

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

November 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, Stan Saylor, 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 Stan Saylor seconded by Kim Moyer, the minutes of the October 14, 2024 and October 21, 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 she has received a copy of the Audit Report for the Yorkana Firefighters Relief Association from the Department of the Auditor General. The audit covered the period of January 1, 2020 to December 31, 2023. There were three findings. She noted that this timeframe was prior to the current officials. She added that the findings will be addressed.
  - C. Mrs. Gunnet advised that she has received a letter from the Pennsylvania Municipal Retirement System informing that the Township has a distress score of 0 for the Non-Uniform Pension Plan.
  - D. Mrs. Gunnet advised that she has received a proposed engagement letter for solicitor services for 2025 from MPL Law Firm. Attorney Dillinger intends to remain as the Township Solicitor.
5. Windsor Township Fire & Emergency Rescue Services Association – Dan Orwig with Laurel Fire Company was present. Mr. Orwig stated that the Township had approved for the Association to engage in a training program with Bucks County Community College. He stated that there have been issues and they are unhappy with the program. He explained that they have registered for classes and have shown up and the instructor does not show. He stated that it is their intention to apply for a refund of funds that have not been spent. Mrs. Gunnet advised that she had spoken with a representative from Bucks County Community College and he had stated that the refund should be between \$800 and \$900. He had suggested carrying those funds over for potential training in 2025. Mr. Moyer questioned if Mr. Orwig felt they received \$3,200 worth of value. Mr. Orwig stated that he feels they did but they expected to receive more.

- A. Ms. Kerchner advised that the next Fire Chief's meeting will be held on December 19, 2024 at 7:00 p.m. at SAFER Station #1.
  - B. Simulator repair – Mrs. Gunnet advised that Mr. Gingrich will be contacting contractors to obtain quotes to have it repaired.
6. York County Regional Police Department – Chief Damon was present. He commented that he has started to look at year end reporting. The number one call volume was for suspicious activity followed by domestic calls. To date, April and June were the busiest months. He noted that they are still actively working on the burglaries that occurred at businesses near Windsor Commons.

Chief Damon advised that they have received three license plate reader trailers. Mr. Moyer questioned how they work. Chief Damon explained that they can read the license plates and help to identify vehicles in an area when crimes occur. They can also be used to track license plate numbers that have been entered into a database.

- A. The monthly report is available for review.
7. Proposed 2025 Budget – Mrs. Gunnet advised that the proposed budget is open for inspection. She noted that the Real Estate Tax millage rate will remain at .85. The Fire Tax will remain at .25 mills and the Fire Hydrant Tax will remain at .1 mills. Public safety accounts for 47% of the General Fund budget and public works accounts for 30%. 2025 is year 4 of the 5 year contract with the fire companies. The sewer bill will remain at \$125 per quarter. Funds have been budgeted for the Community Center.

The budget is scheduled for adoption at the December 16, 2024 Board meeting. Copies will be on display at the Township Office. Ms. Kerchner thanked Mrs. Gunnet and Mr. Allison for their efforts completing the budget.

8. Township Engineer:
- A. Engineer's Report – Ms. Kerchner advised that the Board has received the Engineer's Report. There were no questions.
  - B. Community Center Update – Update & Bids Due – Mr. Kraft advised that the bids are due December 10<sup>th</sup>. The mandatory prebid meeting was held on November 1<sup>st</sup>. He noted that there was good attendance and contractors from all trades were present. He stated that December 3<sup>rd</sup> is the last day for bid questions.
  - C. Security reduction – Deerfield Crossing – Final – Mr. Kraft advised that there are multiple open items. The request was tabled.

9. Solicitor:

- A. Donation of Lot 28 in Village of White Landing East for recreational purposes – Attorney Dillinger advised that the title search has been completed. He stated that it looks clean but there are a couple easements that need to be reviewed. He stated that he will have a write up for the Board for the December meeting. He noted that he has not seen the deed transferred back to Mr. Pasch yet so this will need to be verified.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for October. There were no questions on the report. There was discussion regarding a Highway Department employee potentially changing to the Sewer Department. Mr. Trout stated that Mr. Diehl was aware that this could potentially happen.
- B. Reconsider Highway Department change in start time – Mrs. Gunnet advised that the Highway Department had made a request that was discussed at the budget meeting. They currently start at 7:00 a.m. and were looking to change to 6:30 a.m. Mr. Moyer commented that it is dark at that time of the morning to be out doing certain tasks. Mr. Trout agreed. Mrs. Gunnet noted that the working hours over the summer are 6:00 a.m. to 2:30 p.m. The Board decided that the hours would remain at 7:00 a.m. to 3:30 p.m. and that it could be revisited at a later time.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for October. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for October. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer's Report for October. There were no questions. Mrs. Gunnet advised that the 2025 Contract has been received. She noted that there have been some issues with Ms. Klugh responding on her decompression day. She stated that in one circumstance, the officer took the dog to the SPCA as only approved authorities may take an animal there. Mr. Allison commented that he is not sure how often this is occurring.

Mr. Saylor questioned how much the Township pays the SPCA. Mrs. Gunnet advised that the rate for 2025 is \$13,475. She commented that they wanted the municipalities to pay more and had proposed a figure around \$50,000. Mr. Saylor stated that he is not satisfied with their policies and feels the Township employees should be permitted to drop off an animal in emergency situations.

Ms. Kerchner stated that the Board has a copy of the proposed contract from Klugh Animal Control. There is a proposed rate increase. Mrs. Gunnet noted that she was able

to hire additional staff. She added that there was only one call in October in the Township and there were none in September.

On the motion of Stan Saylor seconded by Kathy Kerchner, the Board approved the 2025 Contract with Klugh Animal Control. Motion carried. Three votes yes.

- D. Recreation Commission – Update – Ms. Kerchner commented that at the last meeting there was discussion on the opportunity for new programs at the Community Center. It is anticipated that there will be approximately \$120,000 in profit from the programs in 2024. She added that Mr. Shaffer is trying to obtain usage of a field at the Red Lion Junior High so that he does not need to use the field at Clearview Elementary. He also counteroffered for the use of Nitchkey Field in Red Lion Borough. Mr. Moyer questioned if Red Lion Borough has a Recreation Department. Mrs. Gunnet stated that they do.
- E. Ms. Kerchner advised that the Board Meeting scheduled for December 2, 2024 has been cancelled.
- F. Peoples Bank/Orrstown Bank – Mrs. Gunnet stated that the Township has not seen much change since the merger. She advised that she will be meeting with a representative from Orrstown Bank later this week to ensure that the funds are in the proper types of accounts so that there are no fees incurred.
- G. Mrs. Gunnet advised that the Board has received a copy of the Expiration of Terms. She stated that staff can reach out to see if those with expiring terms are still interested in serving. Ms. Kerchner questioned if there are any concerns reappointing anyone. There were none.
- H. Ms. Kerchner advised that the Reorganizational Meeting will be held on January 6, 2025.
- I. RFP – Investment Accounts – Mrs. Gunnet advised that Orrstowns Bank is the only one to return a proposal. She noted that she did speak with a representative from PLIGIT. They do not provide a floor rate and were uncertain of the stability of interest rates. Mrs. Gunnet advised that Orrstown Bank is providing a floor of 2.75%. Currently the rate is 4.25%. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved to accept the proposal and keep the investment accounts at Orrstown Bank. Motion carried. Three votes yes.
- J. Met-Ed – Moving of line on Lombard Road – Update – Mrs. Gunnet advised that Shentel reimbursed the Township in full for the invoice that had been received from Met-Ed. The line that is owned by Verizon has not been relocated yet and this must be done prior to the Township being able to relocate our line. She stated that she will check back with Met-Ed in a few months to see if the Verizon line has been relocated.

- K. Resolution No. 2024R-11-01 – Adoption of York County Hazard Mitigation Plan – Mrs. Gunnet advised that the County has drafted and approved a Hazard Mitigation Plan. The Township may piggyback on the plan so that a separate plan does not need to be created for the Township. Mr. Allison stated that the Township must adopt this type of plan in order to be eligible for State and Federal funding. On the motion of Kim Moyer seconded by Stan Saylor, the Board approved Resolution No. 2024R-11-01. Motion carried. Three votes yes.
- L. SPCA of York County – 2025 Shelter Agreement – Mrs. Gunnet advised that the Board has a copy of the Agreement. She noted that it references cats but the Township does not regulate cats in regards to the SPCA. Residents are able to rent traps for cats and they have the trap, neuter, release program. The Agreement allows for dogs to be taken there when following the proper channels. Ms. Kerchner questioned what the rate was in 2024. Mrs. Gunnet did not know the exact figure but thought it was just under \$12,000. The rate for 2025 is \$13,475. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the 2025 Shelter Agreement with the SPCA of York County. Motion carried. Three votes yes.
- M. Kensington Fence Agreement – 555 Rosewater Drive – Mr. Allison explained that in the first phase of Kensington, there are stormwater pits in the rear of the yards. There is a blanket easement across the yard and nothing is permitted to be placed within it. He stated that quite a few years ago, residents of the development came before the Board to request relief. The Board agreed to allow for fencing provided that they sign an Agreement which provides specific regulations for the type of fence and the installation. This Agreement is specific to the lots in this subdivision. He added that if there is a defined swale on a lot, a fence is still prohibited. Mr. and Mrs. Cannone recently purchased 555 Rosewater Drive and have requested to place a fence on their property and will abide by the requirements set forth in the Agreement. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved the Fence Agreement for 555 Rosewater Drive. Motion carried. Three votes yes.
12. Unfinished Business – There was none.
13. Public Comment – Seth Davidson, 225 Manor Road, stated that he received a letter regarding the potential for lead in his water. Mrs. Gunnet advised that the letter came from the Red Lion Municipal Authority and he would need to call them for more information. Mr. Moyer stated that the potential for lead would typically be in older homes. Attorney Dillinger explained that per PennDEP, the water authority is required to inform owners if there is a potential for lead to be present. He added that it can be tested.

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

Mr. Saylor and Mr. Moyer wished everyone a Happy Thanksgiving. Mr. Moyer thanked Mrs. Gunnet and Mr. Allison for their work on the budget.

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

16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:04 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT  
November 18, 2024

Christine Emma  
Chief Damon  
Daniel Orwig  
Seth Davidson

20 Patterson Ave Windsor PA  
York County Regional Police Dept.  
Windsor Township Fire & Rescue  
225 Manor Road Red Lion PA