

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

February 2, 2009

1. The meeting of the Windsor Township Board of Supervisors was called to order at 7:00 p.m. by Chairman Paul Smith.

Those present: Paul Smith, Jan Smith, Dean Heffner, Attorney Charles Rausch, Jennifer Gunnet and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Jan Smith seconded by Dean Heffner, the minutes from the January 19, 2009 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 an invitation to the Yorkana Volunteer Fire Company Appreciation Dinner which will be held on Saturday, February 28<sup>th</sup>. She asked the Board to let her know if they will be attending so that she can RSVP.
- C. Mrs. Gunnet advised that she has received a notice from the York Area Council of Governments that the next meeting will be held on Thursday, February 26<sup>th</sup> at the Township Office. She stated that the item to be discussed would be the dissolution of the organization. Mr. P. Smith asked the Board what their thoughts are. Mr. Heffner stated that many times it was difficult to get enough people to attend and he feels that it is difficult to work together because there are different regulations that each municipality needs to follow. Mrs. Gunnet commented that it was difficult to find auditors. She did add that the fire companies and ambulances did benefit.
- D. Mrs. Gunnet advised that she has received the Audit report for the Windsor Township Liquid Fuels Fund for 2007 from the Office of the Auditor General. There were no findings.
- E. Mrs. Gunnet advised that she has received a letter from CH2M Hill, the engineering firm for the Texas Eastern transmission pipeline. They have submitted an erosion and sediment control plan to the York County Conservation District for review.

5. Windsor Township Fire & Rescue Association:

- A. Knox box program – Barry Myers stated that the Fire & Rescue Association would like to know if the Township would consider establishing a Knox box program. He stated

that it is a good program and suggested that the Township also work with Red Lion Borough and Dallastown Borough. He advised that York Township has a program and he showed the Board the Knox box that is located in the fire truck. He commented that the Township may be able to add on to York Township's program. Mrs. Gunnet advised that she spoke with Keith Lutz at York Township and they are not interested because of security issues. Mr. Myers stated that he does not feel there would be any issues. He advised that the burglar alarm would still be activated if someone entered a business. It was asked what happens if the business does not have an alarm. Mr. Myers stated that if the business does not have an automatic service then the fire company would not be dispatched.

Mr. J. Smith asked why the Township has a key. Mr. Myers stated that it is the master key. Mr. P. Smith commented that the Township could use the master key to open the business' Knox box to see if there is a key in it. Mr. Myers added that the Township would have a master listing that would give the name of the company and where on the building the Knox box is located.

Mr. P. Smith asked if the Township would pursue this as the Windsor Township Fire & Rescue Association. Mrs. Gunnet advised that it would. She stated that the Township would need a license to do this program. There would be no cost for it.

Mrs. Gunnet questioned why the box is connected to the burglar alarm. Mr. Myers stated that it is for safety purposes. He commented that if someone is in the building that should not be, the fire company is only equipped with water.

Mrs. Gunnet advised that she had obtained an ordinance from Manchester Township for their Knox box program. She stated that they require all new businesses to install a Knox box in order to obtain a Certificate of Occupancy. They gave existing businesses one year to comply.

Mr. Heffner asked how the program works. Mr. Myers stated that County Control activates the Knox box in the fire truck that allows the key to be removed. An officer would enter a code to get into the box. The key is then used to open the Knox box on the building so that entry can be gained through a door. When entry is taken, County Control is notified. The burglar alarm will still be activated. When the fire company leaves the building, County Control is notified again. It was asked who would have the code to access the box. Mr. J. Smith commented that if each firefighter had the code there would be a lot of people who could access the Knox box. Mr. Myers stated that typically only the drivers and officers have the code.

Mr. Heffner stated that he feels it is a good idea. Mrs. Gunnet advised that the only cost to the Township would be for the purchase of a knox box for both the Township Office and the Public Works Building. She added that the fire companies are willing to pay for the cost to install the boxes on their equipment. Mr. J. Smith stated that he does not feel there should be a timeframe for when existing businesses would need to install their box. Mr. P. Smith advised that he feels there needs to be a mandatory timeframe.

It was asked what the cost would be for a box. Mr. Myers stated that a box could be purchased for approximately \$300. There would be an additional cost for installation. The Board agreed to consider the knox box program.

It was asked if County Control's new radio system will be capable of emitting the tone necessary to operate the knox box. Mr. Myers advised that the county is saying it will work.

6. York Area Regional Police Department:

A. Mr. P. Smith advised that the Monthly Report for December is available for review.

7. Solicitor:

A. Attorney Rausch advised that the Stormwater Agreement for the Freysville Park field drainage has been given to Mr. Pasch's attorney.

8. Public Works Building:

A. **Payment Requests – Eci (G-12 Revised) \$89,517.00 and Herre Bros. (P-10 Final) \$20,000** – Mr. P. Smith advised that two payment requests have been received. He asked if this is the final payment to Herre Bros. Mrs. Gunnet advised that it is the final payment. She stated that their work is complete and any repair work that would be needed would be covered under the warranty. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved payment requests G-12 Revised and P-10 Final. Motion carried. Three votes yes.**

9. Other Business:

A. **Resolution #09R-02-01 – Recognition of Longstown Village Condominium Association as a civic or service organization – Small Games of Change License** – Mrs. Gunnet advised that the Small Games of Chance License for the Longstown Village Condominium Association is up for renewal. She stated that in order for it to be renewed, the York County Treasurer's Office is requiring the Township to pass a resolution that recognizes the association as a civic or service organization. Only

members of the development are able to partake in the games. She stated that she received a copy of a similar resolution from Dover Township. Mr. P. Smith asked if the Township has a copy of the bylaws of the association. Mrs. Gunnet advised that the Township does not but since this is a renewal, bylaws would be available from the County. Mr. P. Smith stated that even though the Township is familiar with the Association, he feel that the Township should have a copy of the bylaws so that we can confirm that they are a civic or service organization. **It was the consensus of the Board to not take action until the bylaws are received.**

- B. Mrs. Gunnet advised that the Board has received a copy of the employee evaluation forms for the Township Manager and Public Works Director per the request of Mr. P. Smith. It was the consensus of the Board to perform the evaluations.
- C. **York Little Theater – Special Occasions Permit** – Mrs. Gunnet advised that the York Little Theater will be holding a music review at Wisehaven from March 5<sup>th</sup> to 8<sup>th</sup>. They would like to serve alcohol and would be able to do so through a Special Occasions Permit from the PA Liquor Control Board. In order to do this, the Township must send a letter to the Liquor Control Board stating they have no objections to the occurrence. She stated that she is not aware that this type of permit has been requested before. She added that establishments in the Township are BYOB. Mr. J. Smith stated that he does not see any difference if people would bring their own alcohol or have alcohol served to them. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved to send a letter. Motion carried. Two votes yes. Mr. P. Smith voted no stating that he wants to support the Township residents who have voted against the Township becoming wet.**
- D. Counter on website – Mrs. Gunnet advised that Mrs. Coble has obtained information on adding a counter to the website. She stated that the cost will be based on labor and will range between \$90 and \$135. She explained that there is another option called a reporting system. The cost for this is \$5 a month. The system provides detailed information on the number of times the website is viewed, which pages are viewed and the length of each session. She added that it is password controlled. Mr. Heffner commented that he feels this is a better option because it provides more information. It was the consensus of the Board to add the reporting system.
- E. **Sewer Reserve Capacity Security Reduction – Brookfield Crossing** – Mrs. Gunnet advised that she has received a request from the developer for Brookfield Crossing to reduce the amount of sewer capacity from 84 units to 64 units. She noted that she contacted C.S. Davidson to see if changes could be made to the Chapter 94 Report. They have stated that it can be. She stated that this results in a reduction of \$16,000. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved the sewer reserve capacity reduction. Motion carried. Three votes yes.**

- F. Mrs. Gunnet advised that the Board has a copy of a list of liens that are over two years old. The amount totals over \$20,000. She stated that with the economy the way it is, she wanted to know if the Board would like to take legal action. Mr. Heffner commented that the Red Lion Municipal Authority is changing their billing period to monthly. After discussing the change in the water billing, the Board agreed to have Attorney Rausch proceed with legal action for collection of the delinquent sewer billing.
- G. Monthly Reports – Change of Format – Township Manager, Public Works Director and Zoning Officer – Mrs. Gunnet advised that Mr. J. Smith had requested that this be added to the agenda. Mr. J. Smith stated that he is not ready to discuss this. The topic was tabled.
- H. Mr. P. Smith advised that an Executive Session will be held after the meeting to discuss possible litigation.

10. Unfinished Business:

- A. Panorama Hills Pump Station Update – There was no update.
- B. Joint Stormwater Drainage Study – Mrs. Gunnet advised that she is waiting to hear from DCED.
- C. Residential Rental Tax Ordinance – The Ordinance is still being investigated in the court system.
- D. **Adoption Resolution – Windsor Way – Resolution #09R-02-02** – Mrs. Gunnet advised that she has received the updated information including the description and maps. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved the Resolution. Motion carried. Three votes yes.**
- E. Drainage at Freysville Park, Field #1 – Discussed under 7A.
- F. Verification of building setback compliance – It was noted that Mr. Allison is working on this.
- G. Possible land purchase – Mrs. Gunnet advised that the Board has been provided with information from the Community Center Feasibility Study regarding the location for a Community Center. She stated that based on the report, this land would not be acceptable because it is not located along the Route 24 corridor. Mr. P. Smith commented that he does not feel that it should have to be located along Route 24. Mr. Heffner advised that he was out on site. He stated that he saw that there was a pond on

the site and commented that the property drops off rather steeply in the middle. He questioned the access to the property. Mrs. Gunnet advised that the Township would not have access to Shaw Road because it is only a public street for a small portion and that portion leads to the portion that Mr. Sowers would be keeping. Mrs. Gunnet advised that the results of the study state that ballfields are what will be needed. It was noted that the reports are probably outdated now because of the economy and the fields will not be needed as soon as the report concluded. Mr. Heffner commented that you could probably only get one field without having to do major excavation. Mr. P. Smith stated that he does not want to purchase another hilly property to try to construct fields on. Mr. Heffner stated that he feels it is a high price to pay for what work would be needed. He added that the Kendale Road site is better suited for a Community Center. He commented that he would not object to purchasing 5 to 10 acres. Mr. J. Smith agreed that he would consider purchasing a few acres. It was the consensus of the Board to drop negotiations with Mr. Sowers. Mr. P. Smith asked Mrs. Gunnet to inform him.

11. Public comment – There was none.

12. Mr. P. Smith asked the Board if they had any comments. Mr. Heffner did not have any comments.

Mr. J. Smith thanked the employees who were involved with the State Fund audit.

13. On the motion of Jan Smith seconded by Dean Heffner, the bills were approved. Motion carried. Three votes yes.

14. The meeting of the Windsor Township Board of Supervisors recessed into an Executive Session at 7:40 p.m. to discuss possible litigation regarding the Bahn's Mill Road site. The meeting reconvened at 8:00 p.m. and recessed until Thursday, February 5, 2009 at 12:00 p.m. at the Windsor Township Public Works Building, 970 White Oak Road.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

February 2, 2009

Vera Miller  
Yvonne Emenheiser  
Allen Emenheiser  
Barry Myers  
Charles Silar

830 Marvell Drive York PA  
1027 Hastings Boulevard York PA  
1027 Hastings Boulevard York PA  
Windsor Township Fire & Rescue Assoc.  
1500 Windsor Road Red Lion PA