

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

September 16, 2024

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 6:00 p.m.

Those present: Kathy Kerchner, Kim Moyer, Stan Saylor, Attorney Cory Dillinger, Christopher Kraft, P.E., Jennifer Gunnet, Jeremy Trout, Kipp Allison and Deanna Coble. See the attached list of citizens present.

2. The Pledge of Allegiance was recited.
3. On the motion of Kathy Kerchner seconded by Kim Moyer, the minutes of the August 19, 2024 meeting were approved. Motion carried. Two votes yes. Mr. Saylor did not vote due to not being appointed to the Board prior to that 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 located on the counter in the rear of the room.
 - B. Mrs. Gunnet advised that she has received a letter from Debbie Mitzel thanking the Township for the rehabilitation of the tennis and pickleball courts. It was noted that there was an area where balls were going under the fence. Kinsley has been notified and will address the matter.
5. Windsor Township Fire & Emergency Rescue Services Association – Scott Gingrich with Alliance Fire & Rescue was present.
 - A. Mr. Gingrich advised that the next Fire Chief’s meeting will be held on October 24, 2024 at 6:30 p.m. at the Windsor Township Office. He stated that he is unsure at this time if Jerry Ozog will be present to give a presentation as planned.
 - B. Simulator repair – Mr. Gingrich stated that he is working to see if Kinsley is still planning to assist with the project.
 - C. Mrs. Gunnet advised that the Fire Company picnic will be held on Sunday, September 22nd. Social hour will begin at 3:30 p.m. with dinner at 4:00 p.m.
 - D. Mrs. Gunnet advised that the Board has received a copy of the news release from Southern Area Fire & Emergency Rescue announcing their change of Fire Chief effective January 1, 2025.
 - E. Mrs. Gunnet advised that as part of Fire Safety Week, there will be a display at the Windsor Commons Shopping Center on Saturday, October 5th from 10:00 a.m. to 2:00 p.m.

- F. Mr. Gingrich questioned if there is an update on the Knox Boxes. Mrs. Gunnet commented that there was miscommunication between herself and Barry Myers. Mr. Allison will be meeting with Mr. Myers to obtain the information.
- 6. York County Regional Police Department – No one was present.
 - A. The monthly report is available for review.
- 7. Kasie Ream – Golden Connections – Ms. Ream provided an informational handout to the Board. She stated that the mission of the center is to assist and empower older adults. She reported that of their 1,663 members, 13% are Windsor Township residents. She commented that in the last year, they added 296 members. She reviewed the programs that are available to members. She noted that the Hope Squad, their peer-to-peer suicide prevention program, had a successful first year. Ms. Ream advised that fundraising is very important to the center and it also provides a way for the seniors to be involved. By being part of the senior center, it provides older adults with a higher level of life satisfaction. She stated that she appreciates the support from the Township and looks forward to continue working together.

Mr. Moyer commented that he knows of someone who fell for a scam and gave away money. He questioned if they have programs to help with these types of situations. Ms. Ream stated that depending what stage it is in, they may be able to help or she may have to refer them to the Agency on Aging.

Mr. Saylor questioned if they work with REACH or the Salvation Army. Ms. Ream stated that they do have partnerships in the local area and are always looking to work with them but they do not currently work with either of these organizations.

- 8. Plan for Discussion:
 - A. HOWARD/SNOOK – Preliminary Subdivision Plan by R.J. Fisher & Associates for 285 single family homes: Relocation of Country-By-Way – Zachary Yearick advised that he is with Triple Crown, a developer from Harrisburg. He stated that they are under contract for a single family dwelling development across from the Locust Grove Elementary School. He stated that a PennDOT Highway Occupancy Permit is required for the relocation of Country-By-Way. He noted that they had intended to align the new street into the development with the access drive to the elementary school but due to Township ordinance requirements, they are now proposing to align the access drive with Nina Drive. He explained that there are two types of alignment; symmetric and asymmetric. A center turn lane is likely going to be required as well as widening of the roadway. He stated that they met with the owners of neighboring properties and they are not receptive to granting additional right-of-way due to the homes sitting close to the road. Mr. Yearick advised that PennDOT prefers a symmetric alignment and he questioned if the Board would consider condemning the right-of-way on the south side of E. Prospect Road so that this could occur if PennDOT does not agree to the asymmetrical alignment.

Mr. Saylor advised that he is opposed to taking the property of residents that have been there. Ms. Kerchner agreed. There was discussion on the location of the right-of-way. Mr. Saylor suggesting trying to purchase those properties. Mr. Yearick stated that they have explored this option. He added that he understands the Board does not support condemnation.

9. Township Engineer:

- A. Engineer's Report – Ms. Kerchner advised that the Board has received the Engineer's report. There were no questions.
- B. Community Center Update – Update, Generator, Authorization to proceed with bid – October & Land Development plan approval – October – Mr. Kraft advised that the Highway Occupancy Permit application has been submitted to PennDOT.

Mr. Kraft stated that there was a miscommunication in his office regarding the bidding date. He stated that the Authorization to bid will occur in October as well as the approval of the Land Development Plan. He stated that he is hopeful that all outside agency permits will be approved by that date.

Mr. Kraft stated that the Board needs to decide if they want the pre-bid meeting to be mandatory. He explained that if it is mandatory, it lets them know who may bid on the project. He stated that if it is not mandatory, more companies may bid on the project but they will not know who they may be and it may require research on the company if they are unfamiliar. The benefit to making it mandatory is that the high points of the project are discussed and information is provided. Ms. Kerchner questioned how the bids are submitted. Mr. Kraft stated that they will be using Penn Bid. He reminded that there will be 5 different contracts. It is possible that the same contractor could bid on different trades but they are typically different contractors. Ms. Kerchner questioned if the Township must accept the low bidder. Attorney Dillinger advised that as long as the contractor is responsive and responsible, the low bid should be accepted.

Mr. Trout recommended that the meeting be mandatory. The Board agreed. Mr. Kraft stated that the bid opening date will be December 10th so that the bids may be awarded at the December 16th Board meeting.

Mr. Saylor questioned if it is cheaper to have 5 separate bids. Mr. Kraft explained that by having separate bids, contractors of a specific trade can bid specifically on that rather than having a markup with a General Contractor subbing out the different trades.

Ms. Kerchner questioned when the project could start. Mr. Kraft advised that the Notice to Proceed would be issued in mid to late January.

Mr. Kraft advised that a quote has been received from Winter Engine through COSTARS for the generator. The cost is \$75,300 and there is a 25 week lead time. Mr. Trout stated that Winters is willing to store it until we are ready for it. On the motion of

Stan Saylor seconded by Kim Moyer, the Board approved the purchase of the generator from Winter Engine. Motion carried. Three votes yes.

10. Solicitor – Attorney Dillinger advised that he did not have anything specific to report.

11. Public Works:

- A. Ms. Kerchner advised that the Board has received the monthly report for September. There were no questions. Mrs. Gunnet noted that she has submitted a payment request for the grant funds for the Chapel View project.
- B. Propane Bid results – Mrs. Gunnet advised that the propane bid results are attached to the Board’s agendas. She stated that both of the bids received are for the same amount. She stated that she has never experienced this so she contacted Attorney Dillinger and he stated that the Board could choose. Both companies have been used before. Mr. Saylor stated that he would prefer to use one that buys American fuel. After discussion, the Board awarded the bid to Central Penn as they are the current supplier which will require less administration costs. Motion carried. Three votes yes.

12. Other Business:

- A. Ms. Kerchner advised that the Board has received the Zoning Officer’s Report for August. There were no questions.
- B. Ms. Kerchner advised that the Board has received the Township Manager’s Report for August. There were no questions.
- C. Ms. Kerchner advised that the Board has received the Dog Officer’s Report for August. There were no questions
- D. Recreation Commission – Update – Ms. Kerchner advised that at the September meeting they had discussed the issue with the tennis balls rolling under the fence so she is happy to hear that will be fixed. She stated that they also discussed the possibility of obtaining land off the cul-de-sac on Woodsvie Drive. She stated that they discussed the possibility of a dog park, access off Delta Road and that the residents off this street would likely be unhappy. She noted that more can be discussed later in the meeting.
- E. Ms. Kerchner advised that the Board Meeting on scheduled for October 7, 2024 has been cancelled.
- F. Ms. Kerchner advised that the Township will be holding a Shredding Event on Thursday, October 10, 2024 from 3:00 p.m. to 6:00 p.m. at the Township office. Ms. Kerchner questioned if the two box limit is per household or per person. Mrs. Gunnet advised that it can be per person as we are not very strict.

- G. Ms. Kerchner advised that the Township will be holding an Electronics Recycling Event on Saturday, October 19, 2024 from 9:00 a.m. to 12:00 p.m. at the Public Works Building, 970 White Oak Road, Windsor. A Boy Scout Troop will be present to assist.
- H. Met-Ed – Lombard Road – Moving of traffic signal power supply line – Mrs. Gunnet advised that she and Mr. Trout met with a representative from C.M. High to look at the power supply line. It was determined that it is connected to the Windsor Way/Lombard Road, Cape Horn Road/Lombard Road and Cape Horn Road/Chapel Church Road signals. She stated that now it needs to be determined as to whether it is operational. She stated that they are also able to raise the line. The approximate cost would be \$3,500.

Mrs. Gunnet advised that she met with GloFiber and they have agreed to pay the full amount of the Met-Ed invoice. She added that she also discussed the requirements of the Franchise Fee with them now that residents are connecting to their service.

- I. Board of Supervisor assignments – Liaison to fire companies, York County Regional Police Department & Agricultural Area Security Advisory Committee – After discussion, Mr. Saylor agreed to the assignment as the liaison to the fire companies, alternate member on the York County Regional Police Commission and the Agricultural Area Security Advisory Committee.
- J. Donation of Lot 28 in Village of White Landing East for recreational purposes – Discussion continued regarding the potential of obtaining a lot just shy of 10 acres that is the recreational lot in Village of White Landing East (12D). Mr. Moyer questioned the grading of the lot. Mr. Trout stated that it has a mild grade. It was noted that when this development was approved, it was a Planned Residential Development which required open space. There is playground equipment on this lot. Mr. Allison explained that when the adjoining lot was sold, this lot was sold with it. The owner had put up no trespassing signs and was notified by the Township that he could not do this as it was a lot open to the public. He stated that a legal case ensued and the lot will now be transferred back to Mr. Pasch. He has offered the land to the Township. Mrs. Gunnet noted that Attorney Dillinger has researched the deeds and there is 25' of road frontage for the lot.

The discussion was brought before the Recreation Commission to get their thoughts on whether they thought it would be feasible to accept the land offer and what it could be used for. Mr. Allison commented that staff does not have a specific thought on what it should be used for at this time. He suggested to allow the farmer to use the open space and have a small playground. Mr. Trout advised that there are mature trees on some of the land but they could be logged out and he feels it would be easy to mass grade the site.

Mr. Saylor questioned if it could be used for a soccer or baseball field. Mr. Trout stated that it could be. Mrs. Gunnet added that about 1.2 acres is currently cleared. Mr. Saylor questioned if it could be sold for a building lot. Attorney Dillinger stated that the

subdivision plan calls it out as a lot for recreational purposes and he feels most comfortable keeping it as that.

Mrs. Gunnet noted that the 25' access point currently has trees on it that would have been planted by one of the adjoining owners. Mr. Allison commented that to try to obtain an access off Route 74 would add significant layers of cost when dealing with obtaining a driveway and stormwater controls.

Mrs. Gunnet advised that a decision does not need to be made this evening but the Board should think over the proposal.

- K. 2025 Minimal Municipal Obligation – Police Pension Plan & Non-Uniform Pension Plan – Mrs. Gunnet advised that the Minimal Municipal Obligation determines the amount of the pension invoice for the following year. She noted that it is based off the Act 205 Valuation that is done every other year. She stated that the Windsor Township Police Pension Plan is \$0 because there are no active members. She advised that the Non-Uniform Pension will increase by \$24,400. She noted that due to using the new Act 205 Valuation and having a few retirements, the Township has gone from 104% funded to 99.9% funded. Mrs. Gunnet added that the Township receives State Aid so it is only necessary to pay the difference.

On the motion of Stan Saylor seconded by Kathy Kerchner, the Board accepted the Police Pension Plan and Non-Uniform Pension Plan MMOs. Motion carried. Three votes yes.

- L. Donation – Double desk from Freysville School – Mrs. Gunnet advised that she was contacted by Shirley Zerbe who was a student at the Freysville School. She stated that Mrs. Zerbe was downsizing and had a desk from the schoolhouse that she wanted to donate to the Township. She stated that she and Mr. Kerchner went and picked it up and it is now on display in the office hallway. Mrs. Zerbe also donated a box with old records. She had told her that she is only aware of two people who are still living that attended the school.

11. Unfinished Business – There was none.

12. Public Comment – There was no public comment.

13. Supervisors Comments – Ms. Kerchner asked the Board if they had any comments.

Mr. Moyer welcomed Mr. Saylor to the Board.

Mr. Saylor stated that he is looking forward to working with everyone. He commented that when Mr. Sechrist approached him about the position, he could not tell him no.

Ms. Kerchner asked about the employee health insurance for 2025. Mrs. Gunnet advised that when she last checked, we were at 212% of the anticipated claims which accounts for a

19.9% increase. She commented that she contacted the broker to obtain quotes for different options. She stated that by increasing the deductible, it will lessen the increase. She added that she is also looking at changing the prescription plan so that the Township can remain Medicare compliant. Mr. Saylor commented that the State had once changed their healthcare plan but it was not as rich in benefits and potential hires went elsewhere. He stated that it should be a recruitment tool.

14. On the motion of Kathy Kerchner seconded by Kim Moyer, the bills were approved. Motion carried. Three votes yes.

15. The meeting of the Windsor Township Board of Supervisors adjourned at 7:50 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
September 16, 2024

Joe Mula
Zachary Yearick
Kasie Ream
Scott Gingrich

830 Stonewood Road York PA
Triple Crown Harrisburg PA
Golden Connections
Alliance Fire & Rescue