

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

April 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, 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 Dean Heffner, the minutes from the March 21, 2016 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 an invitation to the Red Lion Area Ambulance Association's Open House which will be held on Sunday, May 15th from 11:00 a.m. to 3:00 p.m. The Board has a copy of the invitation.
 - C. Mrs. Gunnet advised that she has received notification from Comcast that they will be adding the FS1 and FS1HD channels to the digital economy package.
 - D. Mrs. Gunnet advised that she has received a copy of the 2015 Annual Report for the York Regional Emergency Medical Services. The Board has a copy. There were no questions.
 - E. Mrs. Gunnet advised that she has received a letter from Boy Scout Troop 155 thanking the Board for the donation they made to them for assisting with the electronics collection.
 - F. Mrs. Gunnet advised that a news release was sent out notifying that the final paving will be taking place on Cape Horn Road near the Longstown Intersection. Once it is completed, the temporary traffic signal at Skylight Drive will be removed.
5. Windsor Township Fire & Rescue Association – No one was present.
 - A. Mr. Heffner advised that the next Fire Chiefs meeting will be held on May 24th at Windsor Fire Company.
 - B. Mr. Heffner advised that a burn ban was declared on March 23, 2016 and lifted on April 8, 2016. Mrs. Gunnet noted that during the ban, a resident on Grim Hollow Road had a fire that burned out of control and burned 3 to 4 acres. He was cited. She added that due to the current conditions, it is likely that another ban will be imposed.

6. York Area Regional Police Department – Chief Tim Damon was present. He reviewed the statistics for March. He advised that the Township has a deficit on hours and they will be making up those hours. Mr. Sechrist questioned how many motorcycles are in use. Chief Damon advised that they currently have one in use and the other is being repaired.
7. Emergency Management:
 - A. Mrs. Gunnet advised that the Board has received a copy of the revised staff roster.
8. Anne Walko - York County Planning Commission - Presentation on Regional Stormwater Solutions - Ms. Walko advised that the York County Planning Commission is giving a presentation to all York County municipalities on Regional Stormwater Solutions. A power point slideshow was provided. She explained that the watersheds do not follow municipal boundaries and showed a map of impaired waters, noting that not all streams have been evaluated yet. There are six states located in the Chesapeake Bay Watershed. Currently there are 44 municipalities, including the County of York, that are part of the York County Stormwater Consortium. Of these, 34 are MS4 municipalities, 6 are not and 4 have obtained waivers. The annual contribution is approximately \$200,000 collectively. In the future, to comply with PennDEP requirements to control stormwater pollution, the cost could range between \$42 to \$170 million. She stated that a feasibility study was completed in 2015 to determine if a countywide Stormwater Authority was practical. The study found it to be warranted. She reviewed the future steps needed for implementing a Regional Stormwater Authority.

Ms. Walko advised that the York County Commissioners are supporting the findings of the study and have directed the York County Planning Commission to move forward with an implementation plan. Mrs. Gunnet questioned if the YCPC will provide staffing for the Authority. Ms. Walko stated that this has not been determined yet.

Mr. Allison questioned if the municipalities are going to be asked if they want to be part of the Authority or if it would be mandatory. Ms. Walko stated that it has not been determined at this time.

9. Solicitor:
 - A. **Windsor Meadows agreement** - Attorney Rausch advised that the settlement agreement has been signed by the surety company and Stonebridge Bank. The contractor is ready to start the work. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Agreement. Motion carried. Two votes yes.**
10. Township Engineer - Mr. Klinedinst advised that he did not have anything to report.
11. Public Works:
 - A. Mr. Heffner advised that the Board has received the monthly report for April. Mr. Trout advised that the spring leaf collection started today. Mr. Heffner questioned how many times

they plan to go out during the collection period. Mr. Trout stated that the collection is for two weeks. They are not planning to go out every day but will make sure that they make several rounds at the end of the second week.

Mr. Trout informed the Board that someone dropped off woody waste at the Public Works Building over the weekend and hopes that this does not become an issue. He added that he heard that H&H General Excavating is no longer accepting leaves and woody waste. He noted that they are the only location in the area that is an approved recycling facility. Mr. Trout stated that the Board may want to consider the option of starting our own location, perhaps jointly with York Township. Mrs. Gunnet advised that residents can take their materials to Eshbach's but the Township cannot because they are not an approved recycling facility. There was discussion on chipping the materials and offering the mulch to Township residents like York Township does. Mrs. Gunnet noted that a chipper does not qualify for a 902 Grant. Mr. Klinedinst stated that he believes that Columbia Borough has an approved location.

Mr. Heffner questioned the acceptance of bidders for the oil and chip bid. Mrs. Gunnet advised that a bid from Hammaker East would be rejected due to the issues last year.

- B. Wise Avenue - Connection Update - Mrs. Gunnet advised that there is still one property that has not connected to the public sewer. He was working with the York County Planning Commission but was notified by the YCPC that they needed additional information and it was not provided. Due to this, he is no longer accepted into the program. Mrs. Gunnet advised that a letter was sent to them notifying that they must connect by May 6th. A permit has been issued and the payment agreement has been signed. The Board agreed that no additional time should be granted.
- C. Cranberry Lane/Dietz Road Sewer Extension - Update on connections - Mrs. Gunnet advised that all of the properties have been connected. There are two laterals that need to be repaired as they do not flow away from the house and there is potential for a backup. The contractor is planning to make the repairs on April 21st. The contractor is responsible for the cost.
- D. Met-Ed rebate program update - Interior/salt shed lights at the Public Works Building - Mrs. Gunnet advised that the work has been completed by Meadow Valley Electric. She noted that they handled all of the paperwork as well.
- E. **William & Marjorie Dietz - Panorama Hills Pump Station - Roll Back Tax forgiveness and Donation letter - Value of land** - Mrs. Gunnet advised that the Dietz property that was subdivided for the installation of the Panorama Hills Pump Station was in Clean & Green and is subject to roll back taxes. The County has already exonerated the taxes. They are now asking relief from the Township and School District. The Township's portion is \$25.81. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted exoneration of roll back taxes. Motion carried. Two votes yes.**

Robert Holweck advised that the Dietz's donated the land for the Panorama Hills pump station to the Township. When they had their taxes filed, their accountant recommended that

they be provided with a donation letter that states the value of the land. He stated that he originally thought the value would be \$9,000. However, the York County Assessment Office has valued the land at \$32,250. Mr. Holweck asked if the Board would be willing to write a letter to the Dietz's acknowledging the donation of land for that value. Mrs. Gunnet stated that she has an issue with that amount since the Township did all of the engineering work to have the site removed from the floodplain and to obtain permits for the project. Mr. Allison questioned if this has any bearing on the Township. Mr. Klinedinst advised that there would be no legal impact on the Township since the York County Assessment Office set the value of the land. Attorney Rausch agreed. **It was the consensus of the Board to issue a letter to Mr. and Mrs. Dietz acknowledging the donation of the land valued at \$32,250.**

- F. **Sureties that have not been increased to 2015 construction values** - Mr. Holweck advised that Rose Brook has one sidewalk that needs to be installed and there is wetland mitigation that needs to be completed that involves the Army Corps of Engineers. The amount currently being held is \$78,578. With the required increase, the amount would be \$104,587.92. He stated that the estimated amount for the improvements is much less than this and is requesting that the Board not require the increase. Mr. Klinedinst advised that they did look at the conditions in August of 2015 and estimated that it would be \$17,600 to complete the work so he feels the amount currently being held is sufficient. It was the consensus of the Board to retain the amount currently being held for Rose Brook.

Mrs. Gunnet advised that Gemcraft Homes had filed for bankruptcy and they have informed her that they cannot take any action in any of the phases of Taylor Estates. There was discussion on how these developments are tied to an NPDES Permit. Mr. Allison advised that he will check with the York County Conservation District to see if the Township can take any action toward completing improvements.

- G. **Snow Storm Jonas - Update & Resolution #2016R-04-01 - Designation of Authorized Agent** - Mrs. Gunnet advised that she attended the briefing meeting. A Resolution to appoint her as the Designated Agent has been prepared. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Resolution. Motion carried. Two votes yes.

Mrs. Gunnet advised that the Township will receive 75% reimbursement which will be approximately \$57,000.

- H. Delta Road Pump station - PSI Pumping Solutions - Time Extension - Mr. Klinedinst recommended that the Board table this item. He stated that PSI Pumping Solutions has not provided adequate documentation to them explaining why they need a time extension. Mr. Heffner questioned if the work has been started. Mr. Trout advised that it has.
- I. Schoolhouse Lane - From First Street to Township line - Mrs. Gunnet advised that the stub street extending Schoolhouse Lane to the Windsor Borough line was not adopted as a Township Road. She stated that the Board has received information from Attorney Rausch. His recommendation is to open the street and adopt it as a public road. The Board agreed.

- J. **Pave-In-Place Bid results** - Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder is **Kinsley Construction**. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board awarded the bid to the low bidder. Motion carried. Two votes yes.
- K. **Sewer Maintenance Bid results** - Mrs. Gunnet advised that the bid results are attached to the Board's agendas. The low bidder is **Sewer Specialty Services**. They have been used in the past. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board awarded the bid to the low bidder. Motion carried. Two votes yes.
- L. Freysville traffic signal - Mrs. Gunnet advised that on March 24th, a superload came through the intersection that was too tall to go under the mast arm. They had a special permit which requires them to contact the Township but they neglected to do so. Both Milt Sultzbaugh and Mr. Trout witnessed them use a bucket truck to lift the mast arm. This caused damage to the plate at the base of the pole. Mr. Sultzbaugh, Milt's Repair Service, performed an inspection and replacement is necessary. Mrs. Gunnet advised that the transport company should be responsible for the cost as they did not follow the proper procedure. She added that she watched a similar load weave through the intersection without having to move the mast arm. The next step would be to x-ray the welds to assess the extent of the damage. Mr. Klinedinst recommended having the transport company replace it and if they want to fight it, they would need to pay to have the welds x-rayed. It was the consensus of the Board to move forward.

Mrs. Gunnet noted that Mr. Sultzbaugh had taken a picture of the base of the pole when it was recently struck by a tractor trailer so he knows that the damage was caused by the transport company.

12. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for March. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for March. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for March. There were no questions.
- D. Mr. Heffner advised that the meeting scheduled for May 2nd has been cancelled.
- E. Mr. Heffner advised that Community Volunteer Day will be held on Saturday, April 30th from 9:00 a.m. to 1:00 p.m. at Freysville Park. He encouraged everyone to come help.
- F. Mr. Heffner advised that the Upper Cabin Creek Watershed Day will be held on Saturday, May 14th from 11:00 a.m. to 3:00 p.m. The Board has received a copy of the letter that was sent to the residents that are in the watershed.

- G. Purchase of Building Permit Program - C.S. Graphix** - Mr. Allison advised that the Board has received a copy of the quote. He noted that there are options that may be purchased but it will be well less than the amount budgeted. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the purchase of the Building Permit Program. Motion carried. Three votes yes.
- H. Recycling bins - Mrs. Gunnet advised that the Township will be eligible for a 902 Grant this year and she is considering the purchase of a different style recycling bin. The Township has received numerous requests for larger bins with lids. She stated that she has provided the Board with pictures of different options. She noted that she spoke with other municipalities to see what they use and if they like them. She stated that bins with detachable lids are not a good option. She stated that the recommendation was the 35 gallon toter style. This would allow York Waste Disposal to use the arm on the trucks to lift them. Mrs. Gunnet advised that the best pricing is \$20 each with a minimum purchase of 1,000 bins. If a 90/10 grant was awarded, each receptacle would cost \$2.00. She expressed concern on where to keep them. She noted that when garbage toters of the same size were delivered to Longstown Village, they were put together on site. It was the consensus of the Board to pursue the 35 gallon toter. It was suggested to store them in the salt bin at the Bahn's Mill facility.
- I. Floodplain compliance - Update - Mr. Allison advised that the Township has received the official letter that the Township is in compliance.
- J. Partnership with Red Lion Municipal Authority - Soil Testing & Ownership - Mr. Allison advised that the soil needs to be tested in the Milner Heights detention pond. The Township's share of the fee will be between \$800 and \$1,000. Red Lion Municipal Authority has already approved to pay for their half of the cost. The Board approved the cost.
- Mr. Allison advised that he met with the property owner. She would like for the Township to take over ownership of the pond. He stated that he informed her that he would bring her request before the Board. He noted that he told her that once the work has been finished, it should leave the pond in a much more maintainable condition. It was the consensus of the Board that they were not interested in taking over the pond.
- K. Sewer billing program - Update - Mrs. Gunnet advised that the programmers are having issues creating a way for their program to use the same method that the Township currently uses for liens so the startup date has been pushed back to the August billing. She added that some additional supplies needed to be purchased for B-H Computer and York Mail Services for the May billing.
- L. Electronics Recycling - Update - Mrs. advised that she contacted River's Truck Center to see if they have a truck that would be able to be used to transport recyclables to the Solid Waste Authority. She stated that they only have a 14' box truck. This would require multiple trips. Mr. Trout stated that Mr. Dietz knows someone who owns a tractor trailer and he was checking with him. Mrs. Gunnet advised that she will contact Specialty Industries as well.

M. Mrs. Gunnet advised that Republic Services made their first donation towards the Community Center in the amount of \$425,000. In accordance with the Host Community Agreement, they will be making donations in the amount of \$212,500 in both 2017 and 2018.

13. Unfinished Business:

A. Merger request from Felton Borough - Update - Mrs. Gunnet advised that she has received the audit reports from Felton Borough for 2013, 2014 and 2015. She stated that they have a garbage contract and the residents are sent an invoice. Residents are provided with a coupon book for monthly sewer payments at the beginning of the year. She noted that they have applied for grants for road improvements. Upgrades to Church Street will be done this year. They are also looking to refinance their sewer loan to decrease the timeframe and interest rate.

Mr. Heffner commented that he is concerned about the lack of public water and the potential for well failures. Mr. Sechrist stated that he believes public water is on Sechrist Flat Road. Attorney Rausch advised that if the Board is interested in proceeding, the next step would be to create a committee. No action was taken.

B. Sureties that have not been increased to 2015 construction values - See 11F

14. 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.

15. Supervisors Comments – Mr. Heffner asked Mr. Sechrist if he had any comments. He did not and neither did Mr. Heffner.

16. On the motion of Rodney Sechrist seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.

17. The meeting of the Windsor Township Board of Supervisors adjourned at 7:41 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

April 18, 2016

Robert Holweck
Chief Timothy Damon
Anne Walko

2700 Philadelphia Road Edgewood MD
York Area Regional Police Department
York County Planning Commission