

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 3, 2017

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, Jennifer Gunnet, 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 of the December 19, 2016 meeting were approved. Motion carried. Three votes yes.
4. Appointments: On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, 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** – Peoples Bank, BB&T, PNC Bank, Fulton Bank, Janney Montgomery Scott, Morgan Stanley and Peoples Wealth Advisors

Motion carried. Three votes yes.

5. Various Board Members: On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the following Resolution was approved and appointments were made:
 - A. **Zoning Hearing Board – Resolution #2017R-01-02** – 5 Year Term - Robert Leiphart
 - B. **Planning Commission** - 4 Year Term - Jerry Pilachowski and Todd Kurl
 - C. **Vacancy Board Chairperson** – 1 Year Term – Paul Smith - Mr. Sechrist questioned the purpose of this position. Mrs. Gunnet explained that if a member left the Board and the remaining members could not come to an agreement on the appointment of a new member, the Vacancy Board Chairperson would serve as the tiebreaker.
 - D. **York Area Regional Police Commission** – Member-At-Large - Richard Saylor
 - E. **Windsor Area Recreation Commission** - 5 Year Term - Michael Diehl

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** – Voting Member - Jennifer Gunnet and Alternate - Deanna Coble
 - D. **York County Tax Collection Committee** – Voting Member - Jennifer Gunnet and Alternate - Deanna Coble
 - E. **Agricultural Area Advisory Committee** – Jo Anna Shovlin
 - F. **Local Government Advisory Committee** – Dean Heffner
 - G. **Windsor Area Recreation Commission** – Rodney Sechrist
 - H. **Windsor Township Emergency Management Department** - James Wilson
 - I. **York County Stormwater Consortium** - Voting Member - Kipp Allison and Alternate - Jennifer Gunnet

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 – 1st and 3rd Mondays at 6:00 p.m.

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

On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, it was the consensus of the Board to keep the meeting dates the same. Motion carried. Three votes yes.

8. Other Reorganizational Business – On the motion of Rodney Sechrist seconded by Jo Anna Shovlin, 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 she has received an invitation from the PA Department of Agriculture to the Public Officials Day at the Pennsylvania Farm Show on Wednesday, January 11th. She asked the Board to let her know if they plan to attend so she can RSVP.

10. Solicitor:

A. Andrew & Deborah Lentz - Appeal of Zoning Hearing Board decision - Filing of Notice to Intervene - Mrs. Gunnet advised that Mr. and Mrs. Lentz have appealed the Zoning Hearing Boards' denial for the number of domestic animals (dogs) to the York County Courts. The Township would need to file a Notice to Intervene should the York County Court overturn the decision and the Township wishes to appeal that decision. On the motion of Dean Heffner seconded by Rodney Sechrist, the Board approved to file the Notice to Intervene. Motion carried. Three votes yes.

11. Other Business:

- A. **Resolution #2017R-01-01 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2016 financial records** – Mrs. Shovlin questioned if this is the same auditing firm that the Police Commission used to use. Mrs. Gunnet advised that it is. She stated that the Township has different requirements than the Police Commission and this firm handles all of the required DCED reporting. On the motion of Dean Heffner seconded by Rodney Sechrist, the Resolution was adopted. Motion carried. Three votes yes.
- B. Mr. Heffner advised that Christmas Tree Collection will take place the week of January 2nd 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.
- C. **ADA Compliance - Website** - Mrs. Gunnet advised that she contacted Double Dog Communications regarding ADA compliance for the Township's website. They are estimating the cost to be \$180 to \$270. There are minimal changes that need to be made. Captions will need to be added to pictures. On the motion of Dean Heffner seconded by Jo Anna Shovlin, the Board approved for the compliance update to be completed. Motion carried. Three votes yes.
- D. Discussion on July 4th Holiday - Mrs. Gunnet advised that July 4th falls on a Tuesday this year. She stated that in the past, if a holiday fell on a Tuesday or Thursday, the Board has agreed to allow for the Township to close on the Monday or Friday if every employee agrees to use a vacation day. She advised that she has spoken with the employees and all have agreed to this. **It was the consensus of the Board for the office to be closed on Monday, July 3rd with the condition that the employees use a vacation day.**
- E. **Felton Road Improvements - Update** - Mrs. Gunnet advised that she has determined that Felton Road is a candidate for construction. They have stated that improvements in 2018 are possible but are more likely for 2019. Mrs. Shovlin commented that improvements on Route 74 are scheduled for next year. Mrs. Gunnet stated that it will be from the square in Red Lion to Main Street Extended.
- F. **Wise Avenue connection - Update** - Mrs. Gunnet advised that today was the deadline for Mr. Reinhart to connect to the public sewer. He stopped at the office first thing in the morning to inform that he had an issue with his contractor. He was provided with other contractors names and one was to be out this afternoon to give a quote. Mr. Reinhart did leave a message for Magistrate Fishel but had not heard back from him when Mrs. Gunnet last spoke with him. Mr. Allison noted that Mr. Reinhart is going to receive a fine but the rate has not been set yet.
- G. Mr. Heffner advised that an Executive Session will be held after the meeting to discuss a possible land purchase and a personnel matter.

12. Unfinished Business - There was none.

13. 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.

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14. 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.
15. On the motion of Jo Anna Shovlin seconded by Rodney Sechrist, the bills were approved. Motion carried. Three votes yes.
16. The meeting of the Windsor Township Board of Supervisors adjourned into an Executive Session to discuss a possible land purchase and a personnel matter 6:15 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 3, 2017

Vera Miller