

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

June 16, 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, Attorney Charles Rausch, 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 Dean Heffner, the minutes from the May 19, 2014 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 on the counter in the rear of the room.
  - B. Mrs. Gunnet advised that she has received a letter from the Pennsylvania Department of Environmental Protection providing an update on the Act 537 cost reimbursement. In November of 2013, the Township was 79th on the list. Due to giving priority to municipalities located in counties of the 6th, 7th and 8th classes, we have moved to 80th on the list.
5. Windsor Township Fire & Rescue Association - Chad Arnold was present. He noted that they have been working on the wording of the new by-laws. Gary Milbrand with York Township has been assisting them and when complete, a copy will be forwarded to Mrs. Gunnet for review

Mr. Arnold advised that when the County's computer system goes down, there is a program called Everbridge that goes into effect. A text or phone call is made to personnel and the station must be manned. Mrs. Gunnet stated that she sent registration information to Mr. Welty with the County regarding this and he questioned which agency it should apply to. She commented that she did not know how to respond. Mr. Arnold advised that he would look into this.

Mr. Arnold noted that they have cleaned up around the roof simulator as they anticipate starting training on it soon. Mrs. Gunnet questioned if the rubber roofing had been installed yet. Mr. Arnold stated that it has not.

- A. The next Fire Chiefs meeting will be held on June 26th at Felton Fire Company.
- B. Mr. Arnold advised that the new Association Secretary is Matt Shields from Dallastown.
- C. Mr. Fromm questioned who the Station 36 Chief is. Mr. Arnold stated that it has not been officially announced but he will see that the Township receives an updated directory once the position is filled.
- D. Mr. Fromm stated that he is aware that there was an issue with a fire dispatch in the Windsor Manor area and questioned what occurred. Mr. Arnold stated that it was dispatched as

Windsor Road and the address range put it in the vicinity of Cape Horn Road. Red Lion responded to the call and as the location was corrected, they were able to reroute and respond. Mr. Arnold noted that there are dispatching errors and explained the CAD system. Corporal Miller agreed that there are time delays with the system. Mrs. Shovlin advised that since we have a documented case, a letter should be written to the Board of Supervisors so that record can be made with the County.

Mrs. Gunnet noted that the fire was in the Windsor Acres trailer park and it was difficult to locate the property because the streets were not marked and the homes were not numbered. She added that a letter has been sent to the owner requesting that signage be installed. Mr. Arnold commented that they did not need to hook to the fire hydrant but since it is a private development, it is not flushed by Red Lion and he cannot be sure that it works.

6. York Area Regional Police Department - Corporal Miller was present. He presented Mrs. Shovlin with a solicitation request for a donation toward an AED. Mrs. Shovlin stated that since she serves on the Police Commission she recommended that a letter be presented to the Board so that they could consider making a donation. Corporal Miller explained that the AEDs are used in the police cars and are used from shift to shift. Each one costs approximately \$2,200. It was the consensus of the Board to place this request on the next agenda.

7. Emergency Management:

- A. **Resolution #2014R-06-01 - Adoption of Windsor Township Emergency Operations Plan dated June 16, 2014** - Mr. Fromm advised that updates have been made to the Windsor Township Emergency Operations Plan. He summarized the changes. He added that Appendix C deals with the two dams located in the Township. There are several other plans that are referenced within the Emergency Operations Plan which allows for them to be updated independently without requiring changes this plan. Once approved, the Plan will be registered with the County and distributed to other agencies on CD. **On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board approved Resolution #2014R-06-01. Motion carried. Two votes yes.**

- B. Mr. Fromm advised that he held a training session at the Susquehanna Senior Center. He stated that he provided the citizens with information on the Special Needs Registry program and emergency preparedness information from the Red Cross. A question and answer period was then held. He noted that they are looking to hold the same training at the Red Lion Senior Center.

Mrs. Shovlin advised that she sent information on the Special Needs Registry program to all the municipalities, senior centers, local libraries and also posted it on Representative Saylor's website.

- C. Mr. Fromm advised that the Board has received the minutes from the previous staff meeting and the next meeting will be held on June 18th.

- D. Mr. Fromm reported that one of his previous staff members, Clair Paules, recently suffered a major stroke. He added that his son, Steve, is currently on the staff. Mr. Paules is well known in the area for volunteering his time to emergency services. He asked that he be kept in everyone's prayers.

8. Solicitor:

- A. 406 Boyd Drive - Update - Attorney Rausch advised that the Sheriff's Deed has been received. A letter has been sent to the property owner giving them 30 days to vacate the property. Mrs. Gunnet advised that she has not had any contact with the owners. She stated that she was out on site this afternoon and the grass was mowed, a patio set was on the front porch and there are curtains in the windows.

Mrs. Gunnet advised that the County will not grant an exoneration because the property is not a municipal use. She stated that she spoke to Terry Robinson with the Red Lion Area School District and he is checking to see if they are able to exonerate the school taxes. The County taxes at face are \$871 and the school taxes at face are \$4,317. Attorney Rausch commented that since the property was purchased at a Sherriff Sale, the taxes may be waived and he will check into this.

Mr. Trout questioned what happens after the 30 days to vacate expires and they have not left the property. Attorney Rausch advised that the next step would be to take action of ejectment. Mr. Trout commented that the people living there could be renters. It was agreed that the notice would also be posted on the property.

- B. Attorney Rausch advised that he has received information for the Beaverson Pump Station elimination that he needed and he will now draft an Agreement.

9. Township Engineer - There was nothing to report.

10. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for June. There were no questions on the report. Mr. Heffner commented that on the last report it was noted that there would be road improvements on Ruppert Road. Mr. Trout stated that it would take place near the bank and at the Kendale Road end.
- B. Purchase of wheel loader - Mr. Heffner advised that this would be tabled until all three Board members are present. Mr. Trout noted that it will take approximately 90 days to receive once ordered. Mr. Heffner asked if different companies were looked at. Mr. Trout stated that he looked at companies that have parts readily available.
- C. **I-83, Exit 18 - Resolution #2014R-06-02 - Authorization for Chairman to sign documents related to utility relocation** - Mrs. Gunnet advised that the Longstown Interceptor is affected by the I-83, Exit 18 road improvements. It will need to be adjusted vertically. The cost for the

adjustments will be split with PennDOT paying for 90% and the Township paying 10%. Mrs. Shovlin advised that she sits on numerous transportation committees, including this one but does not have any financial interests or voting power. She asked Attorney Rausch if it would be a conflict of interest to vote on this. Attorney Rausch advised that he does not feel that she has a conflict of interest. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Resolution. Motion carried. Two votes yes.**

- D. Alternatives for collection of delinquent sewer invoices - Mrs. Gunnet advised that she has been in contact with York Water Company and Red Lion Municipal Authority regarding water shutoffs for delinquent sewer bills as an alternative to filing a lien. She explained that York Water Company will send all the necessary mailings and post the property. The cost is \$15 per letter or trip. Red Lion Municipal Authority will not send letters or post the property. She noted that this would require the Township staff to do the posting and a fee should be established. Of the last two quarters, there were 86 properties that liens were filed against that are serviced by Red Lion.

Mrs. Shovlin questioned the frequency of the shutoffs. She commented that Red Lion does shut off monthly for nonpayment of the water bill. Mrs. Gunnet advised that we currently work on a quarterly basis. It was the consensus of the Board to pursue this option and to charge the same fees as York Water Company for the properties served by Red Lion Municipal Authority. It was noted that a lien will continue to be filed against any property that does not have public water.

#### 11. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for May. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for May. There were no questions.
- C. Continuation of Building Permit Extension fees - Mrs. Allison advised that the Township currently charges a fee to extend a Building Permit. The fee was based on Act 67 and is 25% of the original permit fee. The timeframe addressed by the Act has now expired. He questioned if the Board is interested in establishing an extension fee. The fee schedule will need to be revised. **It was the consensus of the Board to charge an extension fee in the amount of 25% of the original permit fee.**
- D. **2014-2015 Junk Yard Licenses** - Mr. Allison advised that he has inspected all three junk yards in the Township; JKLM Corporation, Red Lion Salvage and TC Auto Salvage. He reported that Red Lion Salvage does store tires on site but they are removed weekly. TC Auto Salvage does have some mowing to complete. He recommended that licenses be issued to all three. **On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Board issued Junk Yard Licenses to JKLM Corporation, Red Lion Salvage and TC Auto Salvage. Motion carried. Two votes yes.**

Mr. Heffner questioned what is happening at the old Bahn's Mill on Craley Road. Mr. Allison advised that he has been in contact with PennDEP but he needs to follow up again. The owner moves items in and out of the Township.

- E. Mr. Heffner advised that the Board has received the Dog Officer's Report for April. A copy is available for review. Mr. Heffner commented that the amount seems high. Mrs. Gunnet acknowledged that this month was higher. However, since the beginning of the year, the Township is still saving money by paying per call rather than a flat monthly rate.
- F. Possible amendment - Personnel Policy - Mrs. Gunnet explained that in 2007, the personnel policy was amended to decrease the number of sick days for new hires from 10 to 5. The policy was also amended at the same time to require a doctor's excuse after 4 sick days are used at any point in a calendar year. Due to these changes, the number of sick days used by the employees has decreased. She advised that the Township's short term disability policy only pays \$150 per week. She commented that the 4 current employees that were affected by the decrease in sick days are not able to accrue time and rather than increasing the premium for the short term disability policy, she requested that the sick days be increased back to 10. The Board agreed with this change.

Mrs. Gunnet advised that another section of the personnel policy deals with payment for unused sick days at retirement. The maximum payout is \$5,000. She commented that the amount has not been increased since 1993 and questioned if the Board would be interested in increasing the amount. After discussion, the Board decided to table this topic.

- G. Extension of Site Improvement Agreement - Templeton Land Development - Mrs. Gunnet advised that when security was posted, it was done in the form of a bond. The Site Improvement Agreement has expired and they are requesting a one year extension to complete the work. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved a one year extension of the Site Improvement Agreement. Motion carried. Two votes yes.
- H. Mrs. Gunnet advised that the Board has received a copy of the Engineering Transition Report for June.
- I. Yorkana ballfield - Update - Mrs. Gunnet advised that Mrs. Shovlin had followed through with contacting Spectra Energy regarding the work that needs to be completed to make the Yorkana ballfield playable. She stated that she has received an email from Representative Saylor's office confirming that Spectra Energy and Modern Landfill will be completing the improvements.
- J. WARC - Van - Mrs. Gunnet advised that the Township paid \$347 annually to insure the 2002 Caravan. Mr. Shaffer checked into the cost to insure it under WARC's policy and it will cost \$672. They are requesting to keep the van in Windsor Township's name and continue to use it as they do now. She noted that if he would get into an accident, it could affect the Township's premium. Mr. Heffner stated that WARC should be responsible for the maintenance. Mrs. Gunnet noted that they are reimbursing the Township for gasoline. Mrs. Shovlin advised that

she feels it should be separate from the Township so that there is no misunderstanding on the responsibilities. She suggested paying the difference between the Township's and WARC's premium. **This would allow an opportunity for them to budget for future years. It was the consensus of the Board to transfer the 2002 Caravan to WARC and pay the additional premium amount for this year.**

- K. **Audit finding - Update** - Mrs. Gunnet advised that a meeting had been held with Representative Saylor and Auditor General Eugene DePasquale regarding the results of the Audit for the State Liquid Fuels Fund. They recommended appealing the finding and agreed to support the Township. She stated that she contacted Kristen Sims with PennDOT and there is not an appeal process. However since the Township pays for road improvements from the General Fund, she did an audit of those expenditures. Mrs. Gunnet advised that she provided her with the bids for the 2011 and 2012 Oil and Chip projects. Based on the use of the funds, she has agreed to withdraw the finding. An official letter will be mailed shortly.

12. Unfinished Business:

- A. Panorama Hills Pump Station – Update & Security reduction #1 - Mrs. Gunnet advised that there are going to be some change orders for the project. There was a structural issue with the design of the pump station and they are estimating the change to cost approximately \$10,500. Additional right-of-way will be needed across the Warner, Sterner and Grace Baptist Church properties. The new wetland delineation was also an addition. York Township is now requiring petro mat on Belle Road. She reported that the York County Conservation District wants the access drive off Cape Horn Road infiltrated so they are proposing to relocate the odor control station access off Ruppert Road.

Mr. Heffner questioned the status of the rock allocation. Mr. Trout advised that they are not hitting rock as frequently. Mrs. Gunnet added that due to the wetland issue, work will likely have to cease until new permitting is obtained. They are anticipating receiving the permit in mid to late July. Work at the pump station will be able to continue.

Mrs. Gunnet advised that Abel Construction is requesting a security reduction for the work already completed. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the security reduction in the amount of \$1,332,678.11. Motion carried. Two votes yes.**

Attorney Rausch advised that there is no update on the Dobrinoff property.

- B. Summer meeting schedule – Mr. Heffner advised that a meeting will only be held on the third Monday for the months of July, August and September. Mrs. Gunnet advised that it had been advertised this way at the beginning of the year.

13. 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.

14. Supervisors Comments – Mr. Heffner asked Mrs. Shovlin if she had any questions. She advised that she would like to enter into an Executive Session to discuss contract negotiations.

Mr. Heffner did not have any comments.

15. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.

16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:25 p.m. to discuss contract negotiations.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

June 16, 2014

Vera Miller  
Elmer Fromm  
Mike Knouse  
Chad Arnold  
Corporal Miller

50 Oak Drive Red Lion PA  
ARRO Consulting  
Felton Fire Company  
York Area Regional Police Department