

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 6, 2025

1. The reorganizational 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, Christopher Kraft, P.E., 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 Stan Saylor, the minutes of the December 16, 2024 meeting were approved. Motion carried. Three votes yes.
4. Appointments: The following appointments were made:
 - A. **Chairperson** – Kathy Kerchner – On the motion of Stan Saylor seconded by Kim Moyer.
 - B. **Vice-Chairperson** – Kim Moyer – On the motion of Stan Saylor seconded by Kathy Kerchner.
 - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000 – On the motion of Stan Saylor seconded by Kathy Kerchner.
 - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Kathy Kerchner with a bond limit of \$1,500,000 – On the motion of Stan Saylor seconded by Kim Moyer.
 - E. **Zoning Officer** – Kipp Allison – On the motion of Kathy Kerchner seconded by Stan Saylor.
 - F. **Assistant Zoning Officer** – Deanna Coble – On the motion of Kim Moyer seconded by Kathy Kerchner.
 - G. **Solicitor for Board of Supervisors** – Cory Dillinger with MPL Law – On the motion of Kathy Kerchner seconded by Stan Saylor.
 - H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc. – On the motion of Stan Saylor seconded by Kathy Kerchner.
 - I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798), Alternate #1 – Jeremy Kerstetter (#03977) & Alternate #2 – Jordan Shenk (#04130) – On the motion of Kathy Kerchner seconded by Stan Saylor.

- J. **Depositories** – Orrstown Bank, Truist, Fulton Bank, Raymond James and Orrstown Wealth Advisors – On the motion of Stan Saylor seconded by Kathy Kerchner.

Motion carried. Three votes yes.

5. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2025R-01-02** – 5 Year Term – Edward Heindel – On the motion of Stan Saylor seconded by Kim Moyer, Resolution#2025R-01-02 was approved. Motion carried. Three votes yes.
- B. **Planning Commission** – 4 Year Term – Jerry Pilachowski & Todd Kurl – On the motion of Stan Saylor seconded by Kim Moyer, Jerry Pilachowski and Todd Kurl were appointed to the Planning Commission for a 4 year term. Motion carried. Three votes yes.
- C. **Recreation Commission** – 5 Year Term – Matt Schiefen – On the motion of Kathy Kerchner seconded by Stan Saylor, Matt Schiefen was appointed to the Recreation Commission for a 5 year term. Motion carried. Three votes yes.
- D. **Vacancy Board Chairperson** – 1 Year Term – Marlin Bupp – On the motion of Kathy Kerchner seconded by Stan Saylor, Marlin Bupp was appointed as the Vacancy Board Chairperson for a 1 year term. Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Stan Saylor seconded by Kim Moyer, the following assignments were made.

- A. **Zoning Hearing Board** – Kim Moyer
- B. **Planning Commission** – Kim Moyer
- C. **York Adams Tax Bureau** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- D. **York County Tax Collection Committee** – Voting Member – Jennifer Gunnet and Alternate – Deanna Coble
- E. **Agricultural Area Advisory Committee** – Stan Saylor
- F. **Local Government Advisory Committee** – Kathy Kerchner
- G. **Windsor Township Recreation Commission** – Kathy Kerchner
- H. **Windsor Township Emergency Management Coordinator** – Tony Williams

- I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet
- J. **Open Records Officer** – Jennifer Gunnet and Alternates – Teresa Miller & Laura Allison

Motion carried. Three votes yes.

7. Meeting Date:

- A. Board of Supervisors – The Board of Supervisors meeting dates were set as follows:

For the months of January, February, March, April, May, June, October, November and December – 1st and 3rd Mondays at 6:00 p.m.

For the months of July, August and September – 3rd Monday at 6:00 p.m.

8. Other Reorganizational Business – On the motion of Stan Saylor seconded by Kim Moyer, the following approvals were made:

- A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector
- B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager.
- C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager
- D. Set the Mileage Rate at the Federal Limit – \$0.70

Motion carried. Three votes yes.

9. Other Business:

- A. Resolution #2025R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2024 financial records – On the motion of Stan Saylor seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- B. Resolution #2025R-01-03 – Payment of interim bills – On the motion of Stan Saylor seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.

- C. Resolution #2025R-01-04 – Approval of Fee Schedule – On the motion of Stan Saylor seconded by Kim Moyer, the Resolution was adopted. Motion carried. Three votes yes.
- D. Ms. Kerchner advised that Christmas Tree Collection will take place on Saturday, January 11th. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags. This is a curbside collection.
- E. Community Center Bid Results:
 - Contract #1 – General Contractor – ECI Construction LLC
 - Contract #2 – Site Work – York Excavating Company LLC
 - Contract #3 – Mechanical – MidState Mechanical & Electrical LLC
 - Contract #4 – Electrical – Shannon A. Smith, Inc.
 - Contract #5 – Plumbing – Garden Spot Mechanical, Inc.

Mrs. Gunnet advised that the Bid Results are attached to the Board's agenda. Mr. Kraft advised that the bid has been opened and the amount was less than the anticipated total. He commented that the markets have been turning and they now appear to be more competitive. He advised that the bid includes the construction of the Community Center and the site work for the property. He explained that the bid was split into 5 different contracts for the different trades.

Mr. Kraft advised that the low bidder for the General Contractor was ECI Construction LLC. He stated that he is recommending the acceptance of Alternates #1 and #2 which deal with acoustics. Mr. Allison added that these are structural components and are not easily able to be added later. Mr. Kraft advised that the bid price including the two alternates is \$6,022,800.00.

Mr. Kraft advised that the low bidder for the Site Work is York Excavating Company LLC. He stated that he is recommending approval of Alternate #1 which replaces the proposed gravel walking path with a paved path. The bid including Alternate #1 is in the amount of \$4,446,777.42.

Mr. Kraft advised that the low bidder for the Mechanical contract is MidState Mechanical & Electrical LLC in the amount of \$1,319,500.00. The alternate is not being approved.

Mr. Kraft advised that the low bidder for the Electrical contract is Shannon A. Smith, Inc. in the amount of \$1,016,691.00. The alternate is not being approved.

Mr. Kraft advised that the low bidder for the Plumbing contract is Garden Spot Mechanical, Inc. in the amount of \$512,000.00.

Mr. Kraft advised that this brings the total bid amount to \$13,317,768.42. Mr. Kraft added that all of these companies are located in Pennsylvania. Ms. Kerchner questioned

if this cost includes the consultant fees. Mrs. Gunnet advised that it does not nor does it include engineering fees charged by C.S. Davidson. Mr. Moyer questioned if PennDOT is charging fees for road improvement inspections. Mr. Kraft advised that funds are included in case PennDOT assigns an inspector. Mrs. Gunnet noted that they did not require an inspector when the Ness/Windsor Road intersection was upgraded so there is a possibility that they may not require it.

On the motion of Kim Moyer seconded by Kathy Kerchner, the bid was awarded as presented based on the recommendation of staff and the Township Engineer. Motion carried. Three votes yes.

Ms. Kerchner questioned when the project would start. Mr. Kraft advised that all of the contactors are aware that they are the low bidder. He will now notify them that they have been approved by the Board and Agreements will be sent to them. The Agreements should be signed and ready for approval for the Board meeting in February. The Notice to Proceed will then be issued and he anticipates that they will break ground at the beginning of March.

10. Unfinished Business – There was none.

11. Public Comment – There was none.

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

Mr. Moyer wished everyone a Happy New Year. He commented that 2025 looks to be exciting with the ground breaking of the Community Center.

Neither Mr. Saylor nor Ms. Kerchner had any comments.

13. On the motion of Stan Saylor seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.

14. The meeting of the Windsor Township Board of Supervisors adjourned at 6:26 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 6, 2025

There were no citizens present.