

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 17, 2024

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:01 p.m.

Those present: Kathy Kerchner, Kim Moyer, Rodney Sechrist, 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 May 20, 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 had received a letter from the SPCA of York County informing of their new stray animal intake process. The new process which will be effective July 1, 2024 will require that all stray animals being taken to the SPCA must come from the municipality's contracted animal control officer, a municipal police officer or the state dog warden. Individuals are no longer permitted to take an animal directly to the SPCA. Ms. Kerchner questioned if the Township's Dog Officer will be able to comply. Mrs. Gunnet advised that Ms. Klugh has a kennel so she is able to hold animals until they can be taken to the SPCA. Chief Damon commented that they have capacity for two or three animals to be held temporarily.
5. Windsor Township Fire & Emergency Rescue Services Association – Dan Orwig was present. He informed Mrs. Gunnet that Mr. Gingrich will have the information she had requested to her by the end of the week.
  - A. Mr. Orwig advised that the next Fire Chief's meeting will be held on June 27, 2024 at 6:00 p.m. at the Windsor Township Office. Mrs. Gunnet reminded that there will be a presentation from the Pennsylvania Fire & Emergency Services which is expected to last 2.5 hours.
  - B. Simulator repair – There was no update.
  - C. Volunteer Firefighter Earned Income Tax Credit – Ordinance 2024-06-01 – Creates Program & Resolution #2024R-06-04 – Establishes criteria to be eligible – Mrs. Gunnet advised that the Ordinance has been prepared and advertised for adoption. She stated that it mirrors the County's requirements and eligibility has been expanded to include fire companies that provide mutual aid.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance #2024-06-04 and Resolution #2024R-06-04. Motion carried. Three votes yes.

D. 2024 – Scholarship Award – Mrs. Gunnet advised that they had received four applications. She stated that they were reviewed by Ms. Kerchner and herself. Two scholarships are awarded and will go to Mackenzie Henry and Owen Strouse. They will be presented with their awards at the July Board meeting.

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

A. He reviewed the monthly report for May noting that nothing was out of the ordinary. He reported that recently there was another crash at the intersection of East Prospect Road and Freysville Road. He stated that it was human error. He noted that there was an ATV accident over the weekend and the person needed to be air lifted from the site. Chief Damon advised that a grant has been approved for three speed trailers and the purchase of two drones for investigations have been approved for purchase.

The monthly report is available for review.

B. Solicitation Ordinance – Waiver of fee and time restrictions – Chief Damon advised that on behalf of the police department, Gary McKee provides a school-age program that is distributed in schools. He solicits to obtain sponsors to cover the cost of the program so that it can be provided at no cost. Chief Damon stated that since this is to benefit children, he requested that the \$150.00 fee for the solicitation permit be waived. Ms. Kerchner questioned how long he would be soliciting. Chief Damon stated that it would be about a week. Mrs. Gunnet noted that he has already paid the fee so this would be a refund. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board granted the waiver request of the solicitation fee and the time restriction. Motion carried. Three votes yes.

7. Lee Faircloth (Gordon L. Brown & Associates) – Longstown Mobile Estates, 21 Lyle Circle – Waiver of minimum setback – Lee Faircloth with Gordon L. Brown & Associates stated that John McCall with Stonybrook Home Sales is also present this evening. He advised that he is requesting a waiver of the separation distance between mobile homes for 21 Lyle Circle. He explained that when they originally prepared the Site Plan for the home, it was determined to be too close to the adjoining home. It was able to be shifted to conform with the setback regulations and a permit was issued accordingly. He stated that he failed to restake the property when the changes were made and the home was installed in the wrong location. The home is located 22.5' from the adjoining home instead of the required 25'. He stated that he did not intend for this to happen since the home could have been in conformance.

Mr. Allison advised that for Mobile Home Parks, the Zoning Ordinance refers to the Subdivision and Land Development Ordinance. The Board is able to grant waiver requests in this Ordinance. He commented that only a corner of the home does not meet

the setback and he does not feel there is an issue if the Board grants the waiver. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted a waiver of Section 603.5 for the minimum setback between mobile homes in a mobile home park. Motion carried. Three votes yes.

8. JEFFREY L. & KRISTY L. ZARFOSS/ROGER H. & FERN M. STEIN – Final Reverse Subdivision by Gordon L. Brown & Associates, Memory Lane – Jake Hebel with Gordon L. Brown & Associates advised that this plan combines three lots into one. One of the lots is currently owned by Mr. Stein and the other two are owned by Jeffrey and Kristy Zarfoss. He commented that on the plan there are two other smaller parcels shown which were from the old MA& PA Railroad that are combined in the final lot.

Mr. Hebel stated they are requesting four waivers as follows:

1. Sheet size
2. Widening of roadway
3. Installation of sidewalks
4. Installation of curbs

Mr. Allison advised that staff is agreeable to the waiver requests. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board granted the waivers as requested and approved the plan. Motion carried. Three votes yes.

9. 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 & Request for Executive Session at end of meeting for potential litigation – Mr. Kraft advised that the NPDES permit has been issued. He stated that PennDOT is requiring Temporary Construction Easement Agreements for three properties and staff will be working to obtain those. He requested that an Executive Session be held after the meeting to discuss potential litigation.

- C. Security Reduction – International Assoc. of Machinists & Aerospace Workers/York Excavation Co., LLC – Mr. Kraft advised that he is recommending a final reduction in the amount of \$521,043.05. He noted that this is for the original three buildings. Security is still being held for the work associated to other land development plans. On the motion of Kathy Kerchner seconded by Rodney Sechrist, based on the recommendation of the Township Engineer, the Board approved the final security reduction for the International Assoc. of Machinists & Aerospace Workers/York Excavation Co., LLC in the amount of \$521,043.05. Motion carried. Three votes yes.

10. Solicitor – No one was present.

11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for June. There were no questions.
- B. Village of White Landing – Detention pond repair complete – \$583.89/property – Mrs. Gunnet advised that the repair work at the Village of White Landing detention pond has been completed. The Township along with a small contractor completed the work. Mr. Trout commented that the total cost to do it this way was a considerable savings over the quote that he had originally obtained. Mrs. Gunnet explained that this development originally had a Homeowner’s Association but it is now defunct. Therefore, the total cost was divided evenly over the 27 lots in the development. The cost per property was \$583.89. She commented that quite a few have already paid in full and two properties have entered into payment agreements.

Ms. Kerchner questioned who is responsible for maintaining the basin. Mrs. Gunnet advised that the homeowners who have part of the basin on their lot are responsible for maintenance. Mr. Trout stated that he plans to send a letter to those residents informing them of their responsibility.

- C. Ordinance #2024-06-02 – Establish a 25 mph speed limit on Husson Road and Dull Road – Mrs. Gunnet advised that due to the bridge closure on Felton Road, Husson Road and Dull Road are being used as a detour. The Township has received numerous complaints about speeding on these roads. Since there was not a posted speed limit, the Township has performed a traffic study and is recommending a speed limit of 25 mph which is the lowest speed limit allowable. Mrs. Gunnet advised that the signs have been posted and the police department has been made aware. The Ordinance has been advertised for adoption. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance #2024-06-02. Motion carried. Three votes yes.
- D. York Township – Share of Chapel Church interceptor rehabilitation – 16% - Mrs. Gunnet advised that based on the number of sewer EDUs being used by York Township, their share of the Chapel Church interceptor rehabilitation is 16%.
- E. Mrs. Gunnet advised that applications for the Highway Department opening are being accepted until Friday, June 21<sup>st</sup>.

12. Other Business:

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

- C. Ms. Kerchner advised that the Board has received the Dog Officer's Report for May. There were no questions
- D. Recreation Commission – Update – Ms. Kerchner advised that the June meeting was cancelled.
- E. Ms. Kerchner advised that the Board Meeting scheduled for July 1, 2024 will be cancelled.
- F. 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.
- G. Resolution #2024R-06-02 – Appointment to fill Zoning Hearing Board vacancy – Mr. Allison advised that Ed Heindel is present this evening on behalf of the Zoning Hearing Board. He stated that interviews for the vacancy have taken place and the Board has received a letter from John Cheeseman, Chairman of the Zoning Hearing Board, recommending that Christine Emma be appointed to the position.

Ed Heindel advised that they interviewed five applicants. He commented that all were qualified and he was happy to see that younger people want to volunteer. He stated that they felt that Ms. Emma was the one who was the best prepared at the interview.

Ms. Emma was present. Ms. Kerchner asked her why she was interested in the position. Ms. Emma stated that she had received a letter regarding a zoning hearing for a solar farm near her home. She attended the hearing and enjoyed the experience so when she saw the vacancy, she felt that this was a great way to get involved.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution 2024R-06-02 to appoint Christine Emma as the Alternate to the Zoning Hearing Board. Motion carried. Three votes yes.

- H. Administrative Building – Boiler replacement quotes – Mrs. Gunnet advised that she has received a quote from HB McClure to replace the seals for \$7,800. Their quote to replace the boiler is \$31,500. This boiler would be similar to the boiler that we currently have. She stated that she also received a quote from Ainsworth to replace the boiler. They would be replacing it with a condensing boiler. Lines would need to be run to pipe the water to the sump pump. This boiler is estimated to be 97% efficient whereas the existing style boiler is 80% to 85% efficient. The estimate is in the amount of \$46,000.

There was discussion on the different types of boilers and whether it would be best to repair the boiler or replace it at this time. It was noted that the boiler was already repaired several years ago. Both types of boilers will use glycol. It was noted that it is not currently in the budget. Mr. Trout advised that he can contact a different company to get their opinion on a standard boiler versus a condensing boiler. He left

the meeting to make a phone call. The Board tabled the topic until Mr. Trout was able to report back. (Item 14)

- I. Red Lion Area School District Administrative Team – Thank you – Volunteer Day on June 6 for spreading mulch – Ms. Kerchner advised that the RLASD Administrative team volunteered their time by spreading mulch at the Township office. Mrs. Gunnet advised that a Thank You letter has already been sent out.
- J. Resolution #2024R-06-01 – Update of Fee Schedule for recreation areas – Ms. Kerchner advised that this resolution sets fees for the rental of all the recreation areas. On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution #2024R-06-01 was adopted. Motion carried. Three votes yes.
- K. 2024 Junk Yard Licenses – Mr. Allison advised that he has inspected the three junk yards in the Township and is recommending approval of the 2024 Junk Yard License to all of them. He noted that there are some violations at TC Auto Salvage so he will be holding the license until they come into compliance. There are approximately 7 pieces that do not meet the 25’ setback and there is some mowing that needs to be done.

Mr. Sechrist questioned if Red Lion Salvage is in compliance with all regulations. Mr. Allison advised that all of the outstanding items with PennDEP have been addressed and they are working on their Land Development Plan.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the Junk Yard Licenses for TC Auto Salvage, Red Lion Salvage and Sims Metal. Motion carried. Three votes yes.

### 13. Unfinished Business:

- A. Fee Schedule – Increase to Subdivision/Land Development plan submission fee – Mrs. Gunnet advised that it had been suggested to increase the submission fees based on the inflation rate since they were last updated. She stated that after research, it was determined that the last rate increase was in 2006. This has resulted in a 54.93% inflation rate. She noted that the Board has a copy of a spreadsheet that shows recommended fees based on this percentage. She commented that the numbers should be rounded to whole amounts.

Mr. Allison added that he has also begun tracking time spent on subdivision reviews. This would be directed toward the increase of other fees.

Ms. Kerchner commented that she does not have an issue increasing fees in increments. Mr. Moyer questioned if every plan would have a Subdivision Plan and a Land Development Plan. Mr. Allison explained that a Subdivision Plan is for lots. A Land Development Plan is for commercial development.

After discussion, the Board recommended to increase the fee for Subdivision Plans with 4 or less lots to a \$200 base fee plus \$10 per lot, for Subdivision Plans with more than 4 lots to a base fee of \$500 plus \$40 per lot and for Land Developments Plans, a base fee of \$500 plus \$40 per lot/unit.

14. Administrative Building – Boiler replacement quotes (continued from 12H) – Mr. Trout advised that he had spoken with Dan Neff from Daniel L. Neff, Inc. He stated that Mr. Neff does not recommend installing a condensing boiler as they require more maintenance. Discussion ensued.

On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the purchase of a new boiler from HB McClure in the amount of \$31,500. Motion carried. Three votes yes.

15. Public Comment – Allison Trimmer, 865 Victoria Drive, advised that there are chickens at a property on Sterling Drive and was looking for an update regarding the complaints that were filed. Mr. Allison stated that a Notice of Violation was sent to the property owner. He commented that he spoke with them today regarding the issue. They have 30 days to come into compliance from the date they received the letter which was June 13<sup>th</sup>.

16. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments. Neither Mr. Moyer nor Mr. Sechrist had any comments.

Ms. Kerchner commented that she had heard a rumor and wanted to check if there was any validity to it. She stated that she heard that Riddle Road was going to be relocated so that the Landfill could be expanded in Windsor Township. Mrs. Gunnet advised that regular meetings have been held with Republic Services regarding the trash and recycling service. At the last meeting, they had asked for the names of owners of several properties but has not heard anything more. Ms. Kerchner questioned if they could ask the Township if the road could be relocated. Mrs. Gunnet commented that they could always ask.

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

18. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss potential litigation at 7:20 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

June 17, 2024

John McCall  
Christine Emma  
Allison Trimmer  
Chris Valentin  
Jacob Hebel  
Ed Heindel  
Tim Damon  
Jeff Zarfoss  
Jerry & Kathy Gilbert  
Lee Faircloth  
Daniel Orwig  
Hope Boyer

Stonybrook Home Sales  
20 Patterson Avenue Windsor PA  
865 Victoria Drive Red Lion PA  
1032 Hastings Blvd York PA  
Gordon L. Brown & Associates  
Windsor PA  
York County Regional Police Dept.  
621 Memory Lane Red Lion PA  
885 Delta Road, Red Lion, PA  
Gordon L. Brown & Associates  
Windsor Township Fire & Rescue  
58 Royal Court York PA