energy efficient improvements.
5. Windsor Township Fire & Emergency Rescue Services Association – Dan Orwig was present. He stated that he did not have anything to report.

- A. Mr. Orwig 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.
6. York County Regional Police Department – No one was present. Ms. Kerchner advised that the last meeting was held in Manchester. The Board did not have any questions.
- A. The monthly report is available for review.
7. Township Engineer:
- A. Engineer's Report – Mr. Kraft advised that the Board has received his report. There were no questions.
 - B. Community Center Update – Update & Construction Management Company – Mr. Kraft advised that three interviews were held with potential construction management companies. Mrs. Gunnet noted that the Board has been provided with a memo with information. Mr. Kraft advised that Capital Construction Management provided the lowest quote. He recommended that the Township hire a construction management company. He stated that if a specific company was hired, there would be someone onsite more often to monitor the project. He added that if the Township does not choose to go this route, C.S. Davidson will perform the work. Mr. Moyer questioned if by hiring a construction management company, the Township is paying for someone for an entire year. He was advised that construction is expected to last one year. Mr. Kraft stated that the contract with Capital Construction Management allows for both full time and part time hours. He commented that there will be points during construction in which it will not be necessary to have someone full time so this would allow the time to be adjusted. Mr. Moyer questioned what the cost would be if C.S. Davidson would do this. Mr. Kraft stated that it would be at least the same cost. Ms. Kerchner questioned when this person would start. Mr. Kraft advised that they would attend the prebid and preconstruction meetings and then the project would be turned over to them. They would be responsible for working with all the trades to ensure that their schedules coordinate.

Ms. Kerchner questioned when a decision would need to be made. Mr. Kraft stated that it would need to be put in the bid specifications that there would be a construction management company. He stated that he is hopeful to put the project out to bid in August so a decision would be needed prior. Ms. Kerchner questioned if it would need to be rebid if it were put in that there would be a company and then the Board chose not to have one. Attorney Dillinger stated that it could be done as an addendum.

Mr. Allison noted that this company has done other municipal projects and since they are more familiar with this type of project that may be why their quote is considerably lower. This company is also providing the flexibility to switch between full and part time hours. Ms. Kerchner questioned what would happen if the project went over one year. Mr. Allison stated that it is a time and materials quote so the Township would pay accordingly. Mr. Kraft advised that the company had stated that they were willing to come to a Board meeting to present information. It was the consensus of the Board for them to attend the next meeting.

8. Solicitor – Attorney Dillinger advised that he did not have anything to report.

9. Public Works:

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

B. Approval to purchase – Floor Scrubber – Mr. Trout advised that the Board has information on a floor scrubber. He explained that it sweeps and then uses water to scrub the floor. Mr. Moyer questioned if this type of equipment could be rented. Mr. Trout stated that it could but it is planned that it would be used at least every two weeks to keep the floors clean. He played a video for the Board to show how it works. Ms. Kerchner questioned how long it would take to clean the floors with this machine. Mr. Trout stated that they had demoed a different scrubber and they were able to do half the building in fifteen minutes. Mr. Sechrist asked if it will pick up cinders. Mr. Trout confirmed that it will. Ms. Kerchner questioned who would run the machine. Mr. Trout stated that multiple employees would be trained.

Mrs. Gunnet advised that the floor scrubber costs more than was budgeted. She noted that the racking that was purchased was under budget so there are additional funds available. Ms. Kerchner asked if quotes were obtained. Mr. Trout advised that this is COSTARS pricing. Ms. Kerchner questioned if there will be accessories needed. Mr. Trout stated that there are not. Mr. Moyer questioned the warranty. Mr. Trout stated that there are options for an additional 2, 3, or 4 years but he does not think this is necessary. On the motion of Kim Moyer seconded by Kathy Kerchner, the Board approved the purchase of a floor scrubber in the amount of \$29,685.05. Motion carried. Three votes yes.

C. Bid results – Pave-In-Place projects & Joint Line Painting – Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder for the pave-in-place is Highway Materials. Mr. Trout noted that Martin's Paving does the work for them. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board

awarded the pave-in-place bid to the low bidder, Highway Materials. Motion carried. Three votes yes.

The low bidder for the joint line painting bid is Alpha Space Controls. Ms. Kerchner questioned if they have been used in the past. Mrs. Gunnet advised that they have. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board awarded the line painting bid to the low bidder, Alpha Space Controls. Motion carried. Three votes yes.

- D. Administrative Office – Gutter repair and caulk around windows - \$6,500.00 – Mr. Trout advised that the cost for Weaver Commercial to complete the gutter repairs and caulking is \$6,500. On the motion of Kathy Kercher seconded by Rodney Sechrist, the Board approved the additional costs associated with the roof replacement. Motion carried. Three votes yes.
- E. Joseph Cross – 3320 East Prospect Road – Mr. Trout advised that Mr. Cross is proposing to build a home on the vacant lot at 3320 East Prospect Road. The sewer line is on the opposite side of the road. The line is deep and the water line also runs on the same side of the road. They are questioning if they could connect to the neighboring property’s line. Mr. Trout stated there is a manhole on the adjoining property that they could possibly connect into. Mrs. Gunnet noted that only one house may be on a line so the Board would have to grant a waiver to allow for this. Mr. Trout stated that plans would need to be submitted to C.S. Davidson for review and approval and an Easement and Maintenance Agreement would be required with the adjoining property owner. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved for the sewer connection for 3320 East Prospect Road to connect into an existing line with the condition that the plans are approved by C.S. Davidson and an easement be obtained. Motion carried. Three votes yes.
- F. Ms. Kerchner questioned if the part time employees for the Buildings & Grounds Department are the same as last year. Mrs. Gunnet advised that they are.

10. Other Business:

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

- D. Recreation Commission – Update – Ms. Kerchner advised that the April meeting was cancelled.
- E. Ms. Kerchner advised that the Board Meeting scheduled for May 6, 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. Ms. Kerchner advised that the Township will be holding a Shredding Event on Thursday, October 10, 2024 from 3:00 p.m. to 6:00 p.m. at the Township Office.
- H. Sexual Harassment Policy – Review and possible adoption – Mrs. Gunnet advised that EMC Insurance had questioned if the Township had a Sexual Harassment Policy for volunteer coaches. She stated that we did not so Mr. Shaffer drafted a policy and sent it to Attorney Dillinger for review. The Board has received a copy of the final draft. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Sexual Harassment Policy. Motion carried. Three votes yes.
- I. Zoning Hearing Board vacancy – Update – Mrs. Gunnet advised that the Township received six applications. Mr. Allison advised that the interviews are scheduled for April 24th and the Zoning Hearing Board will make a recommendation to the Board to fill the vacancy.
- J. Proposed Solar Ordinance – Special Exception or Conditional Use – Mr. Allison stated that when they had previously discussed the proposed solar ordinance, he neglected to ask the Board if they wanted to have it be a Special Exception or a Conditional Use. He explained that a Special Exception would go before the Zoning Hearing Board and a Conditional Use would go before the Board of Supervisors. He stated that he and Attorney Dillinger are recommending that it be a Special Exception use. It was the consensus of the Board that it would be a Special Exception.
- K. Resolution #2024-04-01 – Change to Fee Schedule due to increase in sewer bill – Mrs. Gunnet advised that the Fee Schedule needs to be updated since the quarterly sewer bill will be increasing to \$125 per quarter on May 1, 2024. On the motion of Kathy Kerchner seconded Kim Moyer, the Board approved Resolution #2024-04-01. Motion carried. Three votes yes.
- L. Emergency Management – Update on portable radios – Mrs. Gunnet advised that all of the EMA radios have been accounted for. Ms. Kerchner questioned if they still work. Mrs. Gunnet advised that once all have been returned to the office, she will

have them checked. She added that she was able to cancel the order for the new radios.

M. PSATS Southcentral 2024 Regional Forum – Camp Hill – November 14, 2024 – Mrs. Gunnet advised that last year this forum was held in Lancaster but will be held in Camp Hill this year. She asked the Board to let her know if they plan to attend so she can register.

N. Zachary R. & Giuseppa Ingram – 670 Winterstown Road – Well separation distance waiver agreement – Mr. Allison advised that the septic system failed at 670 Winterstown Road and the location of the new septic will not meet the 100’ setback from their well. It will be located 100’ from the neighbor’s well. Mr. Allison noted that the location of the existing septic system is also within 100’ of their well. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the Well Separation Distance Agreement for 670 Winterstown Road. Motion carried. Three votes yes.

11. Unfinished Business:

A. Fee Schedule – Increase to Subdivision/Land Development plan submission fee – This item was tabled.

12. Public Comment – There was none.

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

Mr. Moyer commented that he enjoyed his time at the PSATS Conference.

Ms. Kerchner questioned if there are plans for the property owned by Mr. Pasch beside Aldi. Mr. Allison advised that the Zoning Hearing Board has granted approvals. The approvals were for a Personal Care Facility, Mini Storage and a Betting Parlor. There have not been any plans submitted at this time. Ms. Kerchner questioned if they would be using the same entrance as Aldi. Mr. Allison advised that they would. There was discussion on the traffic at the intersection. Mr. Allison noted that it could be modified with the additional uses.

Mr. Sechrist stated that it will be necessary for the Board to appoint a Supervisor to replace him within the next year. Ms. Kerchner commented that it may be beneficial for the Board to discuss this now so that someone would be able to learn the position before being appointed. Mrs. Gunnet advised that once appointed, that person would serve until the next municipal election. It is a requirement that the person be a Windsor Township resident for at least one year.

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14. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.
15. The meeting of the Windsor Township Board of Supervisors adjourned at 7:06 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

April 15, 2024

Dan Orwig
Jerry & Kathy Gilbert
Seth Davidson

Laurel Fire Company
885 Delta Road Red Lion PA
225 Manor Road Red Lion PA