

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

November 21, 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. Mrs. Shovlin was not present due to a death in her family.

2. The Pledge of Allegiance was recited.
3. On the motion of Rodney Sechrist seconded by Dean Heffner, the minutes from the October 17, 2016 and November 7, 2016 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 a letter from Governor Tom Wolf appointing James Wilson, Jr. as the Township's Emergency Management Coordinator. Mr. Sechrist questioned when this request was submitted. Mrs. Gunnet advised that it was in March.
  - C. Mrs. Gunnet advised that she has received a letter from Jason Bewley, Engineer for the Pennsylvania Department of Transportation, denying the request to prohibit engine brake retarders on Route 24 north of Windsor Road. The letter explained that the grade of the road is in excess of 4% in this location and therefore, brake retarders cannot be prohibited for safety reasons.
  - D. Mrs. Gunnet advised that she has received a letter from Sewer Specialty Services Company requesting a time extension of the Sewer Maintenance Bid until February 28, 2017. She explained that they will finish the video but not the grouting. It was the consensus of the Board to grant the time extension.
5. Windsor Township Fire & Rescue Association – No one was present.
  - A. Mrs. Gunnet advised that the next Fire Chiefs meeting will be held on February 23rd at Red Lion.
  - B. Discontinuance of joint meetings with York Township Fire Association - Mrs. Gunnet advised that at the last Fire Chief's meeting, it was decided that joint meetings between the Windsor Township and York Township Associations would be discontinued. The Windsor Township Fire Association will meet during the even months.
6. York Area Regional Police Department - No one was present.
  - A. The monthly reports for September and October are available for review.

7. **Isaiah Gingrich - Eagle Scout Project - Gaga Ball at Freysville Park** - Mrs. Gunnet advised that the Board has received copies of pictures of a Gaga Ball pit that was installed at a park in West Manchester Township. She noted that she contacted the insurance company to find out if there would be any liability issues. They stated that it is no different than any other playground equipment. Mr. Heffner questioned where it would be located. Mrs. Gunnet advised that she met onsite with Mr. Shaffer, the Recreation Director and Mr. Kerchner, the Grounds and Maintenance employee and they determined that there will be enough room inside the fence at Windsor Wonderland. **On the motion of Dean Heffner seconded Rodney Sechrist, the Board approved for a Gaga Ball pit to be installed at Freysville Park as an Eagle Scout Project by Isaiah Gingrich. Motion carried. Two votes yes.**

Mr. Gingrich asked if the Board had any questions for him. They did not. He asked if they prefer a color for the pit. They did not. Mr. Gingrich questioned if the Board would be willing to donate to the project. He estimated the cost between \$1,100 and \$1,700. **After discussion, the Board agreed to cover the difference of any funds he was not able to raise.** Mr. Gingrich stated that he would start the project in the spring.

8. PLAN FOR DISCUSSION:

- A. KENSINGTON, PHASE 2 - Preliminary Subdivision Plan #2005332-069 by RGA Associates, lots on Sunbury Drive and Dietz Road Extended - Discussion regarding baseball field - Tabled

9. PLAN FOR APPROVAL:

- A. **RED LION SALVAGE, LLC & STEPHEN E. OLKOWSKI - Final Subdivision Plan #L-5639 by Gordon L. Brown & Associates, Inc., combining 4 lots along Craley Road** - John Runge of Gordon L. Brown & Associates advised that this is a 4 lot reverse subdivision. He stated that they are requesting 3 waivers but all other comments have been addressed. Mr. Allison advised that they are requesting a waiver of Section 502.5.F for the clear site triangle. He stated that they do show this on the plans but there is a discrepancy between the Zoning and Subdivision Ordinances. They are also requesting waivers of Sections 503.1 and 503.2 for curbing and sidewalks along Craley Road. He advised that the Windsor Township Planning Commission recommended approval of the waivers. Mr. Heffner questioned if there is a 6 month installation note for the sidewalks. Mr. Allison stated that was not part of the approval from the Planning Commission.

**On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the waiver requests. Motion carried. Two votes yes.**

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

10. Proposed 2017 Budget - Mrs. Gunnet advised that the proposed 2017 budget is open for inspection. A copy is available for review at the Township Office. She stated that the Real Estate Tax millage rate will remain at .6 mills as well as the Fire Hydrant Tax at .1 mills. Reserve funds

will be used to balance the budget. Public safety accounts for 54% of the budget and public works accounts for 25%. The sewer bill rate will remain at \$112 per quarter and this will be year 5 of the 7 year sewer improvement plan. The elimination of the Beaverson Pump Station is included in this budget. The second installment from Modern Landfill to the Community Center Fund will occur next year. There will be an additional one time lump sum contribution to the fire companies in 2017. The Budget is scheduled for adoption at the December 19, 2016 Board meeting.

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

12. Township Engineer:

A. **Surety Reduction - Pleasant View Auto Sales, Shawnee Manor & Templeton Land Development Plan** - Mr. Klinedinst advised that that he is recommending a release of the final funds in the amount of \$11,121 for Pleasant View Auto Sales. He stated that his company did not have an opportunity to inspect Shawnee Manor or the Templeton property prior to the meeting. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the release of the surety for Pleasant View Auto Sales. Motion carried. Two votes yes.**

B. **PennDOT paving project - Rt. 74 south of Red Lion - Letter of Offer - Chairman signature & Resolution #2016R-11-02 - Vote of Board** - Mr. Klinedinst advised that PennDOT will be completing a paving project on Rt. 74. The Township will be reimbursed for any necessary expenditures. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved for the Chairman to sign the Letter of Offer and approved Resolution #2016R-11-02. Motion carried. Two votes yes.**

C. Mrs. Gunnet questioned if there was an update on the stormwater discussion regarding the **detention basin on the Covenant Moravian Church property that PennDOT installed** as part of the Cape Horn Road improvements. Mr. Klinedinst advised that they have reviewed the information and do not have any concerns. He stated that the original concern was that there may be a violation of the Township's MS4 requirements but he does not believe this is the case. He noted that Mr. Kraft was working with them directly. **On the motion of Dean Heffner seconded by Rodney Sechrist, based on the recommendation of the Township Engineer, the Board approved to accept the additional stormwater volume due to the removal of the detention basin. Motion carried. Two votes yes.**

13. Public Works:

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

B. Wise Avenue - Connection Update - Mrs. Gunnet advised that Mr. Reinhart has still not connected nor has he had a meeting with the York County Planning Commission. A hearing with the District Magistrate is scheduled for tomorrow. It was the consensus of the Board that if he was found guilty, another citation should be filed.

C. **Delta Road Pump Station - PSI Pumping Solutions - Final/Payment Application #3 (\$45,390.26) & Change Order #3 (-\$808.00)** - Mrs. Gunnet advised that the work has been completed. The Change Order is negative due to the adjustment of quantities of materials. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Final Payment Application #3 and Change Order #3. Motion carried. Two votes yes.**

D. Discussion - Purchase of Tiger and Flail mowers - 2017 Budget - Mr. Trout advised that he has provided the Board with information regarding Tiger and Flair mowers. He noted that it may be beneficial to place the order in 2016 due to the lead time to receive them being several months out. He advised that he will have more information for the Board at the December 19th meeting. Mr. Sechrist asked if the old mowers will be traded in. Mr. Trout stated that they would be sold on Municibid.

14. **Former Spring Valley Pool property - Community Center Study Committee** - Mrs. Gunnet advised that a study committee has been chosen. It consists of one of the Board members, herself, the Recreation Director, a WARC Board member, a member from the previous committee and several residents. A meeting has been scheduled for December 12th at 6:00 p.m. Information will be sent to the members for review.

Mr. Heffner questioned if it would be possible to put a smaller baseball field on the Spring Valley property since the full size field will not fit. Mr. Kraft stated that it may be able to but would be a tight fit. Mrs. Gunnet questioned if it would be possible to have a ballfield there if the land from the Stoltzfus tract was used. Mr. Kraft stated that he would check into that option.

15. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for October. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager 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. There were no questions.
- D. Mr. Heffner advised that the meeting scheduled for December 5th will be cancelled.
- E. Electronics Recycling Event - Update - Mrs. Gunnet advised that the collection was successful. The electronics collected filled two tractor trailers. Boy Scout Troop #155 assisted. Mrs. Gunnet advised that the current electronics recycling contract ends on December 31st and she will let the Board know if there are any updates for an extension or new contract.

- F. Natural Gas - Shopping for competitive pricing - Mrs. Gunnet advised that she contacted APPI who is our electric broker to determine if the Township would be able to receive a lower rate for natural gas. They informed that the rate that the Township is currently paying through Columbia Gas is lower than what they found through other carriers.
- G. **Resolution #2016R-11-01 - Amendment to Personnel Policy regarding firearms** - Mrs. Gunnet advised that the amendment would prohibit handguns on Township property or in employee vehicles. A long gun, as defined by the Commonwealth of Pennsylvania for hunting purposes, would be permitted in an employee's vehicle as long as it is locked and they possess a valid hunting license. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Resolution #2016R-11-01. Motion carried. Two votes yes.**
- H. Inactive requests for reserve sewer capacity in excess of five years - Mrs. Gunnet advised that the previous Sewer Ordinance allowed for developers to submit a request for reservation of sewer capacity without posting funds. There are six projects that have capacity reserved but a plan has never been submitted. Five years have passed now and the Board needs to decide if they want to allow them to continue to be on the Chapter 94 Report or require them to pay for the EDUs as required by the current ordinance. Discussion ensued. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved for the Letter of Credits to be returned to all inactive subdivision projects and they would no longer have sewer capacity reserved. Motion carried. Two votes yes.**
- I. Extension of Site Improvement - Taylor Estates, Phase I, Taylor Estates, Phase II, Section A, & Taylor Estates, Phase IV - Mrs. Gunnet advised that the work has not been completed in these developments. A bond was posted for security and a Site Improvement Agreement provides one year to complete the work. A one year extension is being requested. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board granted a one year extension for Taylor Estates, Phase I, Taylor Estates, Phase II, Section A, and Taylor Estates, Phase IV. Motion carried. Two votes yes.**
- J. Mrs. Gunnet advised that the official New Year's Holiday will be observed on January 2, 2017. Therefore the Reorganizational meeting will be held on Tuesday, January 3, 2017.
- K. Mrs. Gunnet advised that the Auditors meeting will be held on Wednesday, January 4, 2017.
- L. New Forest Hills, Phase III - Escrow Account - Mr. Allison advised that after the developer for the New Forest Hills, Phase III development passed away, the Township entered into an Agreement to take the security being held and finish the work in the development. He explained that the streets were completed and plantings were installed in the detention basin. Mrs. Gunnet explained that they would like to settle the Estate but the improvements are not complete. There are two vacant lots in the development. The Township is holding approximately \$93,000 to complete the work. Mr. Allison stated that the original NPDES permit expired and it was agreed with the York County Conservation District and PennDEP that the lots could be treated individually without obtaining an additional NPDES permit. However, there has been a change in personnel and PennDEP will not issue a Notice of

Termination since a new NPDES permit was needed. Mr. Allison stated that the Township could obtain a new NPDES permit. Mr. Klinedinst commented that it could be an undertaking to do this because there are new standards in place. With that said, there is a limited amount of work that needs to be completed. Mr. Allison stated that they could compare the onsite conditions to what a new permit would require. Mr. Klinedinst advised that he would look into this.

M. **UPS - POD at Freysville Park** - Mrs. Gunnet advised that she received a request from UPS to place a POD in the parking lot at Freysville Park during the holiday season. She explained that currently three drivers meet there to exchange packages for their routes. They are proposing an 8' x 8' locked POD that they could keep there until January 6th. Mrs. Gunnet stated that she feels that it should be located closer to the portable toilet near the tree line. The fee for a permit is \$15 for 60 days. Mr. Sechrist questioned if there would be an issue with liability for it. Attorney Rausch advised that the Township has no responsibility for it. **The Board agreed to allow for the POD to be placed at the park from November 28th to January 6th.**

N. Stormwater Maintenance Agreements - Sonshine I, LP (White Oak Road), Robert & Barbie Jo Riley (Wynshire Lane) and Robert & Rachel Frey (Pleasant Grove Road) - Mr. Allison advised that Stormwater Site Plans were required for the construction projects that Building Permits were issued for. An Agreement is required to be recorded that designates future maintenance and responsibility of the stormwater systems that are being installed. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved the Stormwater Maintenance Agreements for Sonshine I, LP, Robert & Barbie Jo Riley and Robert & Rachel Frey. Motion carried. Two votes yes.**

16. Unfinished Business:

A. Red Lion FFA - Request for donation - National FFA Convention - Mrs. Gunnet advised that she spoke with a representative of the Red Lion FFA. She stated that the convention was held in October. Eleven students attended, 4 of which were Windsor Township residents, at a cost of \$600 each. She commented that approximately 60,000 members attended and there were speakers and a college and career fair. She noted that she asked if it was too late to donate and was informed that it was not. **On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved to donate \$400 to the Red Lion FFA. Motion carried. Two votes yes.**

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 Mr. Sechrist if he had any comments. He did not.

Mr. Heffner commented that he wants to remind the Police Department to keep aware due to the recent police officer shootings nationwide.

19. On the motion of Rodney Sechrist seconded by Dean Heffner, the bills were approved. Motion carried. Two votes yes.
20. The meeting of the Windsor Township Board of Supervisors adjourned at 6:48 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

November 21, 2016

Vera Miller  
John Runge  
Steve Olkowski  
Christopher Kraft  
Patty Gingerich  
Isaiah Gingerich  
Tom Estermyer  
Mannix Downey  
Spencer Seaks

Gordon L. Brown & Associates  
Elizabethtown PA  
221 Overview Circle West Red Lion PA  
164 Main Street Felton PA  
164 Main Street Felton PA  
511 Dakota Drive Red Lion PA  
420 Stone Heath Lane Wrightsville PA  
951 Wise Avenue Red Lion PA