

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

January 18, 2016

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, Attorney Charles Rausch, 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 Rodney Sechrist seconded by Jo Anna Shovlin, the minutes from the January 4, 2016 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 Ashley Martin of Allegiant Animal Care informing that due to health concerns, she will be resigning as the Dog Officer effective January 31, 2016.
5. Windsor Township Fire & Rescue Association – Eric Myers was present. He stated that he does not know if York Township has elected any officers yet. Mrs. Gunnet advised that she spoke with Commissioner George Jones and he was hopeful that they would have someone to attend the next meeting. Mr. Myers stated that he will be the President of the Windsor Township Association and Jim Pritchard will be the Vice President.
  - A. Mr. Myers advised that the next Fire Chiefs meeting will be held on January 28th at Dallastown.
  - B. **Mr. Myer advised that due to a change in his work schedule he is forced to resign as the EMA Coordinator effective immediately.** Mr. Heffner commented that he appreciates him trying to take on the position.
6. York Area Regional Police Department – Sergeant Tim Damon was present. He reviewed the December report. He noted that there has been a death due to heroin in January.
7. **Christine & Merle Wise - 965 Dietz Road - Exemption from OLDS** - Merle Wise advised that he has received a letter informing that he must have his septic system pumped this year and have a riser installed to access the system. He explained that the top of his tank is 5' below grade. The public sewer main is within 100 yards of his property and if it is extended, he will be required to connect. Due to this, he is requesting an exemption of the installation of the riser. He noted that his septic system was pumped in May of 2015. Mr. Allison advised that the purpose of the riser is to provide a larger opening to allow the system to be cleaned better. The Act 537 Plan addresses this area as a project to be done by 2020 but it is unclear if public sewer will be extended within this timeframe. However, more information will be known by the time that this district is to be pumped again. He

recommended that if the Board is going to grant the waiver, that it be for just this cycle. **On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board granted a waiver of the OLDS Ordinance for the installation of a manhole riser for Christine and Merle Wise, 965 Dietz Road, for the 2016 cycle. Motion carried. Three votes yes.**

8. Paul Ilyes:      Speeding vehicles - Freysville Road from Windsor Road to Mt. Pisgah Road  
                         Relocation of Stop Sign - Intersection of Freysville Road and Mt. Pisgah Road

Mr. Ilyes advised that the speed limit on Freysville Road between Windsor Road and Mt. Pisgah Road is 40 mph. He stated that he is a member of the United Methodist Church and there is a lot of traffic in this area and cars are speeding in front of the church. He would like to see the speed limit reduced to 30 or 35 mph. Mrs. Shovlin questioned if there is a specific time when speeding is a problem. Mr. Ilyes stated that it is bad all times of the day. He noted that he has had officers sit in the parking lot but understands that they cannot stay there all day. Mrs. Shovlin stated that there was a traffic study done in this area a few years ago and PennDOT did not feel that a reduction in the speed limit was warranted. She advised Mrs. Gunnet to contact Jason Bewley at PennDOT and have him pull the report to review the recommendation. She noted that speeding is a concern everywhere.

Mr. Sechrist commented that he understands that Mr. Ilyes is also requesting the relocation of a stop sign. Mr. Ilyes stated that he feels the stop sign at the intersection of Freysville and Mt. Pisgah roads should be relocated. He feels that Freysville Road should be a straight through and the stop sign placed on Mt. Pisgah Road. He stated that you need to go into the line of traffic on Mt. Pisgah Road to see to pull out onto Freysville Road when heading east. Mr. Sechrist stated that he does not feel there is a site distance issue at this intersection. Mr. Trout agreed. Mr. Allison commented that the stop sign would likely be located in the middle of the driveway of the house located at the intersection and he feels there would be site distance issues if it were to be relocated due to the existing house and barn. Mrs. Shovlin advised that she does not recall any other complaints or requests to relocate this stop sign. It was the consensus of the Board to not pursue the relocation of the stop sign.

Mr. Ilyes stated that he feels the eastbound left turn lane stop bar on Freysville Road at the Freysville and Windsor Road intersection should be moved back. Mrs. Gunnet advised that she had contacted the traffic engineer when Mr. Ilyes had approached her about this before and he informed that they ran the template for a bus and it was able to make the turn based on the current markings. Therefore, no change was warranted.

9. George Klein - Laurel Vistas - Adoption of streets - Mr. Klein was not present.
10. John Adams - Valley Meadows - Adoption of street - John Adams advised that he is the developer of Valley Meadows off Valley Road. It was a 14 lot subdivision on a cul-de-sac street. Currently there are 3 vacant lots. He stated that he received a letter informing that he must increase his surety to 2015 values and he is requesting that the Board consider adoption of the street prior to 95% completion. Mr. Klinedinst commented that it is in the best interest of the Township for the streets to be completed so that they can be adopted. He stated that if it is the Board's wishes, they can meet on site in the spring and prepare a punch list. Mr. Heffner questioned if a note will be put on a Building

Permits for new home construction once the streets are completed in regards to damage. Mr. Allison advised that an Agreement will be signed. The Board was agreeable to Mr. Adam's request. Mrs. Gunnet advised Mr. Adams to contact the Township in the spring to schedule a meeting. She stated that in the meantime, Mr. Adams can work on having the asbuilts completed.

11. PLANS FOR APPROVAL:

A. **JOHN E. & SANDRA L. KOHLER - Final subdivision plan #150716 by James R. Holley & Associates, 2 lots on Seinfelt Road** - Patti Fisher of James R. Holley & Associates advised that the Kohlers currently own an "L" shaped lot. Their son lives at the adjacent property and they are proposing to subdivide approximately half an acre of their lot and add it to his. Mr. Allison advised that they are requesting a waiver of Section 502.10 for the installation of sidewalks. The Windsor Township Planning Commission recommended denial of the request but to have a note added to the plan that the sidewalks must be installed within 6 months of notification of the Board. Ms. Fisher advised that the note has been added to the plan.

**On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board denied the waiver request with the 6 month note added to the plan. Motion carried. Three votes yes.**

**On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the plan. Motion carried. Three votes yes.**

12. Solicitor - Attorney Rausch advised that he did not have anything to report.

13. Township Engineer:

A. Dirk Posey - Security - Mr. Klinedinst advised that he met with Mrs. Gunnet and Mr. Allison to discuss the surety that was posted for Mr. Posey's subdivision. He stated that there were two forms of surety posted. One was a bond and the other was a check. He recommended keeping the check for the road widening and release the bond as long as an agreement is recorded with the deed that requires the grading and stormwater improvements to be completed as part of the Building Permit. By doing this, the stormwater controls could be designed according to the improvements. Attorney Rausch questioned how many lots were subdivided. Mr. Allison advised that it was two and one of them has been sold to the neighbor. The Board agreed to release the bond once the agreements are recorded.

14. Public Works:

A. Mr. Heffner advised that the Board has received the monthly report for January. There were no questions.

B. Wise Avenue - Connection update - Mrs. Gunnet advised that three of the four properties have connected. The final property owners are working with the York County Planning Commission and since it needs to be bid it will be a longer process until they are connected.

- C. **Cranberry Lane/Dietz Road Sewer Extension - Update on connections & Time Extensions for James Smith Estate & Jack and Doreen Bish** - Mrs. Gunnet advised that 27 permits have been issued and 25 of the properties have been connected. One of the others is working with the York County Planning Commission so the project will need to be bid. The other just recently picked up the permit. There are still two properties that have not applied for a permit.

Randy Smith was present on behalf of the James Smith Estate which is one of the properties that has not applied for a permit. He explained that his sister was to receive the property but she decided that she did not want it and now he and his son are in the process of purchasing it. He stated that he does not know when the actual settlement will take place and is requesting an extension. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the Board granted a 90 day extension. Motion carried. Three votes yes.

Mrs. Gunnet advised that Mr. and Mrs. Bish do not reside at the property they own and have not applied for a permit. A copy of the original letter was recently sent to the address at which they live. Mrs. Bish contacted the Township to inform that she was unaware of the situation. On the motion of Dean Heffner seconded by Rodney Sechrist, a 90 day extension was granted. Motion carried. Three votes yes.

Mrs. Gunnet stated that the other property owner that has a permit but has not connected did not request a time extension. Mr. Allison suggested that the Board establish a timeframe to connect as the owner is currently in violation. It was the consensus of the Board to give the property owner 30 days to connect.

- D. **Sale of leaf loader** - Mrs. Gunnet advised that she saw Springettsbury Township operating a leaf loader similar to our non self-contained one. She stated that she contacted them to see if they were interested in purchasing ours and they asked that she provide them with a cost. She then contacted Manchester Township to see how much they recently sold two for. One sold for \$1,200 and the other for \$675. Mrs. Gunnet advised that she contacted Springettsbury Township back with a price of \$1,500 and they were agreeable to this amount. They were not interested in the leaf boxes. She noted that the cost to advertise the sale on Municibid would be around \$300. It was the consensus of the Board to sell the leaf loader to Springettsbury Township for \$1,500.
- E. **Approval to purchase - Valk Plow, Receivers & openers - Public Works Building and Sewer & Building/Grounds tractor** - Mr. Trout advised that the plow that was ordered last year was never completed and funds were not carried over to 2016 for the purchase. It is to be completed next week. It was the consensus of the Board to pay for the plow from Vehicle & Equipment Fund.

Mr. Trout advised that the plow that is proposed in the 2016 budget should be ready in September. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of the plow. Motion carried. Three votes yes.

Mr. Trout advised that additional remotes are needed for the bays at the Public Works Building. The current receivers are unable to handle additional remotes. The receiver that was budgeted

will work with up to 50 remotes. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of the receivers and remotes. Motion carried. Three votes yes.

Mr. Trout advised that funds have been budgeted for the purchase of one tractor and two mowers that would be shared between the Sewer and Building/Grounds Departments. The one mower would be 8' wide and the other 15' wide. The tractor is equipped with a quick disconnect and has a front bucket and arms. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of the tractor and two mowers. Motion carried. Three votes yes.

- F. Enclosing of opening to salt building at Bahn's Mill Road facility - Mr. Trout advised that he would like to close in the salt building at the Bahn's Mill Road facility to provide for more storage. He stated that he would like to keep the leaf trucks there during the off season. He estimated the cost to enclose the building between \$15,000 and \$17,000 and approximately \$3,600 for the door. Mr. Sechrist questioned if the employees could do the work. Mr. Trout stated that he believes they can. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved to enclose the salt building at the Bahn's Mill Road facility. Motion carried. Three votes yes.
- G. Discussion - Availability of yellow trucks - Mr. Trout informed the Board that it is more difficult to purchase yellow trucks. Mr. Heffner asked if we need to purchase Ford trucks. Mr. Trout advised that we do not but they are receiving high ratings.
- H. Approval for fence repairs at Freysville Park - Mr. Trout advised that the fence at the upper soccer field facing along Freysville Road is leaning. He contacted Security Fence about repairing it. Deeper footings will need to be dug and the posts will need to be replaced. The fencing can be reused. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the repair of the fence at Freysville Park. Motion carried. Three votes yes.

15. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for December. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for December. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for December. There were no questions.
- D. FEMA regulation compliance - Mr. Allison advised that the ordinance changes were submitted to FEMA in December as required. They responded with five comments. Mr. Allison stated that he feels that three of the five comments are already addressed. Some of these comments are different from their first review as well. An email was sent to DCED because the Township is not permitted to correspond directly with FEMA but he has not received a response yet. He stated that it is his understanding that the Township is not non-compliant. Mrs. Shovlin advised that if

he does not receive a response by Friday, follow up with DCED again and be sure to carbon copy Representative Saylor and his staff.

E. **Appointment of Animal Control Officer** - Mrs. Gunnet advised that she and York Township's Manager, Elizabeth Heathcoat, interviewed Mary Harris Animal Control and Klugh Animal Control Services to replace Allegiant Animal Care as the Dog Officer. She stated that they are both recommending Mary Harris for a one year contract. **On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved a one year contract with Mary Harris Animal Control as the Dog Officer effective February 1, 2016. Motion carried. Three votes yes.**

F. Reserve Capacity Surety Reductions - Terry Gilbert, Laurel Vistas and Stapleton/Kensington - Mrs. Gunnet advised that under the previous Sewer Ordinance, the developer was required to post security for sewer capacity. Every January the security is then reduced based on the number of permits picked up. Mrs. Gunnet advised that reductions should be as follows:

Terry Gilbert - Reduce by \$1,135 to a balance of \$0  
Laurel Vistas - Reduce by \$11,350 to a balance of \$137,495  
Stapleton/Kensington - Reduce by \$1,135 to a balance of \$4,540

On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the reductions for Terry Gilbert, Laurel Vistas and Stapleton/Kensington. Motion carried. Three votes yes.

G. Adoption of Street Right-of-Way:

- Resolution #2016R-01-04 - Delta Road (Rt.74)
- Resolution #2016R-01-05 - Windsor Road
- Resolution #2016R-01-06 - Perry Road
- Resolution #2016R-01-07 - Woodridge Road
- Resolution #2016R-01-08 - East Prospect Rd. (Rt.124)

Mrs. Gunnet advised that each year the Board approves a Resolution to adopt the additional right-of-ways that were dedicated through subdivision or land development plans. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Resolutions. Motion carried. Three votes yes.

H. **Felton Borough - Update** - Mrs. Gunnet advised that she spoke with the Secretary for Felton Borough and she confirmed that Mayor McBrien did mention the idea of the Township taking over Felton Borough at a meeting but the Council did not take action. Ms. Flinchbaugh will see that the topic is addressed at their next meeting. Attorney Rausch had provided the Board with procedural information for their review.

I. Mr. Heffner advised that the Board has received a copy of the 2015 Building Permit Summary. It was noted that there were six less new home construction permits issued in 2015 as compared to 2014 but the total number of permits was higher in 2015.

- J. Garage at Administrative Building - Authorization to proceed - Mrs. Gunnet advised that when obtaining quotes, they will try to stay below the bidding limit. She noted that a Stormwater Plan will be required but not a Land Development Plan. The Board authorized Mrs. Gunnet to proceed with obtaining quotes and for Mr. Klinedinst to prepare specifications.
- K. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss possible land purchase and a personnel matter.
- L. Mr. Heffner advised that the Board meeting scheduled for February 1st will be cancelled.

16. Unfinished Business:

- A. Rt. 124 & Freysville Road intersection - Mrs. Gunnet advised that she does not have an update.

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 comments. Neither Mrs. Shovlin nor Mr. Sechrist had any comments. Mr. Heffner did not have any either.

19. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, the bills were approved. Motion carried. Three votes yes.

20. The meeting recessed into an Executive Session to discuss possible land purchase and a personnel matter at 7:08 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

January 18, 2016

John & Lynn Cheeseman

Elmer Fromm

Merle Wise

Patti Fisher

Eric Myers

Randy Smith & Justin Smith

John Adams

Spencer Seaks

Sergeant Timothy Damon

910 Cranberry Lane York PA

50 Oak Drive Red Lion PA

965 Dietz Road York PA

James Holley & Associates

Windsor Township Fire & Rescue Assoc.

1901 Woodland Road York PA

85 Newcomer Road Windsor PA

951 Wise Avenue Red Lion PA

York Area Regional Police Department