

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL & REGULAR MEETING
January 5, 2026

1. The reorganizational 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, Christopher Kraft, P.E., 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 Stan Saylor, the minutes of the December 15, 2025 meeting were approved. Motion carried. Three votes yes.

4. Appointments: On the motion of Kathy Kerchner seconded by Stan Saylor, the following appointments were made:

A. **Chairperson** – Kathy Kerchner

B. **Vice-Chairperson** – Kim Moyer

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)** – Kathy Kerchner 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** – Cory Dillinger with MPL Law

H. **Engineer** – Christopher Kraft with C.S. Davidson, Inc.

I. **Sewage Enforcement Officer** – Adam Anderson of Site Design Concepts (#03798) & Alternate #1 – Jordan Shenk (#04130)

J. **Depositories** – Orrstown Bank, Fulton Bank, Raymond James and Orrstown Wealth Advisors

Motion carried. Three votes yes.

5. Various Board Members:

- A. **Zoning Hearing Board – Resolution #2026R-01-02** – 5 Year Term – Mark Ahlers & 3 Year Term – Joseph Mula – On the motion of Kathy Kerchner seconded by Kim Moyer, Resolution#2026R-01-02 was approved. Motion carried. Three votes yes.
- B. **Recreation Commission** – 5 Year Term – David Sprenkle – On the motion of Kathy Kerchner seconded by Kim Moyer, David Sprenkle was appointed to the Recreation Commission for a 5 year term. Motion carried. Three votes yes.
- C. **Vacancy Board Chairperson** – 1 Year Term – Marlin Bupp – On the motion of Kathy Kerchner seconded by Kim Moyer, Marlin Bupp was appointed as the Vacancy Board Chairperson for a 1 year term. Motion carried. Three votes yes.
- D. **York County Regional Police Department** – 2 Year Term – Voting Member: Kathy Kerchner & Alternate Member: Stan Saylor – On the motion of Kathy Kerchner seconded by Kim Moyer, the Board appointed Kathy Kercher as the Voting Member and Stan Saylor as the Alternate for the YCRPD for a 2 year term. Motion carried. Three votes yes.

6. Supervisor Assignments: On the motion of Kathy Kerchner seconded by Stan Saylor, the following assignments were made.

- A. **Zoning Hearing Board** – Kim Moyer
- B. **Planning Commission** – Kim Moyer
- 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** – Stan Saylor
- F. **Local Government Advisory Committee** – Kathy Kerchner
- G. **Windsor Township Recreation Commission** – Kathy Kerchner
- H. **Windsor Township Emergency Management Coordinator** – Tony Williams
- I. **York County Stormwater Consortium** – Voting Member – Kipp Allison and Alternate – Jennifer Gunnet

J. **Open Records Officer** – Jennifer Gunnet and Alternates – Teresa Miller & Laura Allison

Motion carried. Three votes yes.

7. Meeting Date:

A. Board of Supervisors – The Board of Supervisors meeting dates were set as follows:

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.

8. Other Reorganizational Business – On the motion of Kathy Kerchner seconded by Stan Saylor, 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 the Mileage Rate at the Federal Limit – \$0.725

Motion carried. Three votes yes.

9. Other Business:

A. Resolution #2026R-01-01 – Approval of Fee Schedule – On the motion of Kathy Kerchner seconded by Stan Saylor, the Resolution was adopted. Motion carried. Three votes yes.

B. Resolution #2026R-01-03 – Appoint Kochenour, Earnest, Smyser & Burg to audit 2025 financial records – On the motion of Kathy Kerchner seconded by Stan Saylor, the Resolution was adopted. Motion carried. Three votes yes.

C. Resolution #2026R-01-04 – Payment of interim bills – On the motion of Kathy Kerchner seconded by Stan Saylor, the Resolution was adopted. Motion carried. Three votes yes.

- D. Ms. Kerchner advised that Christmas Tree Collection will take place the week of January 5th. All ornaments and tinsel must be removed from the trees and they should not be placed in trash bags. This is a curbside collection.
- E. Kendale Heights Detention Pond – Change Order #1 – Time extension to March 2, 2026 – \$0 – On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the Change Order. Motion carried. Three votes yes.
- F. Addition to Agricultural Security Area – Stephen Kinsinger – 550 Dull Road, 57.178 acres – Mrs. Gunnet advised that Mr. Kinsinger has submitted an application. The Township is acknowledging receipt. It will be held for 180 days at which time it will be acted upon.
- G. Revision to Act 537 Plan – Scott Brady properties – Felton & Zion Church Roads –
 - Resolution #2026R-01-05 – Lot 2
 - Resolution #2026R-01-06 – Lot 1 – Residual
 - Resolution #2026R-01-07 – Lot 3
 - Resolution #2026R-01-08 – Lot 4

Mrs. Gunnet advised that the Resolutions are required as part of the Planning Module approval for the proposed 3 lot subdivision. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board approved the Resolutions as presented. Motion carried. Three votes yes.

- H. Shawnee Manor – Surety reduction – Mrs. Gunnet advised that Mr. Kraft is recommending a reduction in the amount of \$38,623.75 which will leave a remaining balance of \$495.00. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board approved the surety reduction for Shawnee Manor. Motion carried. Three votes yes.
- I. LMES Enterprises – Calling of letter of credit that expires 1/9/26 - \$10,487.40 – Mrs. Gunnet advised that the developer has been notified that the letter of credit will soon expire. She stated that she is requesting authorization to collect if it is not renewed. On the motion of Kathy Kerchner seconded by Stan Saylor, the Board authorized to call the letter of credit for LMES Enterprises if it is not renewed. Motion carried. Three votes yes.
- J. Vacancy – Elected Auditor – There has been one applicant. The deadline to apply is January 9th.

10. Unfinished Business – There was none.

11. Public Comment – Fred Metzger, questioned if there are any improvements proposed for the Mt. Pisgah and Freysville Road intersection. Mrs. Gunnet advised that she is not aware of any and noted that these are both state roads. She stated that she can reach out to PennDOT regarding his concerns.

Janda Wright, Freysville Road, questioned why the speed monitor sign was placed on Freysville Road. Ms. Kerchner stated that the police department randomly places them.

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

Mr. Moyer stated that he is looking forward to a great 2026.

Mr. Saylor did not have any comments.

Ms. Kerchner echoed Mr. Moyer's comments adding that the Community Center will be completed in 2026.

13. On the motion of Kathy Kerchner seconded by Stan Saylor, the bills were approved. Motion carried. Three votes yes.
14. The meeting of the Windsor Township Board of Supervisors adjourned at 6:16 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary

CITIZENS PRESENT
January 5, 2026

Janda Wright
Fred Metzger
Mike Shultz

Freysville Road Red Lion PA