

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

February 17, 2025

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 January 20, 2025 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 has received a copy of the 2024 Annual Report from the York County Office of Emergency Management. She noted that the Board has received a copy.
  - C. Mrs. Gunnet advised that she has received an invitation from Southern Area Fire and Emergency Rescue to their Appreciation Banquet which will be held on Saturday, March 8<sup>th</sup>. She asked the Board to let her know if they plan to attend so she can RSVP.
5. Windsor Township Fire & Emergency Rescue Services Association – Scott Gingrich with Alliance Fire & Rescue was present.
  - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on February 27, 2025 at Laurel Fire Company at 7:00 p.m.
  - B. Simulator repair – Mrs. Gunnet questioned if Mr. Gingrich had reached out to the contractor for which she had provided information. Mr. Gingrich stated that he had not and this would be discussed at the Fire Chief’s meeting. He added that they may also look into the possibility of utilizing the York Vo-Tech program to provide services.
  - C. Bucks County Community College refund – Update – Mrs. Gunnet advised that she had discussed the matter with Attorney Dillinger and it was decided that there would be more cost in attorney fees to pursue a refund than what the amount would be for the refund. Mr. Gingrich commented that he did not realize that this would happen and thanked the Board for approving for training through HACC.
6. York County Regional Police Department – No one was present.
  - A. The monthly report is available for review.

7. Plans for Approval:

- A. KENSINGTON – Remaining Lands for Hedgeford, LLC – Preliminary Subdivision Plan #686-9A, along Ness Road – Adam Anderson with Site Design Concepts advised that this preliminary plan is for the remaining land of the Kensington Development. It proposes 126 lots on 55 acres. Mr. Allison explained the location to the Board.

Mr. Anderson stated that they are requesting waivers as follows:

- SALDO – Section 502.4.B.2 – Length of vertical curve
- Stormwater Management Ordinance – Section 306.G – Basin slope
- Stormwater Management Ordinance – Section 306.M – Outlet control orifices

Mr. Anderson advised that the waiver of Section 502.4.B.2 deals with the curve and angle ratios. It had been discussed in 2007 when this plan was submitted. Mr. Kraft advised that in order to meet the requirements, they would need to increase the fill on the site so he feels the request is warranted. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board granted the waiver of Section 502.4.B.2. Motion carried. Three votes yes.

Mr. Anderson advised that the other waiver requests are of the Section 306.G and Section 306.M of the Stormwater Management Ordinance. Mr. Kraft explained the requests and recommended approval. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the waivers of Section 306.G and Section 306.M. Motion carried. Three votes yes.

Attorney Dillinger advised that there is a draft agreement for water reservation with the Red Lion Municipal Authority that is under review. This is a standard procedure and does not indicate that there is a capacity issue. He stated that a condition of plan approval should be that the Agreement is approved. Mr. Kraft added that the Stormwater Management Fee must also be paid prior to final plan approval.

On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the Preliminary Subdivision Plan for Kensington, Remaining lands with the condition that the Red Lion Municipal Authority Agreement for water reservation is received and the Stormwater Management Fee is paid. Motion carried. Three votes yes.

8. Township Engineer:

- A. Engineer's Report – Mr. Kraft advised that the Board has received the Engineer's Report. There were no questions.
- B. Community Center Update – Update, Stormwater Operation & Maintenance Agreement, Contracts with Primes – Mr. Kraft advised that a Stormwater Operation & Maintenance Agreement is required for the project. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the Stormwater Operation & Maintenance Agreement for the Community Center. Motion carried. Three votes yes.

Mr. Kraft advised that the contracts have been signed and returned. He stated that the Board will need to sign them as well.

Mr. Kraft advised that a meeting will be held onsite on February 19<sup>th</sup> with the York County Conservation District. He noted that this meeting must be held prior to any earthmoving. A preconstruction meeting will be held on March 5<sup>th</sup>. The date for the ground breaking ceremony has not been determined yet.

Mr. Kraft advised that the Township will be receiving 4 separate invoices from Met-Ed. They will be for the power to the pole building, to remove 4 poles to the old building, to relocate poles on Lombard Road and for power to the Community Center.

- C. Surety Reduction – ALDI Land Development Plan – Mr. Kraft advised that he is recommending a surety reduction in the amount of \$1,781,759.65 which will leave a remaining balance of \$20,709.70. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the surety reduction for ALDI based on the recommendation of the Township Engineer. Motion carried. Three votes yes.

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

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for February. She commented that there have been quite a few snow events and thanked the staff for their efforts. Ms. Kerchner questioned if the Township is stocked with salt and cinders. Mr. Trout stated that the maximum amount has not been taken yet and there are still funds available to purchase more. Mr. Saylor commented that some municipalities and the state use calcium chloride. Mr. Trout stated that some use this to pretreat. He stated that it can flash freeze if it melts. He stated that salt activates immediately and he does not feel that it is worthwhile to use the calcium chloride. He commented that they are not having any issues. It was noted that the 2023 truck for the Sewer Department has been received.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer's Report for January. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager's Report for January. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer's Report for January. There were no questions.
- D. Recreation Commission – Update – Ms. Kerchner commented that the February meeting was cancelled.

- E. Ordinance No. 2025-02-02 – Supervisor compensation – Ms. Kerchner noted that the increase in compensation will go into effect beginning with those elected in the next municipal election. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved Ordinance No. 2025-02-02. Motion carried. Three votes yes.
- F. The Board meeting scheduled for March 3, 2025 has been cancelled.
- G. Dylan Kerchner – Revised License Agreement – Vending machines – Mrs. Gunnet advised that she had informed Mr. Kerchner that the only location for another vending machine would be at Workinger Field. He stated that he would like the first right to refusal and the Agreement was revised. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved the Revised License Agreement for vending machines with Dylan Kerchner. Motion carried. Two votes yes. Ms. Kerchner abstained due to conflict of interest.
- H. Ms. Kerchner advised that the Township will be holding an Electronics Recycling collection on Saturday, April 26, 2025 from 9:00 a.m. to 12:00 p.m. at the Public Works Building at 970 White Oak Road. This is for residents only and there is no limit.
- I. Ordinance 2025-02-01 – Burning Ordinance – Mr. Allison advised that there were no changes from the discussions at the previous Board meeting and it has been advertised for adoption. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Ordinance 2025-02-01 (Burning Ordinance). Motion carried. Three votes yes.
- J. General Liability, W/C, Auto and Property Insurance renewal – Update – Mrs. Gunnet advised that the Board had requested that she shop for insurance rates this year. She stated that the broker has contacted 4 different companies for quotes. She stated that she had also contacted H.A. Thompson who administers PIRMA which is a municipal cooperative for a quote but they did not provide an estimate. Mrs. Gunnet advised that the insurance renews on March 15<sup>th</sup> but the next Board meeting is not until March 17<sup>th</sup>. She stated that she is requesting authorization to accept the most responsible bidder. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the insurance contract to the most responsible bidder. Motion carried. Three votes yes.
- K. 2024 Year End Financial Reports – Mrs. Gunnet advised that the Board has received the Year End Balances/Compared to Budget Report and the Fund Balance Comparison Report. The Board agreed that the reports are very informative.
- L. Kimberly Lawn Care – Treatment of fields – \$11,905.00 – Mrs. Gunnet advised that she has received the quote for the field maintenance. She stated that it is \$872 less than last year. Limestone was applied at Freysville Park last year but will be applied at Workinger Field this year. The cost difference is due to the reduction in the amount of area being treated. It was the consensus of the Board to accept the quote. Ms. Kerchner questioned if Roundup is used at the park. Mr. Trout advised that it is not. An Epsom salt and vinegar mix is used.

M. Purchase of flat files – \$1,305.00 plus freight – Mrs. Gunnet advised that additional flat files are needed for storage of plans. Mr. Saylor questioned if the preliminary plans are kept after the final plans are approved. Mr. Allison advised that they are kept because the preliminary plans have construction and design information. The final plans are for the creation of the lots. Mr. Trout noted that the Township also obtains the asbuilts once the construction is completed. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the purchase of 2 flat files with a base. Motion carried. Three votes yes.

12. Unfinished Business – There was none.

13. Public Comment – Christine Emma, Patterson Avenue, stated that she is following up on her request for an amendment to the size requirement for an accessory structure. She stated that she had requested information from Mr. Allison regarding a breezeway and did receive an email with information from him. She questioned if the Planning Commission is a public meeting. Mrs. Gunnet advised that it is and it starts at 6:00 p.m. at the Township Office. Ms. Emma questioned if there would be specific limits or variations that would be discussed in regards to building size at that meeting. Mr. Allison advised that all options would be discussed. Ms. Emma questioned the timeline to have the amendment approved. Mr. Allison advised that there is a specific procedure that needs to be followed for a Zoning Ordinance amendment. The amendment would start with the Windsor Township Planning Commission, then go to the Board of Supervisors, next to the York County Planning Commission and then back to the Board of Supervisors for approval. Ms. Emma questioned why there is a cap for the building and explained how she could construct multiple buildings under the current ordinance. She recommended looking at ordinances from surrounding municipalities as some have no cap on building size.

Ms. Emma stated that at the last meeting residents that were affected by the proposed development on East Prospect Road were to be contacted. She questioned if this had been done yet. Mr. Allison advised that only waivers for the plan were addressed at the last meeting. The onsite meeting has not been scheduled yet. He added that he has spoken with 2 of the residents.

Ms. Emma commented that she feels as though her request is being scrutinized but other items are receiving waivers and are moving faster through the process than hers. Ms. Kerchner asked her to provide specific examples of items that have been approved before her request. Ms. Emma stated that the Burning Ordinance was done more quickly. Ms. Kerchner advised that the changes to this ordinance have been ongoing and it is a different procedure than zoning.

Dan Hoerr, Patterson Avenue, questioned what the minimum requirement is to have an accessory structure considered to be attached. Mr. Allison advised that he had sent that information to Ms. Emma. Mr. Hoerr stated he would like to build a 50' x 60' pole building but wants to know how to attach it. Attorney Dillinger reiterated that the information that he is requesting was provided in an email sent on February 17, 2025. He added that in order to determine if what he is proposing meets the requirements, he must present drawings to Mr.

Allison. Mr. Hoerr stated that he does not want to spend money on drawings that may not be approved. Ms. Kerchner advised that they can be done as a hand sketch for review. They do not need to be official designs. Mr. Saylor stated that the sketch should include the sizes and dimensions as well.

Mr. Moyer stated that with these amendment requests, all zoning districts must be looked at. He stated that if the percentage of lot coverage is increased, this could affect the size for a building. Mr. Saylor commented that he believes that changes are warranted but there are rules that need to be followed.

Mr. Allison advised that although it may appear that a topic or subdivision is new, that may not be the case. He explained that the plan for Kensington that was on this evening's agenda was submitted in 2007. He stated that the Laurel Vistas development that was recently built out was an approved plan for many years. He added that there was a development style in a previous Zoning Ordinance that allowed for a higher lot coverage so this would not have been a waiver request.

Mr. Hoerr questioned when the meeting minutes would be placed on the website. Mrs. Gunnet advised that the January minutes would be posted on Tuesday or Wednesday since they were approved at this evening. Mr. Hoerr questioned if the Board would consider video recording the meetings. Attorney Dillinger stated that this is permitted but would be a Board Policy. Ms. Kercher noted that the meeting dates and the agendas are posted on the website.

Ms. Emma noted that the property owned by Mr. Walker on Christensen Road has a building attached to the house by a breezeway. Mr. Allison acknowledged that there is a connecting breezeway.

Andrew Nelson, East Prospect Road, commented that he was unable to hear the response regarding the posting of the minutes. Mrs. Gunnet repeated her response. Mr. Nelson stated that he would prefer to see them prior to being approved as he would like to present them to residents who were unable to attend the meeting. Mr. Saylor noted that the agenda cannot be changed once it is posted so it is clear what will be presented to the Board. Mrs. Gunnet advised that the agenda closes the Friday prior to the meeting at noon and is posted that afternoon. She added that the minutes are only a summary of the meeting and not verbatim.

Terry Jo Carter, 3570 East Prospect Road, stated that she wants to go on record that she does not want East Prospect Road to encroach onto her property as a result of the proposed development. She commented that the meeting that was held with Triple Crown was confusing. Mr. Allison explained that when Triple Crown met with the residents, PennDOT was pushing for a symmetrical design. When the property owners were not in favor, the developer came before the Board and announced this. The Board agreed that they did not support land being taken from the residents. Triple Crown was able to take this decision to PennDOT so that the asymmetrical design was approved.

Michael Herring, White Oak Road, questioned the expenditure of \$5,000 for 2 laptop computers. He asked if there were receipts or model numbers. Mrs. Gunnet stated that the information should be on the quote but they have not been received yet. Mr. Herring questioned if there was a breakdown for the \$170,000 expenditure for the tennis courts. Mrs. Gunnet advised that the project was bid so the information would be reflected. She noted that the Township had also received a \$40,000 grant toward this project.

Mr. Herring questioned the use of calcium chloride on the roadway. He stated that his company uses it and if it is mixed properly, it is effective and is cheaper than salt. He added that he is aware that there have been issues with receiving salt. Mrs. Gunnet advised that the Township has a State contract for the purchase of salt and has had no issues receiving orders. Mr. Trout commented that if he felt that there was an issue with how the Township roads are being maintained, he may consider this as an option.

Mr. Saylor advised that the Township employees and Board members are required to complete ethics reports. He stated that quotes are obtained when necessary to be fiscally responsible. Ms. Kerchner added that the Township's budget is listed on the website. Mr. Herring questioned how the Township handles bids. Mrs. Gunnet advised that it is required that they are posted in the newspaper and explained the process. Mr. Saylor commented that some projects that are bid also require prevailing wages.

Dennis Bartnik, 122 Morningside Drive, commented that he likes the integrity of this Board. He advised that he would like to have the ATV Ordinance repealed or amended. This will be put on a future agenda. He stated that he had previously taken the current ordinance to the court system but he could not appeal to a higher court due to the cost. Mr. Allison asked that he contact him and they could have a meeting together to discuss what changes he would like to make and then a proposal could be made to the Board. He noted that there are other amendments that would be worked on prior to his. Mr. Bartnik stated that his request is not a priority.

Mr. Bartnik asked Mr. Allison to confirm that Mr. Hoerr does not need architectural plans in order for him to approve a design. Mr. Allison stated that this is correct. However, architectural plans may be required for a permit submission.

Mr. Bartnik stated that he likes the idea of the meetings being video recorded.

Mr. Bartnik questioned the cost of the laptop computers. Mr. Allison advised that they are not standard computers. They are designed to handle many programs and files and meet cybersecurity requirements from the Township's insurance company. He added that the cost also includes the installation and setup.

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

Mr. Saylor thanked the road crew for their great work with snow removal.

Ms. Kerchner echoed Mr. Saylor's comment. She also thanked the residents for attending the meeting and asking questions this evening. Andrew Nelson questioned what influence the Board has over the Planning Commission. Ms. Kerchner explained that a Board member is a liaison for the different Boards and Commissions. She stated that Mr. Moyer is the representative for the Planning Commission. Mr. Allison advised that the Board of Supervisors has the ultimate decision. Attorney Dillinger noted that the Planning Commission is only a recommending body. He added that that if multiple people represent an idea, that could be favorable. Mr. Bartnik stated that when the ATV Ordinance was approved, there were 150 people not in favor and only 3 that were in favor. Attorney Dillinger advised that the Board makes the final decision.

Mr. Moyer also thanked the employees for doing a great job with the snow removal.

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 7:47 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT

February 17, 2025

Micah Paules  
Adam Anderson  
Terry Jo Carter  
Mike Herring  
Dan Hoerr  
Christine Emma  
Zach Jones  
Tim Cottrell  
Calvin Nelson  
Paula Nelson  
Andrew Nelson  
Gary Bartnik  
Dennis Bartnik  
Scott Gingrich  
Mickey Thompson

Site Design Concepts  
Site Design Concepts  
3570 East Prospect Road York PA  
White Oak Road  
Patterson Avenue Windsor PA  
Patterson Avenue Windsor PA  
6 Maryland Ave Windsor PA  
140 Eckert Road Windsor PA  
3540 E. Prospect Road York PA  
3550 E. Prospect Road York PA  
3550 E. Prospect Road York PA  
1011 Delta Road Red Lion PA  
122 Morningside Drive Red Lion PA  
Alliance Fire & Rescue  
Keystone Custom Homes