

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
November 17, 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, Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. Mr. Heffner commented that the Board is honored to have Boy Scout Troop #155 present this evening. The Scouts presented the flags and then led the audience in reciting the Pledge of Allegiance.
3. On the motion of Jo Anna Shovlin seconded by Dean Heffner, the minutes from the October 20, 2014 and November 3, 2014 meetings 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 notification from Comcast that there will be service changes for the National Geographic and Univision Desportes Network channels.
  - C. Mrs. Gunnet advised that she has received a letter from the York County Planning Commission notifying the Township that there is a vacancy for Region 2 which includes the Township. She asked the Board to let her know if they had anyone that they would like to nominate for the position.
  - D. Mrs. Gunnet advised that she has received a copy of the audit for the Volunteer Firefighter's Relief Association of Leo Independent Fire Engine Company No. 1 from the Auditor General. The audit covers the period of January 1, 2011 to December 31, 2013. Mrs. Gunnet explained that one of the findings was a carryover from their previous audit. They were not able to provide an accurate equipment roster. They had informed the Auditor General previously that they would come into compliance but have not done so. There was also one observation which dealt with the association not receiving copies of cancelled checks.

Mrs. Gunnet explained that the Township has not disbursed the relief association funds from the State. She noted that it is up to the Township as to how the funds are distributed. It was decided that the funds would not be held this year but a letter would be sent to the Association with a copy to the Auditor General expressing that they must come into compliance or future funding will not be given.

Bill Berger, Relief Association President and Tim Mooney were present. Mr. Berger advised that this issue will be rectified within six months. Mrs. Shovlin sternly informed the representatives that it is very important that they follow proper procedures and abide by rules especially when dealing with funds received from the State.

It was agreed that the Association would be given six months to come into compliance and then if the items were not satisfied, a letter would be sent to the Auditor General.

- E. Mrs. Gunnet advised that the Township has received a letter from Anne Norris requesting exemption from the OLDS Ordinance for her property located at **2990 Windsor Road**. The letter stated that the house has been vacant for eight years and she does not know where the septic system is located. She had contacted several septic services but they will not perform the work since she does not know where it is. Mr. Allison recommended denial of the request. He stated that there are other options available to locate the system. He added that he does not feel that this is the type of circumstance that warrants an exemption. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the exemption request was denied. Motion carried. Two votes yes.**
5. Windsor Township Fire & Rescue Association - Chad Arnold was present.
- A. Mr. Arnold advised that the next Fire Chief's meeting will be held on Thursday, December 4th at 7:00 p.m. at Yoe Fire Company. He explained that due to the holidays they are combining the November and December meetings.
- B. Mr. Arnold advised that York Township is working on a resolution to proceed with the joint by-laws.
- C. Mr. Arnold advised that they are closing up the roof simulator for the winter.
6. York Area Regional Police Department - Corporal Daniel Miller was present. There were no questions for him.
- A. Corporal Miller advised that he has questions regarding the Burning Ordinance and would like clarification. He stated that he has an issue determining what constitutes cooking. He noted that he recently responded to a call regarding burning but felt it was mostly due to a neighbor dispute. Mr. Allison advised that the exemption section only pertains to the time the burn is permitted. The setbacks always apply. Corporal Miller requested setting up a meeting to discuss alternatives. The Board agreed to have Mr. Allison meet with him.
7. Mike Wurzbacher - Improper wood stove burning - Mr. Wurzbacher provided information packets to the Board. He explained that many people do not burn their woodstoves properly and feels there should be regulations. He advised that Allegheny County has had regulations for over 100 years. He noted that he teaches a class through WARC on proper burning and explained the process and design of woodstoves. He commented that the website woodheat.org provides valuable information on how to burn as well. Mr. Wurzbacher advised that he feels all woodstoves should be installed by a certified installer and the stove and chimney should be inspected.

Mr. Allison advised that the Township does not know which homes have woodstoves. He stated that the Township only issues permits if a new opening in the wall is being created. If there is an existing flue then a permit is not required. He stated that he reviewed the information from Allegheny County. They have a population of 1.2 million people and have 45 people on their health department staff. He stated that he does not know how the Township could track and enforce these types of regulations. Mr. Wurzbacher suggested putting an article in the newsletter asking people to register their stove with the Township. Mrs. Shovlin commented that she does not believe people will respond. Mr. Arnold

commented that it is hard enough to have people install smoke detectors in their home. He estimated that there may be 10 to 15 chimney fires in the Township each year.

Mr. Wurzbacher stated that he does not want people to be penalized but wants to preserve the air quality. Mr. Heffner commented that the Board would consider placing an article in the newsletter or on the website. Mr. Allison suggested contacting the County so see if there is something they can do at that level.

8. Emergency Management:

A. Mr. Fromm advised that the Board has received minutes from his staff meeting on October 22nd.

B. Mr. Fromm advised that his next staff meeting will be on November 19th and he will be taking a tour of the Public Works Building as this is the backup location for the Emergency Operations Center.

C. Mr. Fromm stated that at a previous meeting Mr. Heffner had questioned if there was an evacuation plan for the Township. Mr. Fromm stated that the County does not have a plan. The Township would have to work with the police, fire and emergency management departments to establish a plan. He stated that he will work on this.

D. Mr. Fromm advised that the South Central Task force will be working on a plan on how to convert Route 83 to one way in the event of an emergency.

E. Mr. Fromm advised that the Red Lion Area School District has been designated as a Point of Dispensing (POD) host.

F. Mr. Fromm advised that the Township needs to adopt a Disaster Debris Management Plan. He noted that he spoke with the County and it is acceptable to adopt the County's Plan to satisfy the requirement. He added that he does want to work with the Township staff to come up with some guidelines. Mrs. Shovlin questioned if it must be adopted by Ordinance. Mr. Fromm stated that it is a policy.

9. KARL R. & LORI L. LINDE - Final Subdivision Plan #4N-3-16 by Douglas E. Crawford, PLS for 2 lots along Freysville Road - Mr. Allison advised that the plan will be tabled.

10. Proposed 2015 Budget - Open for inspection & Adoption scheduled for December 15, 2014 - Mrs. Gunnet advised that the proposed 2015 budget is open for inspection. It is scheduled for adoption on December 15, 2014. She advised that the real estate millage rate will remain at .6. The reserve funds will be dipped into. She noted that fire, police and ambulance services account for 55.9% of the budget. The millage rate for the fire hydrant tax will remain at .1. The sewer billing rate will remain unchanged at \$105 per quarter. This will be the fourth year of the pump station rehabilitation plan. The Panorama Hills pump station upgrade will be completed in 2015 as well as the Cranberry Lane sewer extension.

11. Solicitor: There was nothing to report.

12. Township Engineer: There was nothing to report.

13. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for November. There were no questions.
- B. **Wise Avenue sewer extension update** - Mrs. Gunnet advised that the contractor has moved pipe and equipment on site but had not broken ground yet. Mr. Trout added that they had an issue with receiving the type of manhole that was ordered.
- C. **Freysville Road properties - sewer connection** - Mrs. Gunnet advised that both of the properties on Freysville Road near Manor Road that were required to connect to public sewer have been connected.
- D. **Purchase of snow plow - Sewer** - Mr. Trout advised that the purchase of a snow plow is proposed in the 2015 budget. He requested approval to order the plow now but make payment in 2015. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase. Motion carried. Two votes yes.**
- E. **Cranberry Lane/Dietz Road - Project Status Report #1** - Mrs. Gunnet advised that the Board has received a copy of the report. There were no questions.
- F. **Sewer Maintenance Bid - Sewer Specialty Services** - Mrs. Gunnet advised that the deadline for the work was scheduled for December 1st but it will not be completed. They are requesting an extension until January 31, 2015. It was the consensus of the Board to grant the time extension.

14. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for October. A copy is available for review.
- B. Mr. Heffner advised that the Board has received the Manager's Report for October. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer report for October. A copy is available for review.
- D. Dedication of Daniel L. Zerbe Memorial Bridge - April 11, 2015 at 1:00 p.m. - Mrs. Gunnet advised that the dedication of the bridge was to take place on November 1st but due to an illness in the family the date needed to be changed. The dedication has been postponed until April 11, 2015 at 1:00 p.m.

- E. Electronics Recycling Event - Update - Mrs. Gunnet advised that the Boy Scout Troop present this evening assisted with the electronics collection. The amount collected was in excess of 30 skids.

The Board thanked the scouts for their assistance and as a sign of appreciation, they pledged the funds received to them.

- F. Extension of Site Improvement Agreements - Taylor Estates, Phase I; Taylor Estates, Phase II, Section A; & Taylor Estates, Phase II, Section B - Mrs. Gunnet advised that bonds had been posted for security for these developments. The work is not completed and they are requesting a one year extension for the Site Improvement Agreement. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the extensions for Taylor Estates, Phase I; Taylor Estates, Phase II, Section A; & Taylor Estates, Phase II, Section B. Motion carried. Two votes yes.
- G. Expiration of Terms - Mrs. Gunnet advised that the Board has received a list of terms that will expire at the end of the year. She stated that she will contact them to see if they would still like to serve. She added that the Township will be responsible for appointing a member at large for the York Area Regional Police Department.
- H. **Resolution #2014R-11-01 - Amendment to Personnel Policy regarding Sick Leave** - Mrs. Gunnet advised that to encourage accumulation of sick days, the amendment provides for two additional personal days for those employees with 1/2 to 5 days in excess of 150 sick days and three additional personal days for those employees with more than 5 1/2 days in excess of 150 sick days. **On the motion of Jo Anna Shovlin seconded by Dean Heffner, the Resolution was approved. Motion carried. Two votes yes.**
- I. Mrs. Gunnet advised that when the Township staff participated in the first aid/CPR refresher course, it was found that the batteries were dead in the Township's AED. York Area Regional Emergency Medical Services provided new pads and batteries at no cost as an ongoing partnership with the Township to have AEDs available here. She thanked them for their donation. Mrs. Shovlin added that the Township will also be purchasing an AED in 2015 for the police department to keep in one of their vehicles.
- J. Windsor Borough - Recipient of DCNR grant for Laucks Memorial Park - \$125,000 - Mrs. Gunnet advised that Windsor Borough has received a grant to use toward improving Fishing Creek to assist in keeping it from becoming more distressed. It was noted that PP&L and York County had also pledged funds for the project.
- K. Freysville Park - Scoreboards - Mrs. Gunnet advised that a coach of a WARC program offered to build scoreboards at Field 1 and 2 at Freysville Park. He is providing the labor at no cost and WARC will be purchasing the materials. She stated that the Board has received a design for the scoreboards but they will not include a bench.

15. Unfinished Business:

- A. Panorama Hills Pump Station – Update - Mrs. Gunnet advised that the General Permit has been issued by PennDEP. Met-Ed is scheduled to run electric to the pump station on December 22nd. Piping will be installed the second week of January. The station startup is anticipated to be at the end of February. She noted that the easement agreements need to be finalized for Dobrinoff, Enfield and Taylor. She added that the allowance for blasting was \$500,000 and the actual cost to date is \$800,000 with more to complete. She noted that there will be a change order for the additional blasting and relocation of the main outside of the wetlands.
- B. Proposed change to meeting schedule – It was the consensus of the Board to cancel the regular meeting scheduled for December 1st.

16. 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.

17. Supervisors Comments – Mr. Heffner asked Mrs. Shovlin if she had any comments. Mrs. Shovlin advised that she had attended the Red Lion Fire Company banquet and it was a beautiful event. She commented that she found out that Red Lion is one of few volunteer fire companies that are 75% Board Certified. She stated that this is commendable as the volunteers donate their own time to keeping their certifications.

Mr. Heffner thanked the Boy Scouts for their service and commented that it is nice to see young faces at the meeting.

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

19. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session at 7:15 p.m. to discuss contract negotiations.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

November 17, 2014

Vera Miller	
John & Lynn Cheeseman	910 Cranberry Lane York PA
Elmer Fromm	50 Oak Drive Red Lion PA
Corporal Daniel Miller	York Area Regional Police Department
Mike Wurzbacher	2460 Freysville Road Red Lion PA
Spencer Seaks	951 Wise Avenue Red Lion PA
Chad Arnold	Windsor Township Fire & Rescue
Tim Mooney	151 S. Franklin Street Red Lion PA
Bill Berger	138 W. High Street Red Lion PA
Wendy Trout	30 Azalea Drive Windsor PA
Sam Trout	30 Azalea Drive Windsor PA
Allison Saylor	216 Fleetwood Drive Red Lion PA
Anne Saylor	216 Fleetwood Drive Red Lion PA
Sara Schussler	626 Danbury Drive Red Lion PA
Suzette Smith	114 Fawn Circle Drive Windsor PA
Brad Dingle	104 Overview Circle East Red Lion PA
Matt Eberly	7133 Iron Stone Hill Road Dallastown PA
Mark Yahnke	670 South Main Street Red Lion PA
Dellas Edmisten Jr.	250 Wimbleton Way Red Lion PA
Chris Lorenzen	1150 Manor Road Windsor PA
Jeremy Orwig	32 Henrietta Street Red Lion PA
Patrick Rehmeyer	530 W. Heatherfield Way Red Lion PA
Jacob Lorenzen	1150 Manor Road Windsor PA
Nathan Schussler	626 Danbury Drive Red Lion PA
Ryan Shanko	240 Lartry Drive Red Lion PA
Cory Yahnke	670 South Main Street Red Lion PA
Ryan Weiss	3012 Black Oak Court Red Lion PA
Hunter Eberly	7133 Iron Stone Hill Road Dallastown PA
Sean Lauer	6649 Church Road Cross Roads PA
Mike Pollock	3012 Black Oak Court Red Lion PA
Dalton Orwig	32 Henrietta Street Red Lion PA
Cameron Smith	495 Penn Blvd York PA
Holden Smith	495 Penn Blvd York PA
Dellas Edmisten	250 Wimbleton Way Red Lion PA
Connor Smith	Cape Horn Road York PA
Michael Lorenzen	1150 Manor Road Windsor PA