

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

May 19, 2014

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairman Dean Heffner at 6:00 p.m.

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, John Klinedinst, 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 Jo Anna Shovlin seconded by Rodney Sechrist, the minutes from the April 21, 2014 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 on the counter in the rear of the room.
 - B. Mrs. Gunnet advised that she has received a letter from Habitat for Humanity that they will be holding "Blitz Week" for the home at 101 Schoolhouse Lane in Windsor Borough from May 20th to the 24th. The Board is invited to volunteer their time at the house. The Board has a copy of the letter.
 - C. Mrs. Gunnet advised that she has received the Audit Report for the Dallastown Volunteer Firefighters' Relief Association from the Auditor General's Office. The report covers the period of January 1, 2009 through December 31, 2011. There was one finding regarding inadequate investment records. They were not tracking the maturity dates or interest rates.
 - D. Mrs. Gunnet advised that she received correspondence from Comcast informing that they will be adding a new MultiLatino package. The letter is available for review.
5. Windsor Township Fire & Rescue Association - Eric Myers was present. He noted that the Windsor Township and York Township Associations will be voting on the new by-laws at their next meeting. Mrs. Gunnet confirmed that the Associations were not merging. Mr. Myers stated that this is correct. They will just be using one set of by-laws for uniformity.
 - A. Mr. Myers advised that the next Fire Chiefs meeting will be held on May 22nd at Yorkana Fire Company.
6. York Area Regional Police Department - Mrs. Gunnet advised that Chief Gross would be arriving later due to a conflict in meetings.
 - A. The Monthly Report for April is available for review.

7. Emergency Management:

- A. York County Special Needs Registry - Elmer Fromm advised that the Board has information regarding the Special Needs Registry. He noted that this is the same as the ECRIN program. The name has changed to make it more self explanatory. He stated that information is collected by the County and they disburse the information to the proper municipality. He advised that currently there are approximately 100 people registered in Windsor Township.
- B. Cape Horn Road radio tower - Mr. Fromm advised that he is no longer interested in pursuing the possibility of a repeater at this tower.
- C. Mr. Fromm advised that the Board has received a copy of the EMA staff meeting minutes. The next meeting will be held on May 21st.
- D. Mr. Fromm advised that the EMA Resource Manual must be updated every 6 to 12 months. He stated that he just recently updated it. He noted that the manual is not open for public review due to sensitive material.
- E. Mr. Fromm advised that he will be giving a presentation on the Special Needs Registry and various other topics at the Susquehanna Area Senior Center on June 13th at 9:00 a.m. He stated that he will be contacting the Red Lion Area Senior Center to see if he can give a presentation there as well.
- F. Mr. Fromm advised that the Red Cross has purchased a trailer that is equipped with wheelchairs and special cots. He noted that this will be helpful with assisting the handicapped in emergencies.
- G. Mr. Fromm advised that he recently attended a seminar on handguns which he felt was very informative. He stated that it was well attended and received. Mrs. Shovlin noted that she organized the seminar and there were 150 people present. Another seminar is scheduled for October 7th and she is planning to schedule another.
- H. Mrs. Shovlin questioned how Mr. Fromm is getting the information out to the public regarding the Special Needs program. Mr. Fromm advised that it is on the County's and Township's website. Mrs. Shovlin noted she could also add the information to Representative Saylor's website. She commented that she can also mail the information to all of the local senior centers. She added that she is hosting a Senior Expo in the fall and will be sure to include information regarding this program.

8. PLAN FOR DISCUSSION:

- A. **HOWARD/SNOOK PROPERTIES WEST and HOWARD/SNOOK PROPERTIES EAST - Discussion on roadway improvements** - Chris Schwab with Transportation Resource Group advised that he had been before the Windsor Township Planning Commission last week to discuss the comments from PennDOT regarding the roadway improvements for

the Howard/Snook subdivision plans. Mrs. Gunnet noted that the Board has received a copy of the draft response letter that TRG had prepared to PennDOT.

Mr. Schwab explained that the subdivision to the west of Freysville Road creates approximately 350 single family dwelling lots and the plan for east of Freysville Road creates approximately 50. He stated that PennDOT had several comments for roadway improvements and proceeded to address them with the Board.

Mr. Schwab advised that Country-By-Way will be integrated into the development and a new street will be aligned with Nina Drive. Although not required, a left turn lane is being proposed to turn onto Nina Drive. The typical lane length is 75'. They are proposing 50' due to the entrance to Locust Grove Elementary School.

Mr. Schwab stated that the second point on the letter from PennDOT regarding turning lanes on Freysville Road at East Prospect Road is incorrect because a traffic signal will be installed at this location. He noted there will be turning lanes installed on East Prospect Road but not on Freysville Road. Mr. Heffner stated that he would like to have turning lanes on Freysville Road as well. It was noted that two members of the Windsor Township Planning Commission made this recommendation. Mr. Schwab advised that this can be done but the additional cost will be taken from the required traffic impact fee for the developments.

Mr. Schwab advised that PennDOT is requiring a site plan of the entire properties and this will be provided.

One of PennDOT's comments was that Stonewood Road does not align with the proposed new street off Freysville Road. Mr. Schwab advised that it is not possible to align the streets due to the location of the property line. It does meet the minimum separation distance of 150'. He noted that there is 180' between the roads.

Mr. Schwab noted that the property has frontage on Mountain Road but no connection is proposed. He explained that the intersection of East Prospect and Mountain Roads does not have adequate site distance. Due to safety concerns, they do not want to add additional traffic in this location.

Mr. Schwab advised that PennDOT questioned the proposed undeveloped areas of the tracts and he noted that this is the location of the required open space.

Mr. Schwab stated that an approval letter from the Township is required to be sent to PennDOT.

On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved to send an approval letter to PennDOT with the requirement that turning lanes be installed on both the north and south sides of Freysville Road at East Prospect Road. Motion carried. Two votes yes. Mrs. Shovlin abstained from voting due to a conflict of interest with her employer.

9. PLAN FOR APPROVAL:

A. INTERNATIONAL ASSOC. OF MECHANISTS & AEROSPACE WORKERS - Final Subdivision Plan #428.4 by Site Design Concepts, 5 lots along Christensen and East Prospect Roads - No action was taken.

10. Crestview Acres - 204 Blue Jay Drive and 303 Robin Drive - Waiver of Section 611.1 of the Windsor Township Subdivision and Land Development Ordinance - John Runge with Gordon L. Brown & Associates advised that he is requesting a waiver of the Township's SALDO for the distance between mobile homes. Mr. Allison noted that the proposed setbacks comply with the regulations proposed in the rewrite of the SALDO that is underway. The Windsor Township Planning Commission has recommended approval of the waiver. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board granted the waiver for of Section 611.1 of the SALDO for separation distance for the mobile homes at 204 Blue Jay Drive and 303 Robin Drive. Motion carried. Three votes yes.**

11. York Area Regional Police Department - Chief Gross reviewed the 2013 Annual Report. He advised that of the 22,000 calls to 911, Windsor Township accounted for 19%. The budgeted amount was 23%. He provided a breakdown on the number of calls for different classifications, noting that Part 1 crimes slightly increased and Part 2 crimes decreased. He noted that there were 485 crimes in 2013 compared to 509 in 2012. He provided information on the number of accidents, arrests and traffic citations. He commented that items that they are seeing an increase in are suicide and drug overdoses. Chief Gross advised that the department is becoming more involved in domestic violence and are studying possible indicators. A copy of the full report is available for review.

Mrs. Shovlin questioned the line item on theft. Chief Gross explained that there is a difference between theft, burglary and robbery. He stated that a theft is a non confrontational crime such as shoplifting or a gas drive off. There were no other questions.

12. Solicitor: There was nothing to report.

13. Township Engineer - There was nothing to report.

14. Public Works:

A. Mr. Heffner advised that the Board has received the monthly report for May. Mrs. Shovlin questioned where Husson Road would be oil and chipped. Mr. Trout stated that it would be near the bridge.

B. Pave-In-Place and Oil & Chip Bid Results - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. Mr. Trout stated that the low bidder for the pave-in-place is Highway Materials. He noted that they work with Martin's Paving and have been used in the past.

The low bidder for the oil & chip is Hammaker East LTD. He stated that they have not been awarded the bid in the past. He noted that he requested their references and found that they have worked in Paradise Township, Springfield Township, Chanceford Township and several other local municipalities. All recommended their work.

On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the pave-in-place bid to Highway Materials and the oil & chip bid to Hammaker East LTD. Motion carried. Three votes yes.

- C. **Beaverson Pump Station Elimination - Revised Engineering Quote** - Mrs. Gunnet advised that the Board has received a copy of the revised cost estimate. It has been reduced and removes references to the Penn Oaks Pump Station in Springettsbury Township. She noted that she and Attorney Rausch met with Springettsbury Township and agreements are currently being worked on.
- D. **2013-2014 Winter Snow Removal Costs** - Mrs. Gunnet advised that the Board has a copy of a spreadsheet that she created to track the snow removal costs for this past winter. She stated that when the report was created, the Township was approximately \$53,000 over budget. However, there is another invoice for snow removal on the bills list for this evening so the actual amount is closer to \$57,000.
- E. **2014 Line Painting bid results** - Mrs. Gunnet advised that Dover Township was in charge of handling the bid paperwork this year. She stated that the **low bidder is D.E. Gemmill**. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the line painting bid to the low bidder. Motion carried. Three votes yes.
- F. Mr. Trout advised that the temporary traffic signal has been installed on Cape Horn Road at Skylight Drive.

15. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for April. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for April. There were no questions.
- C. Mrs. Gunnet advised that there was a great turnout for Community Volunteer Day on Saturday, April 26th. There were approximately 25 players from the Red Lion Football team in attendance. She thanked Maple Donuts, Metro Bank, Stauffer's of Kissel Hill and All Seasons Landscaping for their donations.
- D. **PennDEP 902 Grant - One man leaf loader** - Mrs. Gunnet advised that PennDEP has opened a grant for the purchase of recycling equipment or improvements to recycling programs. She noted that a few years ago the Township had been awarded a grant toward the

purchase of a one man leaf loader. She stated that the grant is funded 90% by the State and 10% by the Township. She questioned if the Board was interested in apply for a grant for the purchase of an additional leaf truck. The cost for a leaf loader is approximately \$175,000. It was the consensus of the Board to apply for the grant.

- E. Purchase of server - Mrs. Gunnet advised that she has received a quote from Quality for the replacement of the server. She stated that it is \$800 more than what was budgeted. She added that the purchase of the van and computers were under budget and they are included in the same budget account as the server so the line item will only be over budget by \$300. **It was consensus of the Board to purchase a new server from Quality.**
- F. Update - Use of Lower Windsor Township Ballfield - Mrs. Gunnet advised that Lower Windsor Township and Eastern York Recreation agreed to reduce the field rental to \$2,500. The pitcher's mound and bases have been installed.
- G. **Quote - Roof over Conference Room Door** - Mrs. Gunnet advised that the door at the conference room leaks. The door company has been on site several times to correct the issue but have had no success. She stated that she obtained a quote from Mark Dietz in the amount of \$2,560 to construct a roof similar to the one at the Tax Collector's Office at this entrance. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved the quote for the roof. Motion carried. Three votes yes.**
- H. **Resolution #2014R-05-01 - Act 44 of 2009** - Mrs. Gunnet advised that the Township is currently having an audit done of the non-uniform pension plan for 2011 through 2013. In the past because the Township uses PMRS as the pension administrator, it was not required that a Resolution be adopted to comply with Act 44 of 2009 which lists the procedure to be followed for the appointment of a pension administrator. The ruling has changed and a Resolution is now required. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved Resolution #2014R-05-01. Motion carried. Three votes yes.**
- I. Mrs. Gunnet advised that the Board has received a copy of the Engineering Transition Report for May.
- J. Extension of Site Improvement Agreement - Windsor Meadows - Mrs. Gunnet advised that a bond was posted for security for Windsor Meadows and a Site Improvement Agreement was approved. They have not completed the work and are requesting a one year extension. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board granted a one year extension of the Site Improvement Agreement for Windsor Meadows. Motion carried. Three votes yes.
- K. Mr. Heffner advised that an Executive Session would be held after the meeting to discuss contract negotiations and a personnel matter.

16. Unfinished Business:

- A. Panorama Hills Pump Station – Update - Mrs. Gunnet advised that they are still working on the issues with the wetlands. She noted that Abel is providing a report on the rock blasting since it was done as an allowance. To date, 24% of the pipe has been installed and 34% of the rock allowance has been used.
 - B. Proposed change to meeting schedule – June 2nd – Mrs. Gunnet stated that she is not aware of anything that would need to be addressed at this meeting. It was the consensus of the Board to cancel the June 2nd meeting.
 - C. Can-Am Police-Fire Games - July 13-20, 2014 - Mrs. Gunnet advised that she checked with several other municipalities to see if they will be donating a piece of equipment and an operator to assist at the Can-Am Police-Fire Games. She stated that some have already agreed to help. She stated that she will contact Barry Myers to see if he still needs help.
17. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. There was none.
18. Supervisors Comments – Mr. Heffner asked the Board if they had any questions. Neither Mrs. Shovlin nor Mr. Sechrist had any comments. Mr. Heffner did not either.
19. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
20. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 6:56 p.m. to discuss contract negotiations and a personnel matter.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

May 19, 2014

Vera Miller
Elmer Fromm
Paul Gross
John Runge
Phillip Brath
Chris Schwab
Eric Myers
Spencer Seaks
Chief Gross

50 Oak Drive Red Lion PA
Buchart-Horn, Inc.
Gordon L. Brown & Associates
ARRO Consulting
TRG
Windsor Township Fire & Rescue
951 Wise Avenue Red Lion PA
York Area Regional Police Department