

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

August 19, 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, 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. A Moment of Silence was held for the passing of Rodney Sechrist.
4. On the motion of Kathy Kerchner seconded by Kim Moyer, the minutes of the July 15, 2024 meeting were approved. Motion carried. Two votes yes.
5. 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 an invitation from the York County Association of Townships of the Second Class to their 105th Convention which will be held on Wednesday, October 30, 2024 at Heritage Hills. She asked the Board to let her know if they will be attending so she can RSVP.
 - C. Mrs. Gunnet advised that she has received a letter from Golden Connections thanking the Township for the donation made to them.
6. Windsor Township Fire & Emergency Rescue Services Association – Scott Gingrich with Alliance Fire & Rescue was present. He congratulated Yorkana Fire Company & SAFER on their merger.

Mr. Gingrich commented that he was thankful to be part of Rodney Sechrist's memorial. He stated that members from all of the fire companies were able to be part of the Honor Guard. He expressed his appreciation for all that Mr. Sechrist did for the fire association and he is proud of what they are able to offer because of this.

- A. Mr. Gingrich advised that the next Fire Chief's meeting will be held on August 22, 2024 at 7:00 p.m. at the SAFER Station 13-1 (Dallastown).
- B. Simulator repair – Mr. Gingrich state that there is no update. He commented that he is going to have another staff member try to follow up on this as he does not have the time to commit to it.
- C. Mrs. Gunnet advised that the Fire Company picnic was held in September last year and she would like to try to set a date for this year. She suggested September 22nd or September 29th. This will be discussed at the Fire Chief's meeting.

- D. Mrs. Gunnet advised that Laurel Fire Company has requested a loan from the Township. She stated that this is budgeted for each year but it has been several years since it was requested. The agreement states that the Fire Company is responsible for paying interest at the rate that the Township would have received for a CD. This rate is currently 4.2%. Once they receive their grant or the check from their insurance company, they will repay the loan. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the loan and Agreement with Laurel Fire Company. Motion carried. Two votes yes.

Mr. Gingrich noted that Laurel will be selling another truck and this new truck that they are purchasing will be a replacement for that one and the one that was destroyed in the accident.

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

- A. Chief Damon reviewed the monthly report, noting that the most calls were for suspicious activity and crime was lower than average for this month.

Mr. Moyer commented that he was made aware that there was a home invasion in the Waterford Development in York Township. Chief Damon stated that there was and they are working on the case.

Mr. Moyer stated that in North Carolina, they receive emails about crime taking place in their area. He questioned if the Department has something like this. Chief Damon informed that there is a program in place. He stated that it can be subscribed to through their website. He stated that they focus on reporting crime and accidents. Mr. Moyer questioned if there would be benefit to a countywide program. Chief Damon stated that you are able to subscribe to multiple departments. He stated that he believes if the entire county was reported, it would be too much information and people would be less likely to pay attention.

The monthly report is available for review.

- B. Ordinance #2024-08-01 – Dissolution of York Area Regional Police Department – Mrs. Gunnet advised that the Ordinance has been advertised for adoption. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance #2024-08-01. Motion carried. Two votes yes.

8. Dee Fishel – Kaltreider-Benfer Library – Dee Fishel provided an informational handout to the Board. She reviewed the programs and classes the library offers. She stated that they have fundraisers to raise money for the library and they are very appreciative for those that volunteer. She advised that 33% of Windsor Township residents have a library card. Ms. Fishel stated that Pennsylvania Commonwealth Libraries recommends that municipalities contribute \$5 per capita to the library. Currently Windsor Township contributes \$1.18 per capita. She encouraged the Board to consider this during budget discussions and thanked the Board for their continued support of the library.

9. Subdivision for Discussion:

- A. EAST PROSPECT ROAD PARTNERS, LLC – Proposed Excavation Contractor’s Shop Preliminary/Final Land Development Plan – Adam Anderson with Site Design Concepts and Jeff Walker were present. Mr. Anderson explained that this is an additional building on the same site of York Excavating Company’s current shop. This building will be for storage. No additional employees will be coming to the site. The building will have a restroom so public water and sewer will be provided. The building will be located on an existing gravel area. The stormwater controls for this impervious surface have already been installed. Mr. Anderson advised that they are requesting five waivers as follows:

Section 304.2.B – Plan sheet size

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305.2.B.18 – Clear site triangle – They are meeting PennDOT standards.

502.2.J – Road widening – Road widening was completed with the first building.

503.1.A – Installation of curbs

503.2.A – Installation of sidewalks

Mr. Kraft and Mr. Allison advised that all comments have been addressed and they have no issues with the waiver requests.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board granted the waivers as requested. Motion carried. Two votes yes.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the plan. Motion carried. Two votes yes.

10. Township Engineer:

- A. Engineer’s Report – Mr. Kraft advised that the Board has received his report. There were no questions. Mr. Kraft stated that he is saddened by the passing of Mr. Sechrist. He noted that he was a public servant for many years. He commented that he sees his name on plans from many years ago.
- B. Community Center Update – Update, Temporary Construction Easements – Dawn Reightler/Harry King III & Nancy Arnold, DCED Grant – One (1) year time extension received & Generator – Mr. Kraft advised that a meeting was held with staff last week to review the plans. He stated that the bid will go out in September. He noted that now that the temporary construction easements have been obtained, they will send the information to PennDOT. Ms. Kerchner questioned how long the bidding process takes. Mr. Kraft stated that he would anticipate awarding the bid at the Township’s November meeting. The Notice to Proceed would then be issued in January 2025.

Mrs. Gunnet advised that the easements that Mr. Kraft referenced are for both corner lots at Navajo Drive. On the motion of Kathy Kerchner seconded by Kim Moyer, the

Temporary Construction Easements for Dawn Reightler/Harry King III and Nancy Arnold were approved. Motion carried. Two votes yes.

Mrs. Gunnet advised that she has received confirmation that the timeframe to spend the funds awarded with the DCED Grant has been extended until June 30, 2026.

Mrs. Gunnet advised that during the staff meeting they discussed the generator for the Community Center. It is currently a 34 week delay. She stated that the Township could purchase this separately in order to keep the process moving along. She noted that timing is not guaranteed and it may be possible that it is not received by the time the contractor is ready to install it. Funds from the RACP Grant could be used as long as a COSTARS vendor is used. Mr. Kraft informed that the bid allows for the purchase from three different brands. Currently the Township only has Kohler generators. By purchasing it independently, the Township could purchase the Kohler brand. Mr. Trout commented that it is helpful to only have one brand.

Ms. Kerchner asked if it would be an issue with the General Contractor if the generator was purchased separately. She questioned what would happen if there was an issue with the item. Mrs. Gunnet asked if it could be installed and then repaired afterward. Mr. Kraft stated that the felt this would be acceptable.

Mr. Allison noted that this needs to be addressed in the bid. Mr. Kraft commented that it could be handled as an addendum as well.

It was the consensus of the Board to prepare the bid with the Township supplying the generator.

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

12. Public Works:

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

Ms. Kerchner questioned who is involved in deciding which roads will be scheduled for paving. Mr. Trout stated that he and Mr. Diehl work on this. He noted that due to a stormwater issue, some of the roads were changed for this year.

13. Other Business:

A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for July. There were no questions.

B. Ms. Kerchner advised that the Board has received the Township Manager's Report for July. There were no questions.

- C. Ms. Kerchner advised that the Board has received the Dog Officer's Report for July. There were no questions
- D. Recreation Commission – Update – Ms. Kerchner advised that the August meeting was cancelled. She stated that she received a separate email from Mr. Shaffer regarding obtaining land. Mr. Allison stated that additional information needs to be obtained before this can be discussed further.
- E. Ms. Kerchner advised that there will not be a Board Meeting on September 2, 2024.
- 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.

Mrs. Gunnet advised that she was contacted by Yorkana Borough asking if they could partner with the Township to participate in our event. She stated that the fee for the event is a flat rate of \$600. She stated that the Borough does not have as many residents and they may be able to have a staff member present to verify residency. The Board approved to allow Yorkana Borough to participate in the shredding event.

- G. Ms. Kerchner advised that the Township will be holding an Electronics Recycling Event on Saturday, October 19, 2024 from 9:00 a.m. to 12:00 p.m. at the Public Works Building, 970 White Oak Road, Windsor. A Boy Scout Troop will be present to assist.
- H. Appointments to fill vacancies – Member of Board of Supervisors & Vacancy Board Chairman – Ms. Kerchner advised that during the April 15, 2024 Board meeting, Mr. Sechrist stated that the Township was going to need to find a replacement for his seat on the Board of Supervisors. At the May 20, 2024 Board meeting, it was announced that an Executive Session had been held on May 7, 2024 to discuss an appointment for this potential vacancy. The six year term for Mr. Sechrist expires on December 31, 2029.

On the motion of Kathy Kerchner seconded by Kim Moyer, the Board appointed Stanley Saylor, a registered elector of the Township and a resident of Windsor Township continuously for more than one year to fill the vacancy on the Board of Supervisors until the first Monday in January after the first municipal election which occurs at least sixty days after July 23, 2024 at which election an eligible person shall be elected for the unexpired term. Motion carried. Two votes yes.

Since he has not been sworn in this evening, his first meeting will be on September 16, 2024. Mr. Saylor thanked the Board. He stated that he will miss Mr. Sechrist and knows he has big shoes to fill.

Ms. Kerchner stated that since Paul Smith passed away, a Vacancy Board Chairman must be appointed. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board appointed Marlin Bupp as the Vacancy Board Chairman. Motion carried. Two votes yes.

- I. Met-Ed – Lombard Road – Moving of traffic signal power supply line – Mrs. Gunnet advised that in 2019, the FCC adopted a policy stating that the utility attaching to a line is not responsible for paying for any necessary corrections in full. She stated that this is the reason that Shentel is not responsible to pay to fix the issue on the pole. The invoice that was received from Met-Ed has already been split over the utilities involved. She stated that she asked Shentel if they would be willing to assist the Township with the cost. They offered \$1,700. She advised that she also asked if they would be able to assist with the moving of the wire. They informed that their contractors are only able to work on telecommunications lines and cannot work on power lines. Mr. Moyer questioned if the Township must pay additional fees to move the line. Mrs. Gunnet advised that we would. She stated that a company like I.B. Abel could do this work. Ms. Kerchner questioned if we are using this line. Mr. Trout stated that he is not convinced that it is ours because it is not near the signal that Met-Ed says it goes to. Christine Emma, Patterson Avenue, stated that she believes there is a way to ring a circuit to see where the line runs. Mrs. Gunnet commented that C.M. High may be able to determine where the line runs. It was noted that Verizon must move their line before the Township can move our line.

Mrs. Gunnet advised that the invoice from Met-Ed is accruing late fees and questioned if the Board is agreeable to paying it. It was the consensus of the Board to pay the invoice but directed Mrs. Gunnet to go back to Shentel and request that they offer more funds.

- J. Additional depositories – Orrstown Bank & Orrstown Financial Advisors/Cetera Advisors Network – Mrs. Gunnet advised that since Peoples Bank and Orrstown Bank have merged, Orrstown Bank and their financial advisors need to be approved as depositories. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Orrstown Bank and Orrstown Financial Advisors/Cetera Advisors Network as depositories. Motion carried. Two votes yes.
- K. Dates for Pre-Budget meeting and Budget meeting – After discussion, it was determined that the Pre-Budget meeting will be held on October 14, 2024 at 9:00 a.m. and the Budget meeting will be held on November 7, 2024 at 9:00 a.m. Both meetings will be held at the Township Office.
- L. Resolution #2024R-08-01 – Support of Pennsylvania Commission and York County Commission for the United States Semi-quincentennial – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2024R-08-01. Motion carried. Two votes yes.
- M. Resolution #2024R-08-02 – Revised Open Records Policy – Mrs. Gunnet advised that this policy has not been changed since 2008 and needed to be updated. She stated that the Township was receiving anonymous requests for information. She noted that this will require all requests to be made by submitting the approved Open Records request form. Attorney Dillinger advised that it provides further clarification and updates as necessary. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2024R-08-02. Motion carried. Two votes yes.

- N. Stormwater Management Operation & Maintenance Agreement – Joseph Cross – 3320 East Prospect Road – New home construction – Mr. Allison advised that this is the standard agreement. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Stormwater Maintenance and Operation Agreement for Joseph Cross at 3320 East Prospect Road. Motion carried. Two votes yes.
- O. Resolution #2024R-08-03 – Transfer of the remaining American Rescue Plan Act funds to General Fund – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2024R-08-03. Motion carried. Two votes yes.
11. Unfinished Business – There was none.
12. Public Comment – There was no public comment.
13. Supervisors Comments – Ms. Kerchner asked Mr. Moyer if he had any comments.
- Mr. Moyer commented that Mr. Sechrist’s funeral service was very nice. He stated that it was well attended and the singing was beautiful. He stated that he is appreciative of Mr. Saylor stepping into the Supervisor role.
- Ms. Kerchner welcomed Mr. Saylor to the Board.
- Mrs. Gunnet stated that over the last several weeks, there have been multiple employees off and she wanted to compliment the staff for the extra effort that they have given. Mr. Moyer commented that the Township has good employees.
14. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Two votes yes.
15. The meeting of the Windsor Township Board of Supervisors adjourned at 7:12 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

August 19, 2024

Jeff Walker

Christine Emma

Tim Damon

Dee A. Fishel-Bowles

Leonard Bell

Adam Anderson

Scott Gingrich

1241 Christensen Road York PA

20 Patterson Avenue Windsor PA

York County Regional Police Dept.

Kaltreider Library

1270 Golden Way York PA

Site Design Concepts

Alliance Fire & Rescue