

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATIONAL & REGULAR MEETING  
January 5, 2015

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

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, Attorney Charles Rausch, Jennifer Gunnet and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the minutes of the December 15, 2014 meeting were approved. Motion carried. Three votes yes.
4. Appointments: On the motion of Dean Heffner seconded by Rodney Sechrist, the following appointments were made:
  - A. **Chairman** – Dean Heffner
  - B. **Vice-Chairman** – Jo Anna Shovlin
  - C. **Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Jennifer Gunnet with a bond limit of \$1,500,000
  - D. **Assistant Secretary/Treasurer & Treasurer's Bond limit (\$1,500,000)** – Dean Heffner with a bond limit of \$1,500,000
  - E. **Zoning Officer** – Kipp Allison
  - F. **Assistant Zoning Officer** – Deanna Coble
  - G. **Solicitor for Board of Supervisors** – Charles Rausch of Blakey, Yost, Bupp & Rausch
  - H. **Engineer** – John Klinedinst of C.S. Davidson, Inc.
  - I. **Sewage Enforcement Officer** – Ethan Poe
  - J. **Depositories** – M&T Bank, Drovers Bank, Peoples Bank, Susquehanna Bank, PNC Bank, Fulton Bank, Metro Bank, Integrity Bank, Janney Montgomery Scott, Morgan Stanley and Codorus Valley Financial Advisors

Motion carried. Three votes yes.
5. Various Board Members: On the motion of Jo Anna Shovlin seconded by Dean Heffner, the following Resolutions and appointments were made:
  - A. **Zoning Hearing Board – Resolution #2015R-01-02** – 5 Year Term - Edward Heindel, Fill Unexpired Term - Rebecca Haas and 3 Year Term (Alternate) - Darwin Dosch

- B. **Planning Commission** - 4 Year Term - Paul Ilyes, Jr. and Charles Wilson
- C. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith
- D. **York Area Regional Police Commission** – Member at Large - 1 Year Term – Richard Saylor

Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following assignments were made.

- A. **Zoning Hearing Board** – Dean Heffner
- B. **Planning Commission** – Dean Heffner
- C. **York Adams Tax Bureau** – Jennifer Gunnet and Deanna Coble (Alternate)
- D. **York County Tax Collection Committee** – Jennifer Gunnet and Deanna Coble (Alternate)
- E. **Agricultural Area Advisory Committee** – Jo Anna Shovlin
- F. **Local Government Advisory Committee** – Dean Heffner
- G. **Windsor Area Recreation Commission** – Rodney Sechrist

Motion carried. Three votes yes.

7. Meeting Date:

- A. Board of Supervisors:

For the months of January, February, March, April, May, June, October, November and December – 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 6:00 p.m.

For the months of July, August and September – 3<sup>rd</sup> Monday at 6:00 p.m.

It was the consensus of the Board to keep the meeting dates the same.

8. Other Reorganizational Business – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following approvals were made:
- A. Certify delegates to the County Convention with expenses paid – Supervisors, Auditors, Township Manager and Tax Collector

- B. Certify delegates to the State Convention with expenses paid and lost wages reimbursed to Supervisors while attending provided that sufficient documentation is presented – Supervisors and Township Manager
- C. Certify delegates to the National Convention with expenses paid – Supervisors and Township Manager
- D. Set Mileage Rate at the Federal Limit

Motion carried. Three votes yes.

- 9. 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 an invitation to the Felton Volunteer Fire Company's Appreciation Dinner which will be held on Saturday, January 24, 2015. She asked the Board to let her know if they will be attending so she can RSVP.
  - C. Mrs. Gunnet advised that she has received correspondence from Comcast informing that they will be adding the Jewelry TV channel to the basic level.
  - D. Mrs. Gunnet advised that she has received information from the York County Office of Emergency Management that they will be holding an Elected Officials Seminar on February 7th. She asked the Board to let her know if they are planning to attend so she can RSVP. Mr. Fromm will also be attending.
- 10. Windsor Township Fire & Rescue Association - Chad Arnold was present. He advised that he did not have anything to report.
  - A. Mr. Arnold advised that the next Fire Chief's meeting will be held at Laurel Fire Company on January 22nd.
- 11. York Area Regional Police Department – No one was present.
  - A. Mr. Heffner advised that the Monthly Report for November is available for review.
  - B. Authorization of donation for AED - **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board authorized a donation of \$2,200 toward the purchase of an AED. Motion carried. Three votes yes.**
- 12. Emergency Management:
  - A. Mr. Fromm advised that the Board has received a copy of his minutes from the December 17, 2014 staff meeting.

- B. PEMA Evacuation Planning & Implementation Guidebook - Mr. Fromm advised that the Board has received a copy of the guidebook. He explained that there are three types of evacuations. They are planned evacuations, short term evacuations and localized evacuations. He commented that the guide explains the different types. He questioned how the Board would like him to proceed with plans for these types of evacuations as the responsibility always comes back to the elected officials.

Mr. Fromm advised that aside from the Governor, the elected officials are the only other people who can authorize an evacuation. It was noted that typically information is passed down from the County and then he would advise the Board on how to proceed. Mrs. Shovlin added that the Local Legislators are contacted if there is a situation at Three Mile Island or Peach Bottom. Mrs. Gunnet questioned if municipalities within a 10 mile radius of either power plant have an evacuation plan. Mr. Fromm noted that there is an evacuation plan for both plants in the phone book.

Mrs. Shovlin stated that this is a good guide and she likes that there is a waiver that is required to be signed if someone does not wish to leave during a mandatory evacuation. She commented that there had been discussion about holding a training seminar for the Board and Highway Department regarding preparation for a disaster and procedures to follow. This would be good information to present at that training. She added that perhaps additional information could be put on the Township's website.

- C. Mr. Fromm advised that Bill James from the County will be coming to the Township's Emergency Operations Center on January 29th at 9:00 a.m. There is a meeting at the County on January 7th. His next staff meeting will be on January 28th.
- D. Mr. Fromm advised that one of his staff members, Bernell Kohler, will be resigning as he is moving to Florida.
- E. Mr. Fromm advised that the Board has received a copy of an email from Bill James regarding compliance practices. He noted that there are 32 Emergency Operation Plans that need to be updated. Only 8 departments were represented at 75% of the quarterly meetings in 2014. He noted that the Township is in compliance.

13. Solicitor:

- A. Attorney Rausch advised that the Beaverson Pump Station Agreement with Springettsbury Township has been advertised for adoption at the January 19th meeting. It will be up for adoption by Springettsbury Township at their meeting on January 22nd.
- B. Attorney Rausch advised that he has received the updated agreement for the Chesapeake Bay Pollutant Reduction Plan. It will be advertised for adoption.
- C. Attorney Rausch advised that 13 Writs for the collection of delinquent sewer accounts with liens over 2 years have been sent out. Many of them have contacted the Township to set up payment plans.

14. Other Business:

- A. Mr. Heffner advised that the Board has received the Manager's report for December. There were no questions.
- B. **Resolution #2015R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2014 financial records** – On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Three votes yes.
- C. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 5<sup>th</sup> on the same day as regular trash pickup. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags.
- D. **Resolution #2015R-01-04 – Fee Schedule** – Mrs. Gunnet advised that the fee schedule needs to be approved each year. She stated that the only change for this year is the renaming of the fees collected during the water termination process. On the motion of Dean Heffner seconded by Rodney Sechrist, the Resolution was approved. Motion carried. Three votes yes.

It was questioned how many properties had their water terminated. Mrs. Gunnet advised that there were 8 in York Water Company's service area and 5 in Red Lion's district. She noted that not all of the properties were shut off yet as there were some issues finding the valves. Some of the properties were vacant as well.

- E. **Resolution #2015R-01-03 – Alcohol referendum on ballot** - Mrs. Gunnet advised that in order to have a referendum on the ballot for May 19th, a total of 997 registered voters must sign a petition. Mrs. Shovlin stated that by doing this, it allows for the residents to choose. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the Resolution. Motion carried. Three votes yes.**

Lynn Cheeseman, Cranberry Lane, questioned how the Township plans to advertise. Mrs. Gunnet stated that there will be an article in the newspaper and information will be put on the Township's website. She commented that there is only about a 3 week period to obtain the signatures. She suggested the Board consider a signing at Wisheaven or the Township Office. Mrs. Shovlin advised that for a fee, you can get a list of registered voters from the Elections Office.

15. Unfinished Business:

- A. Panorama Hills Pump Station – Mrs. Gunnet advised that settlement is scheduled for the end of March or beginning of April. Mr. Heffner questioned if we can have C.S. Davidson review the construction prior to taking it over. Mrs. Gunnet stated that we could do that.

Mr. Sechrist questioned where the Delta Pump Station is located. Mrs. Gunnet explained that it is located just south of D&K Surplus. She stated that the station will be completely overhauled.

Discussion took place regarding the recent Zoning Hearing Board case for a proposed Dollar General on the property to the north of Lion Auto on Delta Road.

16. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Elmer Fromm stated that it was mentioned earlier that information could be put on the website regarding evacuations. He stated that this can be done and if there is an emergency, Mrs. Gunnet has the capability to put information on the home page at any time.
17. Supervisors Comments – Mr. Heffner asked the Board if they had any comments.  
  
Mrs. Shovlin advised that she is on Red Lion's Municipal Water Steering Committee and informed that the new water treatment plant project is almost complete. There will be an open house scheduled.  
  
Mrs. Shovlin advised that Representative Saylor has a new office and an open house is scheduled for May 16th from 10:00 a.m. to 12:00 p.m.
18. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Three votes yes.
19. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss contract negotiations at 6:50 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

January 5, 2015

Elmer Fromm  
Chad Arnold  
John & Lynn Cheeseman  
Spencer Seaks

50 Oak Road Red Lion PA Department  
Windsor Township Fire & Rescue  
910 Cranberry Lane York PA  
951 Wise Avenue Red Lion PA