

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

October 20, 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 September 15, 2014 and October 7, 2014 meetings 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 information from the York County Solid Waste and Refuse Authority. They are requesting that the Township approve an amendment to Section 7 of the February 5, 2007 agreement. She explained that the agreement dealt with how improvements would be made to their property and how it would be financed. She noted that the projects were never started but they are planning upgrades now. Mrs. Shovlin questioned if the amendment lists a length of time or date. Mrs. Gunnet stated that it did not. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the amendment. Motion carried. Three votes yes.**
  - C. Mrs. Gunnet advised that she has received a letter from the Susquehanna Senior Center thanking the Township for the donation.
5. Windsor Township Fire & Rescue Association - Eric Myers was present.
  - A. Mr. Myers advised that the adoption of the joint by-laws between the York Township and Windsor Township associations has been put on hold. Mrs. Gunnet explained that York Township has a Resolution that created the position of a Fire Chief that oversees the companies within the Township and more research is needed to determine how this would affect the joint by-laws.
  - B. Mr. Heffner advised that the next Fire Chief's meeting will be held on October 23rd at Dallastown.
6. York Area Regional Police Department - Sergeant Peter Montgomery was present. He advised that he did not have anything to report.
  - A. The August and September reports are available for review.
7. Resolution #2014R-10-01 - Technical Sergeant Daniel L. Zerbe Memorial Bridge - The family was not present at this time. Mrs. Gunnet stated that she had spoken with them and they had intended to attend. She asked this be addressed later in the meeting.

8. **LAUREL VISTA, PHASES 2 & 3 - Sketch Plan** - Josh George with Site Design Concepts advised that the Laurel Vistas development had been approved as a Cluster Overlay. Due to the economy, the Board approved a request from the developer to remove the age restriction for Phase I. He stated that Keystone Custom Homes is pursuing the feasibility to purchase the remainder of the development. He stated that they have met with the Windsor Township Planning Commission and staff to review some proposals and they are looking for input from the Board this evening as to whether they feel favorably on some items. Mrs. Gunnet advised that because they have not submitted a plan, the Board will not be making any motions.

Mr. George advised that the original development was approved for 170 lots. With their proposal, they would be eliminating 88 lots. Between Phases 2 and 3, 13 new lots would be created. There would be 4 large lots and 9 additional lots on Gardenia Drive. Additional open space would be added with this plan. He showed the Board a sketch with the proposed changes.

Mr. George explained that Azalea Drive was to continue across the intersection with John Norris Boulevard. They are proposing to eliminate that portion of the street. By doing this, the curve of the street will not meet the requirements of the Subdivision and Land Development Ordinance. Mr. Trout advised that he did not feel that this would cause an issue. It was noted that a snow easement area will be needed.

As a result of the removal of the Azalea Drive extension, Gardenia Drive would become a permanent cul-de-sac. Mr. George requested that they consider accepting a reduced right-of-way on the cul-de-sac. The SALDO requires 75' and they are proposing 61'. The pavement diameter would be met. He noted that it does fall behind the sidewalks. The Board did not take issue with the reduction.

Mr. George advised that the regulations under the Cluster Overlay required 25% minimum open space and the plan was approved this way. With the reduction in the number of lots, there will be less lots to pay into the Homeowner's Association for the upkeep of the open space. He stated that they have a proposal that reduces the amount of open space. The 25% requirement equates to approximately 16 acres. They can comply with this but they also have a scenario which reduces it to approximately 11 acres. Mrs. Gunnet stated that the Planning Commission had questioned a section of open space that is not connected to the balance. Mr. Allison added that the location of the open space area is going to depend on the contours of the site and he recommended that the Board only address the percentage of open space they are requiring. Mrs. Shovlin questioned if there are stormwater basins in the development. Mr. George stated that there are but with the proposed changes, the amount of impervious area will be decreased and 2 ponds will be able to be eliminated. It was the consensus of the Board that they were acceptable to reducing the open space to less than 25%.

Mr. George advised that under the current Zoning Ordinance, there is a limit of 10 lots to be created off a cul-de-sac. They are proposing 15 lots. Mr. Allison noted that the maximum length of a cul-de-sac is 500'. Because Gardenia Drive was to be a thru street, 700 lineal feet was installed ending in a temporary cul-de-sac. He stated that there is an additional 200' to account for the requested number of lots. Mr. Heffner questioned how this would affect snow removal. Mr. Trout advised that they had discussed this issue and they are agreeable to having a snow easement area.

Mr. George stated that they are also requesting that the age restriction be removed for the remainder of the development. He stated that they will work through any of the Homeowner's Association documents that may address this requirement. The Board was in agreement.

9. **Benjamin & Mandy Waltmyer - 130 Meadow Road - Waiver of installation of access port** - The Board has received information from the Waltmyers. Mr. Heffner questioned how far below grade the cleanout is located. Mr. Waltmyer advised that it is approximately 6' below grade but is located at the edge of a hill. Mr. Allison added that the cleanout is approximately 12' above the drain field. Mr. Waltmyer stated that he is concerned about the integrity of the embankment if it is disturbed. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted an exemption from the OLDS Ordinance for the installation of an access port for Benjamin & Mandy Waltmyer at 130 Meadow Road. Motion carried. Three votes yes.**
10. June Lloyd - Kaltreider-Benfer Library - 2015 Funding - Ms. Lloyd provided the Board with a handout detailing information on the library's programs and other statistics. She noted that 45% of Windsor Township residents have a library card. She commented that the library offers programs for all ages and there are also public computers available for use. She thanked the Board for their continued support.
11. Ted Hake - York Regional Emergency Medical Services - 2015 Funding - Mr. Hake requested that the Board consider a 4% increase to the York Regional Emergency Medical Services. He advised that they have had a 20% increase in their workers compensation insurance and a 25% increase for their health insurance plan. He noted that the last increase was in 2010, when the Township gave them a 1.5% annual increase. He commented that there had been a time in which Windsor Township was donating more than other municipalities and he feels that with increases they have caught up. Mr. Hake provided the Board with a copy of their proposed budget.

Mr. Hake advised that the company provides 24 hour paramedic services, with an additional paramedic service that operates Monday through Friday, 6:00 a.m. to 6:00 p.m. In 2013, the department responded to 663 calls in Windsor Township which represents 16% of their volume. Based on a survey, they have 92% patient satisfaction.

Mr. Sechrist questioned if they have volunteers. Mr. Hake stated that they have 15 full time employees, 20 part time employees and 5 consistent volunteers that can fill in.

Mrs. Shovlin asked if York Township had agreed to a 3% increase. Mr. Hake stated that they have and he had received confirmation from them last week.

12. Emergency Management:

- A. Mr. Fromm advised that the Board has received the second and third quarter reports.
- B. Mr. Fromm advised that the Board has received minutes from his staff meeting on September 24th. The next meeting will be held on October 22nd.

- C. Mr. Fromm advised that he will be taking a tour of the Public Works Building as this is the backup location for the Emergency Operations Center.
- D. Mr. Fromm noted that as part of Fire Prevention week, he had a stand set up in conjunction with the fire companies at Windsor Commons Shopping Center on October 4th. He commented that he had 3 staff members there to assist him. He stated that he also attended an event at the Yorkana Fire Company.
- E. Mr. Fromm advised that the House of Representatives through Representative Saylor's Office recognized Clair Paules, one of his former staff members who had passed away, for his volunteerism with emergency services. He stated that it was a very nice ceremony.
- F. Mr. Fromm advised that he received a notice from the County that the NIMS paperwork needed to be updated. He stated that he has completed the report and submitted it to the County.

13. Solicitor:

- A. 406 Boyd Drive - Update - Mrs. Gunnet advised that she had been notified by a neighbor of the property that they saw someone with a crow bar trying to break into the house. She stated that she, Mr. Trout and Mr. Heffner went to the house and found that the lock was changed on the door into the garage. There was also a sticker from the maintenance company for the former mortgage company posted. Attorney Rausch has sent them information and the deed showing that the Township now owns the property. She commented that perhaps the mortgage company will pay the delinquent balance and legal fees and reclaim the property.

14. Township Engineer:

- A. GIS Update - Mr. Klinedinst advised that the GIS Site is live. The Township has the login information to view the site. The fire hydrant, bridge and subdivision layers are completed. A good amount of sewer information including the pump stations, valves and mains are also uploaded. Currently they are working on sign inventory and are making good progress. He showed the Board a sample barcode that is being used to mark the signs.
- B. Windsor Borough correspondence - Mr. Klinedinst advised that the Walnut Creek subdivision plan is located in Windsor Borough. The Township had been involved due to the transportation impacts but he feels that there are other items that the Township should be involved in. He recommended that a letter be sent to the Windsor Borough Council requesting that the Township be included in any discussions regarding this proposed development. The Board agreed and Mrs. Gunnet will send a letter. There was discussion on the existing sewer lines for this development and the possibility of eliminating the Windsor Manor Pump Station.
- C. **Cranberry Lane/Dietz Road Sewer Extension - Update** - Mr. Klinedinst advised that the Act 537 showed the limits of the extension area. He commented that when they had their walk through, it was determined that the high point shown on the plans was not accurate. He stated that the line could be extended as far as 941 Dietz Road, which is in the location of a shared driveway. The Act

537 Plan only showed it being extended to 870 Dietz Road. He questioned if the Board would want to consider adding an alternate to the bid to include this additional area. He added that if the Board did not want to do the extension on Dietz Road, they would have to obtain approval by PennDEP. Mr. Klinedinst noted that letters updating the property owners were sent to those on Cranberry Lane and will be sent to the owners on Dietz Road based on the Board's decision.

After discussion, it was determined that the bid would be prepared with two alternates. The base bid would be for Cranberry Lane. Alternate #1 would include Dietz Road from Cranberry Lane to 870 Dietz Road. Alternate #2 would include from 870 Dietz Road to the last property on Dietz Road that could connect with gravity flow.

15. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for October. There were no questions.
- B. **Contracted Snow Plow Bid results** - Mrs. Gunnet advised that the bid results are attached to the Board's agenda. She stated that last year Jackie Trout and All Season Lawn & Landscape each provided a truck. However, the bid calls for two large trucks and Jackie Trout's bid only provides for one. She stated that the Township could still use him for services since he did submit a bid. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board awarded the snow plow bid to All Seasons Lawn & Landscape. Motion carried. Three votes yes.**
- C. **Right-of-way agreement with Red Lion Area School District** - Mr. Trout advised that he is requesting approval to pursue an easement across the school district's property where it meets the end of Chapelwood Drive to obtain access to the new Panorama Hills sewer line. He noted that he met with Jeff Bryan, the building and grounds supervisor for the district, and he has no issues with granting this easement. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved for C.S. Davidson to perform the survey and prepare the right-of-way exhibit. Motion carried. Three votes yes.**
- D. **Elimination of Beaverson Pump Station - Update & Tapping fee calculation review** - Mrs. Gunnet advised that an archaeological study has been done and artifacts predating Camp Security have been found. A report will be sent to the PA Historical Commission for review.

Mrs. Gunnet advised that C.S. Davidson calculated the projected tapping fee and found that the flat rate that Springettsbury Township is charging is approximately \$18,000 more than their calculations. Mr. Klinedinst advised that the figures are based only on assumptions and it could differ. He stated that he does not feel that the amount is worth negotiating with Springettsbury Township. Mr. Heffner commented that the Township will be saving money in the end with the elimination of the station.

- E. **Water termination - Minimum amount for termination** - Mrs. Gunnet questioned if the Board would consider setting a minimum amount to receive a letter for water termination. She noted that

some pay the bill late but do not pay the penalty amount so they carry a balance of \$1.05. She suggested a minimum of one full quarter of \$105. The Board agreed.

- F. **Wise Avenue sewer extension - Time extension amendment to Community Block Grant Agreement** - Mrs. Gunnet advised that the work was scheduled to begin last week but had not. Mr. Trout will follow up for status. She stated that the County is suggesting that the Township request a time extension for the Community Development Block Grant until June 30, 2015 to ensure completion by that date due to starting the project at this time of the year. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board requested the time extension until June 30, 2015. Motion carried. Three votes yes.**

16. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for September. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for September. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer report for July, August and September. Copies are available for review.
- D. Mrs. Gunnet advised that the Board has received a copy of the proposed 2015 Contract with Allegiant Animal Care. She stated that they are proposing to provide additional services. They would like to respond to injured, sick, and distressed cats, removal of dead animals and cat issues with Township permission. It was noted that PennDOT and the Game Commission provide services at no charge for the removal of dead animals.

Mrs. Shovlin question if any other municipalities have accepted the new services. Mrs. Gunnet advised that York Township accepted the contract as written. Mrs. Shovlin asked if there has been an increase in feral cats. Mrs. Gunnet advised that there has been. Mr. Sechrist stated that the issue with using cages is that you can capture other animals. Mrs. Shovlin agreed that it could become quite costly. Mr. Heffner stated that he does not see an issue with responding to cats if approved by the Board on case by case basis. **It was the consensus of the Board for the contract to not provide for services on sick cats or removal of dead animals but allow for response to cat issues if approved by the Board.**

- E. S.P.C.A. of York County - 2015 Contract - Mrs. Gunnet advised that the 2015 contract is in the amount of \$8,752 which is based on a rate of \$.50 per person based on the 2010 census. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the 2015 contract with the S.P.C.A. of York County. Motion carried. Three votes yes.**
- F. The Board has received the Transitional Report for September. There were no comments.

- G. New telephone system - Mrs. Gunnet advised that the new telephone system has been installed. It is very similar to the previous system and is operating fine.
- H. National Incident Management System (NIMS) certifications - Mrs. Gunnet advised that she read in a Township News magazine that at least one Board member must be certified in order for the Township to receive funds from FEMA. It was the consensus of the Board for Mr. Heffner to obtain his certification.
- I. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss contract negotiations.

17. Unfinished Business:

- A. Panorama Hills Pump Station – Update & Security Reduction #2 - \$1,855,083.04 - Mrs. Gunnet advised that the bog turtle clearance letter has been received and forwarded to PennDEP and they are awaiting a response.

**On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board approved Security Reduction #2 in the amount of \$1,855,083.04. Motion carried. Three votes yes.**

- B. Proposed change to meeting schedule – It was the consensus of the Board to cancel the regular meeting scheduled for November 3rd. The proposed 2015 Budget meeting will be held on that date at 6:00 p.m.

18. **Resolution #2014R-10-01 - Technical Sergeant Daniel L. Zerbe Memorial Bridge** - The family was not present. Mrs. Gunnet explained that the bridge on Riddle Road closest to Rt. 124 will be named in honor of Technical Sergeant Daniel L. Zerbe who lost his life while serving in Afghanistan. She read the Resolution aloud. She advised that dedication signs will be installed on both sides of the bridge. She noted that a ceremony with the family will be held on Saturday, November 1st at 10:00 a.m. at which time the signs will be revealed. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved Resolution #2014R-10-01. Motion carried. Three votes yes.

19. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Elmer Fromm advised that he missed an item that he wanted to report to the Board. He stated that there had been a mass casualty call for an incident at Larry J. Macaluso Elementary School. It was thought that a child had become sick from the fertilizer used on the fields. Several other children then became sick. It was determined that those children were only affected after viewing the first child becoming sick. He noted that it turned out to not be an issue. However, emergency personnel responded and it turned out to be a good exercise.

20. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Neither Mrs. Shovlin nor Mr. Sechrist have any comments.

Mr. Heffner did not have any comments.

21. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Three votes yes.
22. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:29 p.m. to discuss contract negotiations.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary



CITIZENS PRESENT

October 20, 2014

Vera Miller  
Sergeant Peter Montgomery  
Ted Hake  
Elmer Fromm  
June Lloyd  
Joshua George  
Marlin L. Bupp  
Philip & Marci Holloway  
Scott Seaks  
John & Lynn Cheeseman  
Ben & Mandy Waltmyer  
Jeff Rutt

York Area Regional Police Department  
York Regional Emergency Medical Services  
50 Oak Drive Red Lion PA  
Kaltreider Benfer Library  
Site Design Concepts, Inc.  
1680 Freysville Road York PA  
80 Chapelwood Drive York PA  
951 Wise Avenue Red Lion PA  
910 Cranberry Lane York PA  
130 Meadow Road York PA  
227 Granite Run Drive Lancaster PA