

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
December 21, 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, Jason Reichard, Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. Mrs. Gunnet advised that she had spoken with Attorney Rausch regarding the meeting on December 17<sup>th</sup> and since there was not a quorum, there is no need to approve minutes. On the motion of Dean Heffner seconded by Jan Smith, the minutes from the December 7, 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 a copy of the 2008 audit report for the Windsor Area Recreation Commission from Kochenour, Earnest Smyser & Burg. She noted that the Board has also received a copy.
  - C. Mrs. Gunnet advised that she has received a letter from the PA Department of Agriculture noting that they will be holding the 7<sup>th</sup> Annual Pennsylvania Farm Show Public Officials Day Luncheon on Thursday, January 14, 2010 beginning at 12:00 p.m. She asked the Board to let her know if they plan to attend so she can RSVP.
  - D. Mrs. Gunnet advised that she has received a letter from Representative Stanley Saylor in response to the resolution approved by the Board regarding fees for PA State Police coverage. She stated that Representative Saylor has proposed House Bill 1320 which would exempt municipalities with a population more than 10,000 or a density of 160 people per square mile. Mr. P. Smith advised that this is not what the Board wanted. He stated that with these regulations there would be no municipalities in York County that would be affected. Mrs. Gunnet commented that there may be some in northern York County. Mr. P. Smith stated that he feels it should be based on a population of less than 5,000 people. He added that based on Representative Saylor's requirements, it would encourage those with their own police coverage to drop it and go with State Police coverage. He noted that he would like to meet with Representative Saylor regarding this and asked Mrs. Gunnet to draft a letter with the Board's concerns.

- E. Mrs. Gunnet advised that she has received a copy of a letter that the PA Department of Environmental Protection that was sent to Representatives and Senators notifying of the elimination of grant programs that support recycling. She recommended sending a letter that would support House Bill 1768 which would extend the deadline for the possible elimination to December 31, 2019. Mr. P. Smith asked how this affects other grants. Mrs. Gunnet stated that it does give additional explanations. Mr. P. Smith asked what would be continued with this Bill. Mrs. Gunnet advised that the \$2 fee per ton collected would continue. The Board agreed to send a letter to Representative Saylor expressing their support of the House Bill.
- F. Mrs. Gunnet advised that she has received a letter from J. LaRue Harvey resigning as Windsor Township Auditor. She noted that the letter has been forwarded to the York County Elections Office. She added that it is up to the Board to make an appointment and then notify the Elections Office. **On the motion of Jan Smith seconded by Dean Heffner, the Board accepted the resignation of J. LaRue Harvey. Motion carried. Three votes yes.**

**On the motion of Jan Smith seconded by Dean Heffner, the Board appointed John Stewart as Township Auditor. Motion carried. Three votes yes.**

5. Terry Swayne – Waiver to allow trees to remain in drainage swale – Rosebrook II, lot 40 – Attorney Bill Poole advised that his client, Terry Swayne, owns Lot 40 in the Rosebrook II development. Mr. P. Smith stated that the Board has received a copy of the letter from Site Design Concepts and of the pictures that were submitted as well as a copy of the subdivision plan for Mr. Swayne's lot.

Attorney Poole advised that he has additional pictures for the Board that shows the area from a different perspective and gave them to the Board. He explained that the elevation of Mr. Swayne's lot is lower than the lots behind him. He commented that Mr. Swayne has had windows broken from kids playing ball on the lots behind him and also has the headlights from cars shine directly into his bedroom window.

Attorney Poole advised that Mr. Swayne is requesting a waiver to allow the trees that were planted as a buffer to remain in the stormwater easement. He explained that the trees are planted uphill from the swale. The letter from Site Design Concepts states that the trees are not planted within the channel and will not interfere with the water flow. The letter adds that the tree roots may also absorb some of the water flow. He confirmed that the trees are within the easement but not in the swale.

Mr. J. Smith questioned the orientation of a picture that had been presented. Attorney Poole explained the picture. Mr. P. Smith questioned how large the trees would grow. Mr. Swayne

stated that they are Cyprus trees and estimated that they would be approximately 20' tall and would have a diameter of 1 ½'. He added that they will not interlock. Mr. J. Smith asked which direction the water flows. Mr. Allison showed the Board the direction on the picture.

Attorney Rausch asked if the engineer made any recommendations. Attorney Poole stated that they stated that it should be kept out of the channel. Attorney Rausch questioned if the mulch is currently in the swale. Attorney Pool advised that it is not. Attorney Rausch asked if the letter referred to branches in or overhanging the swale or broken branches in the swale. Attorney Poole advised that he feels that the reference to branches in the letter refers to broken branches needing to be removed from the swale and low branches needing maintained. He added that the grass in the swale will need to be kept mowed.

Mr. Heffner expressed his concern about the size of the trees. He commented that Cyprus trees can grow 6 to 8 feet wide and 40 to 60 feet high. Mr. Swayne advised that he purchased mini Cyprus trees so the maximum height would be 25'. Attorney Rausch asked if any of his neighbors have been having the same problems. Mr. Swayne stated that he did not know.

Attorney Poole advised that due to the wording of the note on the approved Subdivision Plan, Mr. Swayne was required to come before the Board to obtain permission to keep the trees. He noted that Mr. Swayne is aware that he owns the swale and demonstrated this by planting the trees behind it. Attorney Rausch asked Attorney Poole if he felt that there should be an agreement recorded should the Board decide to grant the waiver. Attorney Poole stated that it would be recorded in the minutes but understands why it would be a good idea to have an agreement recorded. He noted that he wants to keep the costs down for his client.

Mr. J. Smith asked Mr. Reichard's opinion. Mr. Reichard advised that he does not feel that it would be an issue. He noted that the water flow line is below the tree line. He added that the swale would need to be maintained and the grass would need to be kept mowed. Mr. J. Smith questioned how Mr. Allison felt about the trees. Mr. Allison stated that he wants to make sure that the trees would comply with the wording on the Subdivision Plan. He noted that potentially the 19 lots that have the easement could have trees. Mr. J. Smith asked if it would have the same slope. Mr. Allison advised that it would. Mr. Reichard noted that the swale is more defined the further it goes. Mr. Swayne's lot is only the second lot from the beginning of the swale.

Mr. P. Smith asked why the note is put on the plan that would allow for a homeowner to obtain a waiver from the Board. Mr. Allison advised that it prohibits the placement for items in the easement but gives the Board the option to grant a waiver. Mr. P. Smith stated that if a problem would be caused, the note should not be put on the plan. Mr. Allison advised that the note can be removed from future plans. Attorney Poole stated that he feels this type of situation is the perfect reason as to why the note was put on the plan.

Attorney Rausch asked if the trees run the entire width of the property. Mr. Swayne advised that there are 23 trees currently planted and there is room for 4 more which he would like to plant. He noted that he stopped with the plantings when he received the notice of violation. Mr. Allison commented that if the Board decided to grant the waiver, it could be done with the condition that the trees would need to be removed if it was determined that they were causing a problem. Mr. Trout asked how far the trees are planted from the swale if the Township needed to access the area. Mr. Allison advised that there is sufficient area to work because the yard is flatter closer to the house. Attorney Poole advised that he would not object to the condition.

**On the motion of Jan Smith seconded by Dean Heffner, the Board granted a waiver to allow the trees to be planted within the easement with the condition that they do not impede the flow of water and should the easement need to be accessed, the trees would be trimmed or removed at the homeowner's expense and authorization was granted to prepare an agreement with these terms at the homeowner's expense. Motion carried. Three votes yes.**

Mr. P. Smith expressed his desire that Mr. Swayne would have come before the Board to request the waiver prior to planting the trees.

6. Emergency Management Coordinator:

- A. Mr. Fromm advised that the Board has received the Monthly Reports for October and November.
- B. Evacuating County Residents in Need (ECRIN) – Update – Mr. Fromm advised that there was a good training session held at the Township with Mrs. Gunnet, Mrs. Miller, Mr. Kohler and himself. He explained that there is a program that allows for a printout of the locations of those residents who have registered in the program. He added that he has a copy of the information that has been submitted by the residents and there is also a copy on file at the Township Office.
- C. Requirements for federal assistance – Mr. Fromm advised that there has been training put on by the county regarding disasters. He stated that it is important to get disaster reports to the appropriate parties in order to obtain federal assistance. He noted that in order to obtain federal assistance, there must be a minimum of \$1.25 million in damages. He stated that the funding can be used toward road or bridge repairs.
- D. Mr. Fromm advised that he had previously stated that he would be stepping down as Emergency Management Coordinator but his situation has changed and he will serve as Coordinator in 2010. He noted that he will have information prepared for the spring newsletter.

7. Plan for Approval:

- A. **JOHN B. & LISA A. STORCK – Final Reverse Subdivision Plan #L-5328 by Gordon L. Brown & Associates along Lombard Road** – John Runge with Gordon L. Brown & Associates advised that the property is located at 885 Lombard Road. It was discovered that the deed listed two tracts and this reverse subdivision combines them to create one parcel so that they can meet building setbacks to construct an addition and enlarge the driveway. Mr. Runge advised that they have addressed all the comments. He noted that the Form B waiver for the septic system has been reviewed by Mr. Poe but until the system has been installed Mr. Poe will not sign off.

Mr. Allison advised that they are requesting two waivers. He stated that the first one is for the installation of curbs and sidewalks. He noted that the Windsor Township Planning Commission recommended denial but recommended allowing the installation within 6 months of notification by the Township. The second waiver request is for contours which the Windsor Township Planning Commission recommended approval. Mr. P. Smith asked if there are any sidewalks in this area. Mr. Allison advised that there are not.

**On the motion of Jan Smith seconded by Dean Heffner, the Board denied the waiver for the installation of curbing and sidewalks with a note that they must be installed within 6 months of notification by the Township. Motion carried. Three votes yes.**

**On the motion of Jan Smith seconded by Dean Heffner, the Board granted the waiver for contours. Motion carried. Three votes yes.**

Mr. P. Smith advised that is has been the practice of the Board not to conditionally approve plans. Mrs. Gunnet noted that Mr. Runge has been made aware of this. **On the motion of Jan Smith seconded by Dean Heffner, the Board tabled the plan until the septic system is installed. Motion carried. Three votes yes.**

8. Adoption of the 2010 Budget – Mrs. Gunnet advised that the proposed budget has been open for inspection and was advertised for adoption. She noted that the Real Estate and Fire Hydrant tax rates are not increasing. However, the Street Light Tax will be increasing from .2 to .25 mils. She added that this only affects a few properties along Starview Drive. She advised that the quarterly sewer bill will be increasing from \$90 to \$95 starting with the February 2010 bill. Mrs. Gunnet commented that there is a 2.6% increase in expenditures while income has decreased 1.2%. **On the motion of Jan Smith seconded by Dean Heffner, the 2010 Budget was adopted. Motion carried. Three votes yes.**

- A. **Resolution #09R-12-34 – Tax Levy – On the motion of Jan Smith seconded by Dean Heffner, the Board approved the Resolution to set the tax rates at .6 mils for Real**

**Estate, .1 mils for Fire Hydrant and .25 mils for Street Lights. Motion carried. Three votes yes.**

- B. **Resolution #09R-12-35 – Non-Uniform Pension contribution for 2010** – Mrs. Gunnet advised that this resolution sets the employee contribution rate at **2%**. **On the motion of Jan Smith seconded by Dean Heffner, the Resolution was approved. Motion carried. Three votes yes.**

9. Solicitor:

- A. Posey Family Subdivision – Bethlehem Church Road – Attorney Rausch advised that as part of the subdivision for the Posey Family, they are required to widen Bethlehem Church Road. They have requested to pay the Township \$10,000 which is the estimated cost to do the work, and have the Township do it. Mr. P. Smith asked Mr. Trout if he has an issue with this. Mr. Trout advised that he does not. Mr. Reichard advised that this amount is in line. **On the motion of Jan Smith seconded by Dean Heffner, the Board accepted the payment of \$10,000 from the Posey Family to widen Bethlehem Church Road. Motion carried. Three votes yes.**
- B. **Building Permit Ordinance** – Attorney Rausch advised that in response to the Schmidt’s request for a Local Agency Hearing, he met with Mrs. Gunnet and Mr. Allison to review the Building Permit Ordinance. He stated that the Board has received a memo with his recommendations for changes. He explained that the one change would give the Zoning Officer discretion to determine what would need to be shown on the Site Plan rather than requiring all the items listed. He advised that the Building Permit Ordinance is twofold. The first section deals with a Site Plan and the second section deals with Flood Plains. He stated that his proposed change would only allow the Board to grant a variance from the Flood Plain section. Should a Site Plan be denied by the Zoning Officer, those variances would be heard by the Zoning Hearing Board. Mr. Allison noted that there could be potential variances of the Flood Plain heard by the Zoning Hearing Board if it originates from the regulations set forth in the Zoning Ordinance.

Mr. Allison gave the Board a memo that he had prepared. He advised that he is proposing three changes of his own to the ordinance. He stated that he would like to change the word “larger” to “smaller” in regards to the scale size in Section C3. He explained that this would require more detail on a smaller scale. He stated that the word “metes” should be removed from the end of Section C4 as it is a typographical error. He noted that he would like to add “existing and proposed” to Section C10 so that the plan would show all improvements. Mr. P. Smith asked Attorney Rausch if these changes would be acceptable. Attorney Rausch advised that they would be. He added that if the Board desires, he can prepare a draft with the changes. **On the motion of Jan Smith seconded**

**by Dean Heffner, the Board authorized Attorney Rausch to draft the changes. Motion carried. Three votes yes.**

- C. Attorney Rausch advised that he has not heard back from the church regarding the purchase of a snowblower.
- D. Mr. Heffner asked if there is any update on the Clinton property. Attorney Rausch stated that Mr. Clinton was confused on what the “just compensation” covered. He explained that it was to cover the removal of the barn and the relocation of the fence and lamp post. He noted that Mr. Clinton has accepted the money. Mr. Heffner commented that he did not think that the cost to move the fence was going to be covered since this route needed to be taken. Mrs. Gunnet advised that it was part of what was originally discussed. She added that the barn has not been emptied yet. Mr. J. Smith questioned what happens if the contents are not removed. Attorney Rausch advised that he must have it emptied. He stated that a letter will need to be sent to him giving a deadline to have it cleaned out once a schedule for construction has been set.

10. Township Engineer:

- A. Act 537 – Status Report #4 – Mr. P. Smith advised that the Board has received a copy of the newest status report. Mrs. Gunnet advised that people are calling regarding the water testing. She noted that the test results will be received mid to late January. She stated that a good cross section was obtained.
- B. **Security Reductions – Kim Moyer & Cynthia Moyer and Red Lion Area School District – Larry J. Macaluso Elementary School** – Mr. Reichard advised that he has received a request for a security reduction for Kim Moyer & Cynthia Sarver in the amount of \$4,750 which would bring the balance to \$4,750. He stated that he has received a security reduction request for the Red Lion Area School District’s Larry J. Macaluso Elementary School in the amount of \$64,075 which would bring the balance to \$258,284.70. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved the security reductions based on the recommendation of the Township Engineer. Motion carried. Three votes yes.**

11. Public Works:

- A. Mr. P. Smith advised that the Board has a copy of the Monthly Report. He asked if the Board had any questions. Mr. J. Smith asked if the entire Highway Department would be attending the maintenance seminar. Mr. Trout advised that LTAP prefers that all of the crew attend the seminars. It provides education to all employees should the lead man be absent. He stated that he feels the entire department should attend. Mrs. Gunnet added

that there may not be a similar class offered in our area again. Mr. P. Smith asked how long the class is. Mr. Trout stated that they are half or full day seminars and could not remember which this was. Mr. J. Smith commented that he is not sure it is necessary for the entire Highway Department to attend.

Mr. J. Smith commented that while he was helping with leaf collection, he noticed that on White Oak Road, the rainwater was running approximately 18" to 24" wide along the road. He questioned that the crowning of the road was done properly. Mr. Trout advised that there are no stormwater inlets on the street so the water must run along the edge until it gets to the bottom of the hill. He stated that it is costly to have a stormwater system installed. Mr. J. Smith commented that the road should not be used as a waterway and issues should be fixed before paving is done. Mr. Trout stated that he would like to install stormwater collection systems on all streets but it is too expensive. Mr. Heffner commented that some were installed on Gay Street when work was done there. Mr. J. Smith advised that he feels it is better in the long run to have the work done right the first time. He added that you may do less work but it is done correct.

The Board questioned the line painting. Mrs. Gunnet advised that they would not be in until spring to do the work. Mr. P. Smith questioned if payment is still being withheld. Mrs. Gunnet advised that it is. She noted that the bid for next year will require that certification is provided.

- B. Buckingham Drive/Centre Court – Mr. J. Smith advised that the intersection at Buckingham Drive and Centre Court is deteriorating. He stated that he does not feel that the Township should be responsible to pay for work to be done which is estimated at \$2,000. He questioned if Attorney Rausch should send a notice to the bank. Mr. Trout questioned if the Township is still holding security. Mrs. Gunnet advised that security is being held and asked if a portion could be cashed. Attorney Rausch advised that a portion could be cashed. Mr. Heffner commented that the stormwater inlet at the intersection is set too high and will not catch water. Mr. Trout stated that it may be set for final grade. It was the consensus of the Board for Attorney Rausch to follow up with the bank.
- C. Update – Louvers – Mr. Trout advised that the louvers still do not work the best but are better than before. He stated that they are cheap quality because they are thin. He commented that they pull away at the edges because there are no linkages. Mr. Trout explained how they work. He advised that he is going to see if they make a heavier louver and he will report back to the Board.
- D. Mr. J. Smith advised that there were more leaves collected this year even though the part time help decreased. He asked how this happened. Mr. Trout stated that they were able to collect the leaves during dry times. He commented that they were able to collect 30 to 40

loads a day. Mr. J. Smith advised that during a previous meeting, it was mentioned by a resident that their leaves were not being collected. Mrs. Gunnet stated that she did not know the exact location but by looking at the sign in sheets, she thought the location was in the 3300 block of East Prospect Road.

- E. Mr. Trout advised that the Township faired out well during the snow storm over the weekend. He noted that the New Holland tractor blew a hydraulic fitting but all of the equipment was in use. He added that Mr. Kerchner and Mr. Dehoff helped out as well. Mr. J. Smith asked if the Highway Department was out today. Mr. Trout advised that they were because there was drifting in the southern end of the Township. Mr. Heffner asked how the parking on the streets was with the declaration of the Snow Emergency. Mr. Trout advised that there were still cars parked on the streets. Mr. J. Smith asked if any were towed. Mrs. Gunnet advised that there were not. Mr. J. Smith asked how long the Snow Emergency was in effect. Mrs. Gunnet advised that it expired on Sunday but it depends on the TV station as to how long it is posted. Mr. J. Smith asked if it was posted on the Township's website. Mrs. Gunnet advised that it was not.

## 12. Other Business:

- A. Update on cable franchise agreement negotiation – Mrs. Gunnet advised that the Board has a letter from Cohen Law Group highlighting the information that will be negotiated. The Board stated that they have additional items that they would like to negotiate. Mr. P. Smith advised that with Blazenet there was free internet usage. Mrs. Gunnet stated that this is one item that will be added.
- B. **Resolution #09R-12-33 – Amendment to Fee Schedule** – Plan Review and Inspections for Compliance with Act 45 (Uniform Construction Code) – Mrs. Gunnet advised that the Resolution amends the fee schedule to update the fees charged by Commonwealth Code. Mr. P. Smith noted that the Board had approved the changes at the previous meeting. **On the motion of Jan Smith seconded by Dean Heffner, the Board approved the Resolution. Motion carried. Three votes yes.**
- C. **Clarification of assessments for Fire Hydrant Tax** – Mrs. Gunnet advised that Mrs. Miller has been working on updating the list of properties that should have the Fire Hydrant Tax assessed. She noted that the ordinance exempts farm fields and aviation fields. She asked if the Board would also like to exempt properties such as churches, cemeteries or schools. She stated that a school assessed at \$1 million would pay \$100. Mr. P. Smith questioned what would cause a cemetery to have an assessment. Mrs. Gunnet advised that they often have storage buildings. Mrs. Heindel stated that the tax is based on the assessment of the improvements on the lot which is listed in the tax book. Mr. Heffner commented that the properties can probably recover the amount of the tax in

the form of a reduction in their homeowner's insurance. It was asked if these types of properties are currently being assessed the tax. Mrs. Gunnet advised that some are and some are not. **It was the consensus of the Board that all properties should be assessed.**

- D. Mr. P. Smith advised the Zoning Report for November is available for review.
- E. Mr. P. Smith advised that the Reorganization meeting will be held on January 4, 2010 at 7:00 p.m.

13. Unfinished Business:

- A. Panorama Hills Pump Station Update – Mr. P. Smith advised that there is no update since the meeting that was scheduled was cancelled.
- B. Joint Stormwater Drainage Study – Mrs. Gunnet advised that she has submitted the paperwork to the State and she is waiting to hear back from them.
- C. Proposed Open & Confined Burning Ordinance – Draft #5 – Mrs. Gunnet advised that she is still waiting to hear back from PennDEP.
- D. Herre Bros. – Trench drains – Attorney Rausch advised that he is working on the paperwork to take legal action.
- E. Starview Detention Pond – Mrs. Gunnet advised that the Memorandum of Understanding has been sent to the Sheriff's Office.
- F. Possible rental of acreage – Mrs. Gunnet advised that the lease agreement has been sent to Mr. Dehoff and she is waiting to receive it back from him. Mr. Trout stated that if the section that needs cleared out would be done, there would be additional area to farm. He noted that it would require a track loader to do the work. It was added that Mr. Trout would be the only employee that could operate this piece of equipment.
- G. Regulations on Storage of Recreational Vehicles, Boats, Campers, Trailers and Trucks – Mr. P. Smith advised that he would like to discuss this at the same time as the Public Works quarterly meeting.
- H. Change Order – eci – G-16 – Modification to stone release channel – \$6,565.05 – This will be held until next spring.

- I. Request for Proposal – Township Engineer – Mr. P. Smith advised that it had been decided that each Board member would name three applicants that they would like to interview for this meeting. Mr. J. Smith advised that he has chosen ARRO, James Holley & Associates and C.S. Davidson. Mr. Heffner stated that he has only picked two applicants, ARRO and C.S. Davidson. Mr. P. Smith advised that he would like to interview James Holley & Associates, First Capital Engineering and C.S. Davidson. Mrs. Gunnet asked that the Board send her a list of dates that would work for them to have interviews. Mr. P. Smith advised that they should be held next year.
- J. Kendale Force Main – Mr. Heffner advised that a meeting was held with PennDEP and they are firm on their decision. He advised that they were notified that there could be severe damages if the main were to break. He added that he would like to see what the depth of the force main is before making any decision. He asked Mr. Reichard to further describe the issue and options.

Mr. Reichard advised that there are two options to fix the problem. He stated that the first option is the easiest for permitting but the cost would be higher for the work. This would involve securing the main as it is now and relocating it approximately 4'. The second option is to lower the force main. This would cost less to do but the permitting would be more expensive and it could take a while to obtain. He noted that there is an emergency clause that would allow for the work to start but the permits would still need to be obtained.

Mr. Heffner commented that he cannot see how the stream dropped much based on the pipe at Kendale Road. Mrs. Gunnet advised that PennDEP was very uncooperative. Mr. J. Smith questioned what would happen if we did the work without a permit. Mrs. Gunnet advised that PennDEP could cite us.

Mr. Reichard advised that the pipe needs to be 3' below the stream channel. He noted that this could cause a sag in the line which could cause further maintenance problems. He commented that when estimating costs, it needs to be based on the worst case scenario. Mr. Heffner stated that it needs to be determined how deep the line is. Mr. Trout advised that he believes it is shallow.

Mr. J. Smith questioned what Representative Saylor had to say. Mrs. Gunnet advised that he informed PennDEP that the Township tried to follow the correct procedure and voiced his dismay at the lack of effort to help the Township. PennDEP stated that they would look at the issue as soon as possible. Representative Saylor advised that he would send a cover letter so that it would get their attention and be handled more quickly. Mr. P. Smith noted that we should continue to use his services.

Mrs. Gunnet questioned if the Board would like to follow through with obtaining permits if probes are done and find that the main is shallow. It was the consensus of the Board to wait until January to make a decision.

- K. Revision of Personnel Policy – Mr. P. Smith advised that he would like to discuss this at the meeting in January.
- L. Possible update of Fee Schedule – Mrs. Gunnet advised that the Board has received a breakdown of the fees paid out versus application fees. She stated that the Township was in the hole by \$1,100. Mr. J. Smith asked what the cost per meeting would be. Mrs. Gunnet advised that it comes to about \$175 per case. Mr. J. Smith suggested not having a stenographer. Mr. P. Smith advised that the Zoning Hearing Board meetings must have a stenographer. Attorney Rausch advised that a stenographer at a Local Agency Hearing is optional. Mr. Allison stated that there were a few meetings at which York Stenographic could not attend the meeting and he found a fill in. He noted that her fees were less but she was unable to do all the cases because she had obligations on Wednesdays. He added that there are a few other stenographic agencies that he can contact to compare prices. Mr. P. Smith asked that he do this.
- M. Procurement Cards – Mrs. Gunnet advised that she contacted the local banks regarding procurement cards and they do not offer them. She advised that PLIGIT does but they require that \$40,000 be charged each year. Mr. J. Smith asked if it is just a MasterCard. Mrs. Gunnet advised that it is. Mr. Heffner asked if it would cause an issue with paperwork. Mrs. Gunnet advised that it would create additional work but it could be worked around. She noted that there would be restrictions on who would have a card and limit how much could be charged. She commented that she found that Sam's Club has a Discover Card that gives cash back at the store. Mr. P. Smith asked if the card we have now gives cash back. Mrs. Gunnet advised that it does not. Mr. P. Smith requested that she look into obtaining a credit card that offers cash back.

14. Public comment – There was none.

15. Mr. P. Smith asked the Board if they had any comments.

Mr. J. Smith questioned if the first meeting in January had been advertised. Mrs. Gunnet advised that it had been. Mr. J. Smith wished everyone a Merry Christmas and a Happy New Year.

Mr. Heffner thanked the staff for another year of service. He stated that Mrs. Gunnet does a great job and makes the Supervisor's work easier.

Mr. P. Smith wished everyone a Merry Christmas and a Happy New Year. He also thanked Mr. Stewart for his willingness to serve as Township Auditor.

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

17. The meeting of the Windsor Township Board of Supervisors adjourned at 8:45 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary

CITIZENS PRESENT

December 21, 2009

Elmer Fromm	50 Oak Drive Red Lion PA
John Runge	Gordon L. Brown & Associates
John Storck	885 Lombard Road Red Lion PA
Terry B. Swayne	1380 Karens Way York PA
Attorney William Poole	1370 S. Philadelphia Street York PA
Charles Silar	1500 Windsor Road Red Lion PA
Jill Heindel	1440 Bahn's Mill Road Windsor PA
Mike Hess	Arro Engineering
Charles Wilson	1105 Windsor Road Red Lion PA
Allen Emenheiser	1027 Hastings Boulevard York PA
Yvonne Emenheiser	1027 Hastings Boulevard York PA
John & Joan Stewart	3088 East Prospect Road York PA
Larry Haas	5 Sheldon Drive Red Lion PA