

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

December 19, 2016

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairman Dean Heffner at 6:02 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.

2. The Pledge of Allegiance was recited.
3. On the motion of Rodney Sechrist seconded by Dean Heffner, the minutes from the November 21, 2016 meeting were approved. Motion carried. Two votes yes. Mrs. Shovlin abstained from voting due to not being present at the meeting.
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 several notifications from Comcast. They have informed that effective December 31, 2016 they will no longer be carrying Fox College Sports channels, OWN HD will now be available on the Digital Starter Package and there will be price changes effective December 20, 2016.
- C. Mrs. Gunnet advised that she has received a copy of a letter from the Pennsylvania Department of Transportation that was sent to Felton Borough regarding their request to have Felton Road paved as part of the Betterment Program. The letter informed that the project has been selected but a year was not specified for the upgrades.
- D. Mrs. Gunnet advised that she has received a copy of the audit report for the Yoe Volunteer Firemens' Relief Association from the Department of the Auditor General. The audit covered the period of January 1, 2013 to December 31, 2015. There were 2 findings. She explained that the first finding was that ownership of a jointly shared vehicle with the Fire Company needed to be proven and the second finding was that the equipment roster needed to be accurate. She noted that the finding regarding the roster has been addressed and they are working on satisfying the other item.

Mrs. Shovlin stated that the Township contributes to the relief associations and it is necessary for them to comply with all regulations or the Township is entitled to withhold funding. She commented that she understands that there is turnover in the association as they are volunteers but the regulations still need to be followed. She directed Mrs. Gunnet to send a letter to all of the relief associations informing them that if they want to continue to receive funding they must comply with all regulations.

5. Windsor Township Fire & Rescue Association – No one was present.
 - A. The next Fire Chiefs meeting will be held on February 23rd at Red Lion.

6. York Area Regional Police Department - Sergeant Ken Schollenberger was present. He reviewed the report for December. He noted that to date there had been no fatalities due to accidents in 2016. He stated that currently the Township has a shortage of 58 hours. Mrs. Shovlin questioned if that shortage rolls into 2017. Sergeant Schollenberger advised that it does. It was noted that depending on the call, even one could take hundreds of hours. Mrs. Shovlin commented that having a shortage of hours is like having a reserve. She thanked the department for separating out the administrative hours in their reporting.

Mr. Heffner thanked the department for all the work that they do and reminded them to be safe. Sergeant Schollenberger commented that fortunately the number of good people outweigh the bad but unfortunately there are many with mental illnesses that are not being treated.

Mrs. Shovlin commented that she saw that Sergeant Schollenberger has been involved with fundraisers for cycling for cancer and the department has been active with the Quick Response Team. She stated that it is nice to have the good press as well.

A. The monthly report for December is available for review.

7. PLAN FOR APPROVAL:

- A. **CHARLE C. & MARGOT D. STOUGH - Final Reverse Subdivision Plan #C16-029 by Clark P. Craumer, LLC on Barachel Drive** - Attorney Dale Achenbach and Mr. Stough were present. Attorney Achenbach advised Mr. and Mrs. Stough own a vacant parcel that adjoins the property that their home is on and this reverse subdivision combines. He explained that when the original development was created, a road was proposed to run along the frontage of the vacant lot but was never installed so it does not have any road frontage.

Mr. Allison advised that they are requesting three waivers. The first is of Section 503.1 for the installation of curbs. The second is of Section 503.2 for the installation of sidewalks. The third is of Section 304.2.B for the sheet size. The Windsor Township Planning Commission recommended approval of the waivers and the plans. Mr. Allison noted that this development does not have sidewalks.

On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the waiver requests. Motion carried. Three votes yes.

Attorney Rausch questioned if there were any plans for the land where the road was proposed. Mr. Stough stated that most of the owners of the vacant properties have adjoining properties as well and have maintained this area over the years.

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

8. PLAN FOR APPROVAL:

- A. KENSINGTON, PHASE 2 - Preliminary Subdivision Plan #2005332-069 by RGA Associates, lots on Sunbury Drive and Dietz Road Extended - Discussion regarding baseball field - Bill Breigle with Keystone Custom Homes was present. He provided the Board with a sketch of Phase 2 of the proposed Kensington Development. He noted that he understands that a ballfield for the Township is a requirement of this development. He explained that the proposed development flows into two different watersheds. He stated that he met with Eric Jordan from the YCCD and Nate Crawford from PennDEP to discuss the NPDES permits for the site. It was suggested that Phase II be split into Phase A and Phase B. A modification could be done to the existing NPDES Permit for what would be called Phase A, which would consist of the lots along Sunbury Way and the running of the sewer line along Ness Road and then toward the Rose Brook development. An individual NPDES Permit would be required for the lots along Dietz Road Extended and the balance of Rosewater Drive, as well as the ballfield which is proposed on the northern side of Ness Road. This would be Phase 2B. Mr. Breigle stated that when he met with Mr. Crawford, he was informed that it could take 14 months to obtain an individual NPDES Permit. Once the individual permit is issued, the existing permit would fall under that. He requested that the Board allow them to move ahead on designing Phase 2 in two sections. An agreement could be drafted and approved that they will install a field on the property.

Mr. Allison commented that it would be a benefit to have Sunbury Way completed as it has been sitting with just binder for several years. By allowing them to finish these lots, the streets could be completed sooner.

Attorney Rausch questioned if this is the development that will have extensive walls. Mr. Briegel stated that a future phase will have walls.

Mrs. Gunnet questioned if the Board is satisfied with the location of the ballfield. Mr. Klinedinst noted that based on their timeframe for permitting, the field would likely be constructed in 2018 and then it would have to settle before being used. Mrs. Shovlin questioned if there would be an issue with it in this location. Mr. Klinedinst stated that there are steep banks. However, the field would be flat and fenced. There would be steep grading outside of the fence. She commented that the Township is short on fields now and asked if they would consider making a donation toward the purchase of land elsewhere. She stated that she has safety concerns with the slopes at this site. Mr. Breigle advised that they had tried to look for a location off site but were unable to find anything suitable. He stated that if the Township had a location they would consider a monetary contribution toward the purchase.

There was discussion on how the submission of an individual NPDES permit would be affected if the ballfield was planned for the lot and then removed and replaced with homes. It was noted that the overall density of the development is governed by the Ordinance so they would not gain a significant number of building lots. Mr. Briegel commented that a delay with the submission would prolong the timeframe for the construction of the ballfield if the Township does decide that they want it on this property.

Mr. Briegel stated the proposed Phase 2A is not affected by this and requested approval to move forward on plans for these lots. It was the consensus of the Board to allow for Phase 2 to be broken into two sections and for them to move forward on Phase 2A.

The discussion on the ballfield was tabled until the January 16, 2016 meeting.

9. Proposed 2017 Budget - Mrs. Gunnet advised that the proposed 2017 budget has been open for inspection and has been advertised for adoption. She noted that the Real Estate Tax millage rate will remain at .6 mills as well as the Fire Hydrant Tax at .1 mills. Public safety accounts for 54% of the budget and public works accounts for 26%. The sewer bill rate will remain at \$112 per quarter and 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 in 2017. An additional one time lump sum contribution in the amount of \$10,000 to each of the fire companies is included in the budget.

She stated that in addition to the adoption of the budget, there are two Resolutions that must be approved as well. **Resolution #2016R-12-01 sets the Tax Levy and Resolution #2016R-12-02 sets the Pension Contribution Rate at 2%. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved both Resolutions and adopted the 2017 Budget. Motion carried. Three votes yes.**

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

11. Township Engineer:

- A. **Surety Reduction - Shawnee Manor & Templeton Land Development Plan - Mr. Klinedinst** advised that he is recommending a surety reduction in the amount of \$64,608 which will leave a remaining balance of \$89,021.05 for Shawnee Manor. He noted that the proposed adoption of the streets is on the agenda for this evening and if the Board approves this, a Structural Integrity Bond will be required to be posted in the amount of \$82,456.58.

Mr. Klinedinst advised that that he is recommending a release of the final funds in the amount of \$59,279 for the Templeton Land Development Plan.

On the motion of Rodney Sechrist seconded by Dean Heffner, the Board approved the surety reduction for Shawnee Manor and the release of the surety for the Templeton Land Development Plan. Motion carried. Three votes yes.

- B. **New Forest Hills, Phase III - Mr. Klinedinst** advised that Mr. Kraft is still doing research on this. Mr. Allison advised that he has received a letter from Eric Jordan of the York County Conservation District that indicates that if the situation cannot be rectified between the Township and the heirs of the Blouse Estate, it will need to be addressed through PennDEP's legal counsel.

12. Public Works:

- A. Mr. Heffner advised that the Board has received the monthly report for December. There were no questions.
 - B. Wise Avenue - Connection Update - Mrs. Gunnet advised that a hearing was held with the Magistrate on November 22nd. The judge gave Mr. Reinhart until December 27th to have the property connected and indicated that he would determine the amount of the citation at that time. To date, Mr. Reinhart has still not connected.
 - C. Discussion - Purchase of Tiger and Flail mowers - Mr. Trout advised that he has provided the Board with quotes for the purchase of a Tiger Boom mower attachment and a John Deere tractor with a flail mower. **On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the purchase. Motion carried. Three votes yes.**
 - D. **Resolution #2016R-12-03 - Adoption of streets in Shawnee Manor** - Mrs. Gunnet advised that the two streets in Shawnee Manor are being proposed for adoption. She noted that she has received a check from the owner for the liquid fuels tax since the adoption is being proposed after the deadline. Mrs. Gunnet explained that a structural integrity bond will need to be posted but the developer is unable to have this done until the reduction on the existing letter of credit is approved. She stated that they have agreed that if the bond is not received by December 29th, then the adoption will not occur. **On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved Resolution #2016R-12-03 to adopt the streets in Shawnee Manor with the condition that the Structural Integrity bond is received by December 29, 2016. Motion carried. Three votes yes.**
 - E. **2016 Pump Station Improvements - Payment Application #1 - \$169,852.23 & Change Order #1 - \$4,115.01** - Mrs. Gunnet advised that the first payment application has been received. She stated that the Change Order is due to a disconnect switch not being able to be reused as was indicated in the bid. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved Payment Application #1 and Change Order #1. Motion carried. Three votes yes.
 - F. Mrs. Gunnet advised that the mast arm has been replaced at the Freysville Intersection signal. Mrs. Shovlin questioned if the Township was receiving funds for the replacement. Mr. Heffner advised that it was decided not to pursue it because it would have cost more in legal fees and there was not definitive proof of who damaged it. Mrs. Gunnet added that the Township now receives notifications when large loads are traveling through the Township.
13. **Former Spring Valley Pool property - Community Center Study Committee & Lease Agreement - Jack Dehoff** - Mrs. Gunnet advised that the Community Center Study Committee held their first meeting. They provided direction to Mr. Good from Pashek Associates on how to proceed. Another meeting will be held in January. It was asked who is on the committee. Mrs. Gunnet noted that some of the members are Dean Heffner, Chris Shaffer (WARC Recreation Director), Chris Carr, Wes Greer, Vera Miller, Chris Kraft, Kathy Kerchner and Elmer Fromm.

Mrs. Gunnet advised that a lease agreement has been prepared with Jack Dehoff for the farming of the land. It is the same as the one for the White Oak Road property. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the Board approved the Lease Agreement. Motion carried. Three votes yes.

14. Other Business:

- A. Mr. Heffner advised that the Board has received the Zoning Report for November. There were no questions.
- B. Mr. Heffner advised that the Board has received a copy of the Township Manager Report for November. There were no questions.
- C. Mr. Heffner advised that the Board has received a copy of the Animal Control Officer Report for November. There were no questions.
- D. Mr. Heffner advised that the Reorganizational meeting will be held on Tuesday, January 3, 2017 at 6:00 p.m.
- E. Mr. Heffner advised that the Auditors meeting will be held on Wednesday, January 4, 2017 at 10:00 a.m.
- F. Mrs. Gunnet advised that the Board has received a list of members whose terms expire on December 31st. She stated that she has contacted those on the list and all have agreed that they would like to continue to serve. She noted that the Board will make official appointments at the Reorganizational meeting.
- G. Stormwater Maintenance Agreement - Brian & Daphne Repanshek (Indian Springs Road) - Mr. Allison advised that a Stormwater Site Plan was required for the construction of a new home. 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 Jo Anna Shovlin, the Board approved the Stormwater Maintenance Agreement for Brian and Daphne Repanshek. Motion carried. Three votes yes.**
- H. **Investment Accounts** - Agreement extension with Peoples Bank - Mrs. Gunnet advised that Peoples Bank has agreed to maintain a rate of less no less than .7% for the Investment Accounts. The Agreement allows for a one year extension. On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, **the Board approved a one year extension with Peoples Bank.** Motion carried. Three votes yes.
- I. Milner Heights Basin retrofit - Update - Mr. Allison advised that he needs to set up a meeting with Attorney Rausch to discuss this topic. Mrs. Gunnet noted that this is listed as a project with the CBPRP but no funding has been set. It was noted that \$70,000 was requested.

- J. **Administrative Building HVAC Bid - Preventative Maintenance Contract** - Mrs. Gunnet advised that she received bids from HB McClure and Williams Service for the preventative maintenance of the Administrative Building's HVAC system. **The low bidder was HB McClure.** On the motion of Dean Heffner seconded by Rodney Sechrist, the Board awarded the bid to the low bidder. Motion carried. Three votes yes.
- K. Transition Report - December - Mrs. Gunnet advised that the Board has received the report for December. She commented that there are still long term projects like the I83 upgrades on the report so the Board will continue to receive them for a while.
- L. **Transfers to Vehicle & Equipment Fund, Sewer Capital Improvements Fund and General Fund** - Mrs. Gunnet advised that the unused funds in the General Fund Capital Purchases line items are transferred to Vehicle & Equipment Fund at the end of the year. The amount is \$9,521.60.

Mrs. Gunnet advised that funds for uncompleted work for the pump station upgrades is transferred to the Sewer Capital Improvement Fund and future bills are paid from this account. The amount to transfer is \$317,181.22.

Mrs. Gunnet advised that a transfer from the Solid Waste Fund to the General Fund was included in the budget to balance the fund if needed. She stated that it will not be needed.

On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved the transfers. Motion carried. Three votes yes.

15. Unfinished Business - There was none.
16. Public Comment – Mr. Heffner noted that if speakers do not wish to have their address recorded, they must state this when speaking. Vera Miller wished everyone a Merry Christmas.
17. Supervisors Comments – Mr. Heffner asked the Board if they had any comments. Mrs. Shovlin commented that her mother recently passed away and she thanked everyone for helping her with her duties and meetings while she was unavailable. She stated that she enjoys working with the Board, Attorney Rausch, Mr. Klinedinst, Mrs. Gunnet, Mr. Trout and Mr. Allison. She commented that the Township also has great employees. She wished everyone a Merry Christmas.

Mr. Heffner thanked Mrs. Gunnet for everything she does throughout the year. He questioned if there is an update on the meeting room countertop. Mrs. Gunnet advised that the contractor is working on it but is having issues getting the countertop. She stated that the check will be cut in 2016 but held until the work is completed.

18. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
19. The meeting of the Windsor Township Board of Supervisors adjourned at 7:29 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT

December 19, 2016

Vera Miller

Christopher Kraft

Bill Breigle

Attorney Dale Achenbach

Charle Stough

Spencer Seaks

Sergeant Ken Schollenberger

221 Overview Circle West Red Lion PA

Keystone Custom Homes

East Market Street York PA

3890 Barachel Drive York PA

951 Wise Avenue Red Lion PA

York Area Regional Police Department