

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

April 21, 2025

1. The meeting of the Windsor Township Board of Supervisors was called to order by Vice-Chairperson Kim Moyer at 6:00 p.m.

Those present: 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 Kim Moyer seconded by Stan Saylor, the minutes of the March 17, 2025 meeting were approved. Motion carried. Two 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 a letter has been received from the Pennsylvania Department of Military and Veterans Affairs certifying that Siafia Dennis of 1305 Nugent Way has met the requirements for tax exemption. She stated that the County and the School District also receive the information. If the County grants tax exemption, the Township will as well because they are on the same tax bill.
 - C. Mrs. Gunnet advised that she has received information that the York Adams Tax Bureau will be holding an Open House on Tuesday, May 13th at 10:00 a.m. She asked the Board to let her know if they plan to attend so she can RSVP.
 - D. Mrs. Gunnet advised that she has received information from the Pennsylvania State Association of Township Supervisors regarding proposed resolutions and officer nominations. She noted that the Township needs to designate a voting delegate. It was the consensus of the Board for Mrs. Gunnet to be the voting delegate.
 - E. Mrs. Gunnet advised that she has received the 2024 York County Real Estate Market Report from the Realtors Association of York & Adams County. She stated that they also provided a report for just Windsor Township. The Board has received a copy.
5. Windsor Township Fire & Emergency Rescue Services Association – No one was present.
6. York County Regional Police Department – Chief Damon was present.
 - A. The monthly report is available for review.
 - B. 2024 Annual Report – Chief Damon provided a summary of the annual report. He highlighted the number of calls and types of calls. He noted that 4 officers were hired in 2024. He also explained and demonstrated the Crime Watch Map website.

- C. Change in monthly meeting date – 3rd Wednesday at 6:00 p.m. – Chief Damon advised that the YCRPD's monthly meeting date will change beginning in May.

7. 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 & Payment Applications:

ECI Construction - \$96,682.81
York Excavating - \$233,814.48
Mid-State - \$9,605.70
Shannon A. Smith - \$15,252.30

Mr. Kraft advised that the topsoil has been removed from the land. The sewer line has been extended across Lombard Road. There was a problem with the underground stormwater infrastructure. An issue with shipping caused the material to be damaged. The Township will not incur additional costs due to this. Mr. Kraft advised that there was an issue with the soils at the building pad site. There will be a change order for this to be corrected which will be approximately \$30,000. Mr. Kraft noted that the contractors are attempting to place orders for materials before tariffs are put into effect. Mr. Saylor questioned what is affected. Mr. Kraft stated that it is accessory items, not the steel structure.

Mr. Kraft advised that there are four payment applications for approval as follows: ECI Construction - \$96,682.81, York Excavating - \$233,814.48, Mid-State - \$9,605.70 and Shannon A. Smith - \$15,252.30. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved the payment applications as presented. Motion carried. Two votes yes.

- C. East Prospect Road & Freysville Road intersection improvements – Incorporating Work Resolution #2025R-04-02 – Mr. Kraft advised that there are sewer manholes and a cleanout top that are located within the work area of the East Prospect and Freysville Road intersection that will need to be raised. PennDOT requires a Resolution to enter into agreement for this work. PennDOT will be responsible for 75% of the cost and the Township will be responsible for the remaining 25%. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved Resolution #2025R-04-02. Motion carried. Two votes yes.

- D. Deerfield Crossing – Final Security Reduction – This item was tabled.

- E. Mr. Saylor questioned if there was an agreement for left turn signals to be installed at the Freysville intersection by the Red Lion Area School District. Mrs. Gunnet advised that there was not an agreement. Funds had been provided toward the intersection improvements and maintenance. She noted that a traffic study was recently completed and left turn arrows were not warranted. Mr. Allison stated that another study could be

done in the future. It was noted that in order for the signals to be warranted, the traffic counts would need to be high enough in multiple directions. Mr. Kraft added that the traffic studies are typically performed during the school year to account for bus traffic. Mrs. Gunnet confirmed that it had been done during the school year.

8. Windsor Township Fire & Emergency Rescue Services Association – Mr. Gingrich arrived.

- 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. He stated that they plan to discuss Standard Operating Guidelines and knox boxes.
- B. Simulator repair – There was no update.
- C. Mr. Gingrich questioned if the new burning ordinance has been adopted. Mrs. Gunnet advised that it has been and she will have copies for them at the Fire Chief's meeting. Mr. Gingrich requested that she email a copy because they have been having issues with residents burning lately.

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

10. Public Works:

- A. Mr. Trout advised that the Board has received the monthly report for April. There were no questions.
- B. Used Bucket Truck – Bid Result – Mrs. Gunnet advised that there was only one bid for the bucket truck. She stated that it was from Mountainside Auto Sales from Fredericksburg, PA in the amount of \$48,995. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved the purchase. Motion carried. Two votes yes.
- C. Sale of equipment on Municibid – 2009 Kubota Zero Turn - \$6,000.00 & 2011 Kubota Front Mount - \$3,100.00 – Mrs. Gunnet advised that two mowers have been sold on Municibid. On the motion of Stan Saylor seconded by Kim Moyer, the Board awarded the sale to the high bidder. Motion carried. Two votes yes.
- D. Pave-In-Place – Bid Results – Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder is Heidelberg Materials. On the motion of Stan Saylor seconded by Kim Moyer, the Board awarded the bid to the low bidder, Heidelberg Materials. Motion carried. Two votes yes.

11. Other Business:

- A. Mr. Moyer advised that the Board has received the Zoning Officer's Report for March. There were no questions.

- B. Mr. Moyer advised that the Board has received the Township Manager's Report for March. There were no questions.
- C. Mr. Moyer advised that the Board has received the Dog Officer's Report for March. There were no questions. Mrs. Gunnet commented that she has not had any complaints from the police department that they are not responding.
- D. Recreation Commission – Update – Mr. Allison advised that the April meeting was cancelled.
- E. The Board meeting scheduled for May 5, 2025 has been cancelled.
- F. Mr. Moyer 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. Mrs. Gunnet commented that a different boy scout troop will be assisting this year.
- G. Network Cabling Upgrade – Mrs. Gunnet advised that she had contacted the company that had been recommended at the previous meeting, Advance Telecom, regarding the option for fiber optics. Fiber optics were not recommended. She stated that she obtained quotes from Advance Telecom and TeleCom for both Cat 6 cabling and Cat 6A cabling. The quote from Advance Telecom for Cat 6 is in the amount of \$23,445.68 and the quote from TeleCom is in the amount of \$10,882.18. The quote from Advance Telecom for Cat 6A is in the amount of \$29,900.77 and the quote from TeleCom is in the amount of \$13,573.30. Mr. Allison advised that Cat 6A is not necessary as the Township does not transfer high volume of data nor would it provide additional longevity. There is a 20 year warranty on both types of cabling.

Mrs. Gunnet advised that only \$6,000 was budgeted in 2025. She stated that there are some other items that have come in under budget that the funds could be transferred from or it could be held until 2026. Mr. Saylor commented that costs always increase. He stated that he feels that it should be done now even if it is not budgeted.

On the motion of Stan Saylor seconded by Kim Moyer, the Board approved for TeleCom to upgrade the cabling to Cat 6 in the amount of \$10,882.18. Motion carried. Two votes yes.

- H. Replacement of DVR for the Freysville Park camera system – Mrs. Gunnet advised that the DVR system at the park is very slow and not user friendly. She stated that the police department sometimes needs extended amount of footage and to obtain large files from the system, it is necessary to call the company to do it and they charge a fee. Mrs. Gunnet advised that the camera system and software at the Township Office is much easier to use. It is managed by Advantage Security. She stated that she obtained a quote from them to replace the DVR at the park. The quote is in the amount of \$2,260. She noted that this is not in the budget. Mr. Saylor stated that the purpose of the camera system is to provide protection for the Township and to assist the police department. He

stated that he does not have an issue with replacing the DVR to help simplify the process. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved the replacement of the DVR at Freysville Park. Motion carried. Two votes yes.

- I. Resolution No. 2025R-04-01 – Authorize to dispose of old records – Mrs. Gunnet showed the Board a picture of the boxes that will be disposed of. She noted that the Police Department has removed all of their boxes. The records will be taken to the York County Solid Waste Authority for secure disposal. On the motion of Stan Saylor seconded by Kim Moyer, the Board approved Resolution No. 2025R-04-01 for the destruction of old records. Motion carried. Two votes yes.
- J. Proposed Zoning Ordinance amendment for accessory structures and lot coverage – Mr. Allison advised that the Board has received a draft copy of the amendment regarding changes for accessory structures and the increase in the percentage of lot coverage in multiple zones. He noted that with these changes, all previously approved amendments would be incorporated into the Zoning Ordinance to create a clean version.

Mr. Saylor questioned if the Planning Commission has reviewed the amendment. Mr. Allison advised that they have and were in favor of the changes. He stated that if the Board is in favor of the amendment, it will be sent to the York County Planning Commission for their review. He noted that the Township's representative is aware of this potential amendment. Mr. Saylor questioned if the Township must follow the recommendations of the YCPC. Mr. Allison advised that we do not as they are only a recommending body.

Mr. Allison reviewed the proposed changes, noting the proposed lot coverage in each zone. He stated that proposed changes for the accessory structure regulations would be consistent across all zones. He advised that there will no longer be a size limitation. Setbacks will be based on the size of the building and height limits will be based on the location of the structure to the property line.

Mr. Saylor complimented Mr. Allison on a job well done. It was asked if anyone present had any questions. Dan Hoerr, Patterson Avenue, commented that he now understands the effort that was put forth in creating the amendment.

On the motion of Kim Moyer seconded by Stan Saylor, the Board approved to send the amendment to the York County Planning Commission for review. Motion carried. Two votes yes.

12. Unfinished Business

- A. Public Comment Policy – Mr. Moyer requested that this be removed from the agenda.

13. Public Comment – Christine Emma, Patterson Avenue, stated that she enjoyed Chief Damon's report. She commented that it was transparent and inciteful. She thanked Mr. Allison and the Board for moving forward on the zoning amendment. She stated that she understands now that it took a lot of effort to put the information together and did not realize that in the beginning. She commented that she feels heard and seen as a resident.

Charlie Golden, Dietz Road, questioned if the reports that were accepted this evening are available for review on the website. Mrs. Gunnet stated that they are not. Attorney Dillinger advised that he could file a right-to-know request to view or receive copies as these are internal reports. He added that the agenda is posted online prior to the meeting so he would be aware of items that would be discussed at the meeting. Mr. Golden stated that he recently moved here from West Chester and meeting information had been linked on their website.

Dan Hoerr, Patterson Avenue, thanked the Board for their approval regarding the amendment to the zoning ordinance. He questioned the timing for the approval. Mr. Allison advised that it would be sent to the York County Planning Commission to be placed on their agenda. He stated that he does not know which month it will be heard. After that, it would be advertised for adoption at the next Board of Supervisors meeting. He estimated that it may take two to three months.

Mr. Hoerr questioned if he could have his plans reviewed prior to the adoption of the ordinance. Mr. Allison stated that he can do a cursory review.

Mr. Hoerr asked if there is an update regarding changes to the ATV Ordinance. Mr. Allison advised that Mr. Bartnik was to contact him to schedule a meeting to discuss possible changes. This has not occurred yet.

Andrew Nelson, East Prospect Road, asked how they would know when the amendment would be on the York County Planning Commission agenda. He was advised to check their website.

14. Supervisors Comments – Mr. Moyer asked Mr. Saylor if he had any comments.

Mr. Saylor commented that he hopes everyone had a nice Easter. He questioned if the owner of the property at the corner of Delta Road and Pleasant Grove Road has been notified of the issue with site distance due to the location of the trees on their property. He stated that he thought the property had recently sold. Mr. Allison advised that he has spoken with the current owner and they are aware of the situation. He stated that since it is a PennDOT road, the Township is limited. Mr. Moyer questioned if the State could trim them back. Mr. Allison advised that they have. Mr. Saylor stated that by not removing them, they are endangering the lives of other people. Mr. Trout advised that he can reach out to PennDOT to see if they would be willing to cut them back more.

Mr. Moyer thanked Mr. Trout for the tour of the pump stations today and also for fixing the pothole on his street.

15. On the motion of Kim Moyer seconded by Stan Saylor, the bills were approved. Motion carried. Two votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned at 7:26 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

April 21, 2025

Chief Tim Damon
Charlie Golden
Donna Golden
Mike Herring
Calvin Nelson
Andrew Nelson
Paula Nelson
Dan Hoerr
Christine Emma
Scott Gingrich

York County Regional Police Dept.
Dietz Road
Dietz Road
White Oak Road
3540 E. Prospect Road York PA
3550 E. Prospect Road York PA
3550 E. Prospect Road York PA
Patterson Avenue Windsor PA
Patterson Avenue Windsor PA
Alliance Fire & Rescue