

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

March 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 Kathy Kerchner seconded by Stan Saylor, the minutes of the February 17, 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.
5. Windsor Township Fire & Emergency Rescue Services Association – Scott Gingrich with Alliance Fire & Rescue was present. He stated that there will be a discussion on box alarm changes at the next Fire Chief’s meeting.
 - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on April 24, 2025 at Laurel Fire Company at 7:00 p.m.
 - B. Simulator repair – Mr. Gingrich advised that he had spoken with Nick Sabold regarding the possibility of the students at York County School of Technology making repairs to the simulator as part of a senior project. He stated that it would not be this year. Mr. Sabold is looking into this.
 - C. Possible burn ban – Mr. Gingrich stated that this item was placed on the agenda so the topic would be covered. He advised that with the rain last evening and more forecasted for later in the week, a burn ban is not necessary at this time.
6. York County Regional Police Department – No one was present.
 - A. The monthly report is available for review.
7. Plans for Approval:
 - A. KEVIN E. & MELISSA M. SWARTZ – Reverse subdivision plan #53-23-0058.00 by Shaw Surveying, Kormit Drive – Josh Myers with Shaw Survey advised that this is a lot consolidation plan to combine two parcels into one. Mr. and Mrs. Swartz currently have a lot with their home on it and a vacant lot. This would make them one parcel. He stated that they are requesting a waiver of Section 305.2.B for plan sheet size. Mr. Kraft advised that all comments have been addressed.

On the motion of Kathy Kerchner seconded by Stan Saylor, the Board granted the waiver and approved the plan. 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, Preliminary Baseline Schedule, Groundbreaking – Wednesday, March 19th at 12:30 – Mr. Kraft advised that in addition to the meeting with the York County Conservation District, a preconstruction meeting has been held. The Board has a copy of the Preliminary Baseline Schedule. They are planning for completion at the end of February 2026. Mr. Kraft reported that all of the demolition has been completed. Mrs. Gunnet advised that there will be bi-weekly construction meetings and questioned if the Board wanted copies of these minutes. Mr. Kraft noted that he would continue to update the Board at meetings. The Board agreed that if they had monthly updates, they did not want copies of the minutes. Mr. Kraft advised that the groundbreaking picture will be on March 19th at 12:30 p.m.

9. Solicitor:

- A. York County Board of Appeals: First Amendment to Agreement & Resolution No. 2025R-03-01 – Attorney Dillinger advised that when the Uniform Construction Code was enacted, the County created a UCC Board of Appeals. The Township had opted to use this Board rather than create their own. The Board does not meet often and there are struggles with appointing members due to the necessary criteria that must be met. This amendment and resolution have modified the standards to be able to qualify as a Board member. The changes also allow for remote meetings. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved Resolution #2025R-03-01 and for the Agreement to be signed. Motion carried. Three votes yes.
- B. Lot 28, Village of White Landing – Update – Attorney Dillinger advised that he has received a letter from the Eberly's attorney informing that there is ongoing litigation between the Eberlys and Mr. Pasch. He stated that based on this information, he is recommending not trying to acquire the land until the litigation is settled. The Board agreed to put the topic on hold.

10. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for March. There were no questions.
- B. Road Materials – bid results – Mr. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder for blacktop is Heidelberg Materials. This is the company that purchased Highway Materials. Ms. Kercher questioned if the Township gets blacktop delivered or if it is picked up. Mr. Trout stated that it is both. Mr. Saylor

asked where this company is located. Mr. Trout advised that it is in Wrightsville. On the motion of Kathy Kerchner seconded by Stan Saylor the Board awarded the blacktop bid to the low bidder, Heidelberg Materials. Motion carried. Three votes yes.

Mrs. Gunnet advised that the low bidder for stone is Kinsley Materials. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board awarded the stone bid to the low bidder, Kinsley Materials. Motion carried. Three votes yes.

- C. Sale of generator, transfer switch & housing – bid results – Mrs. Gunnet advised that the generator, transfer switch and housing were sold on Municibid. This was from the Chapel View Pump Station and the funds will be deposited into Sewer Fund. The high bidder was Alan Raimi in the amount of \$3,500. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the sale to Alan Raimi. Motion carried. Three votes yes.
- D. Joint Line Painting Bid results – Mrs. Gunnet advised that Manchester Township administered the joint line painting bid this year. The low bidder is D.E. Gemmill. The Township’s portion of the bid will be approximately \$24,000. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board awarded the bid to D.E. Gemmill. Motion carried. Three votes yes.

11. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer’s Report for February. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager’s Report for February. There were no questions.
- C. Recreation Commission – Update – Ms. Kerchner advised that she attended the March meeting. She stated that the members are excited for the Community Center. She noted that she invited them to attend the groundbreaking ceremony. She reported that the baseball program will be using Nitchkey Field this year instead of Clearview Elementary. She stated that there will not be a full day summer camp this year as there is no facility available.
- D. The Board meeting scheduled for April 7, 2025 has been cancelled.
- E. 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.
- F. General Liability, W/C, Auto and Property Insurance renewal – Update – Mrs. Gunnet advised that the broker has received 3 quotes. She stated that the lowest cost is through Traveler’s Insurance. However, they do not give a worker’s compensation dividend. The Township has received a dividend for many years which is approximately \$14,000

per year. She stated that if you take this into account, EMC, the current carrier, has the lowest quote.

Ms. Kerchner questioned if the Township has insurance coverage on the Community Center. Mr. Kraft advised that it is the responsibility of the contractor until it is completed. Mr. Saylor asked what their policy would cover. Mr. Kraft stated that he would need to look into the details. Mrs. Gunnet added that when she spoke with Kocman Insurance about it, they did not recommend that a separate policy was needed at this time.

On the motion of Kathy Kerchner seconded by Stan Saylor, the Board awarded the insurance contract EMC Insurance Company. Motion carried. Three votes yes.

- G. Public Comment Policy – Mr. Gunnet advised that after the last meeting, she was asked to look into a Public Comment Policy. Attorney Dillinger had provided samples. She stated that many were similar. Mr. Saylor stated that he would still want to be able to address comments from the public. Attorney Dillinger advised that based on the Sunshine Law, the Board cannot take action on anything that is not specifically listed on the agenda. Mrs. Gunnet noted that the Township could only follow up on a comment. Mr. Moyer stated that he likes the policy from East Manchester Township because it is simple. It was questioned if the Public Comment section should be moved to the beginning of the meeting. Attorney Dillinger stated that either is acceptable. The Board asked those in the audience their preference. The consensus was that they preferred it at the end. The Board tabled the topic.
- H. Offer to transfer property – Paul Redifer – Bahns Mill Road – Mr. Allison advised that he was contacted by Paul Redifer, the adjoining land owner to the Township's Bahns Mill Road property. Mr. Redifer currently owns two different parcels and is interested in purchasing a portion of another in the same area. He would like to reconfigure the lots. There is a strip of land that runs along the rear of the Township's property. He questioned if the Township would be interested in this land. Mr. Redifer is willing to donate the land to the Township if we pay for the cost of the subdivision. It is approximately .75 acres. The Board asked if this piece of land would benefit the Township now or in the future. Mr. Trout advised that the piece of land is wooded and is sloped. He commented that in order to be used, it would need fill. He stated that he does not feel that there is any benefit to having the land. The cost of a subdivision would be several thousand dollars. Mrs. Gunnet noted that there could be a portion of the driveway for the adjoining lot on the Township's land. This would be determined by the survey. It was the consensus of the Board that they are not in favor of spending money for a subdivision but would accept the donation at no cost.
- I. Network Cabling Upgrade – \$10,882.18 – Mrs. Gunnet advised that \$5,000 was budgeted for network cabling upgrades. The original contractor did not provide a quote so she contacted TeleCom Business Solutions from Hellam for a quote. She stated that their quote is \$10,882.18. They had informed that the existing conduit is too full so they

would need to go through the ceiling at the rear hallway door to run cabling from one side of the building to the other.

Mrs. Gunnet explained that the network cable upgrade was recommended by the Township's IT company as it is the original cabling from 1999 when the building was constructed. Mr. Saylor stated that he does not have an issue with the higher cost but he wants to make sure that what is installed is the most up-to-date technology. He questioned if there are other options. Mr. Allison stated that there is fiber optics but he does not know if it would be recommended for this application. Andrew Nelson, East Prospect Road, advised that the cost for fiber optic cabling has been decreasing in price and is very reliable. Mrs. Gunnet asked if he knew the name of any companies that provide this service. Mr. Nelson stated that he could provide her with information. The discussion was tabled.

J. Executive Session – Personnel matter – Ms. Kerchner advised that the meeting will adjourn into an Executive Session to discuss a personnel matter.

12. Unfinished Business – There was none.

13. Public Comment – Andrew Nelson, 3550 East Prospect Road, stated that he attended the Windsor Township Planning Commission meeting where they discussed the change to the ordinance regarding building size. He questioned what the next step is in the process. Mr. Allison advised that the proposed changes would be before the Planning Commission at their meeting this Thursday.

Dan Hoerr, Patterson Avenue, questioned if there is anything more that needs to be presented regarding this matter. Mr. Allison advised that there is not. If the Planning Commission recommends approval on Thursday, it would come before the Board in April for approval of the concept. If the Board is in agreement with the changes, it will then go before the York County Planning Commission. If there is a favorable review, it will then come back before the Board for approval. There was discussion on the timeline for these meetings.

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

Mr. Saylor wished everyone a Happy St. Patrick's Day.

Mr. Moyer advised that street sweeping begins April 1st. He added that he is ready for spring!

Ms. Kerchner stated that she had seen in a PSATS article that Governor Shapiro is giving grants to municipalities to update their Zoning Ordinances and Comprehensive Plans. She stated that the Township should look into this. She commented that it was said that some areas have not updated their plans for over 20 years. Mr. Allison noted that the Township has updated plans more frequently but a Comprehensive Plan will be necessary within the next few years. He commented that there are often requirements for funding and the

Township may not qualify. He added that there is currently a statewide study being done regarding this and all information has been submitted.

Ms. Kerchner advised that she had the honor to represent Windsor Township and the York County Regional Police Department at Officer Duarte's memorial service. She stated that it was a beautiful way of honoring the fallen officer. She stated that to see representation from departments from all over the country present to pay their respects was amazing. She stated that we all need to be grateful for our police officers. They are willing to put their life on the line for us everyday. She added that Officer Duarte's mother is a Township resident.

15. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a personnel matter at 6:59 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

March 17, 2025

Andrew Nelson
Paula Nelson
Calvin Nelson
Mike Herring
Dan Hoerr
Matt Eberly
Missy Eberly
Josh Myers
Scott Gingrich

3550 E. Prospect Road York PA
3550 E. Prospect Road York PA
3540 E. Prospect Road York PA
White Oak Road
Patterson Avenue Windsor PA
175 Woodsvie Drive Red Lion PA
175 Woodsvie Drive Red Lion PA
Shaw Surveying
Alliance Fire & Rescue