

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AND REGULAR MEETING
JANUARY 6, 2014
6:30 P.M.

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meeting at the Township Community Building 2425 Craley Road, Wrightsville. The meeting was called to order by Supervisor Barry Miller at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisors Gerald Kellner and Donald Schock; Township Manager Maureen Hartman; and Secretary-Treasurer Linda Zimmerman. Patrons in attendance: 15

Supervisor Miller announced that there was an executive session before the meeting to discuss potential litigation.

REORGANIZATION MEETING

Reorganization of the Board

1. Chairperson – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Supervisor Miller was nominated as Chairman. Motion carried 3-0.
2. Vice-Chairperson – Upon a motion by Supervisor Schock, seconded by Chairman Miller, Supervisor Kellner was nominated as Vice-Chairman. Motion carried 3-0.
3. Liaisons – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following liaison appointments were approved: Gerald Kellner-Finance/Admin; Barry Miller-Highway; Don Schock-Police. Motion carried 3-0.

Set Meeting Dates

1. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the 2014 meeting dates were set in accordance with the schedule advertised on November 21, 2013. Motion carried 3-0.

Conduct of Meetings

1. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the Board established that meetings will be conducted in accordance with Roberts Rules of Order and Guidelines for Order of Business. Motion carried 3-0.

Appointments/Authorizations

1. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Secretary-Treasurer - Linda Zimmerman
 - Township Manager - Maureen Hartman
 - Assistant Secretary-Treasurer - Maureen Hartman
 - Primary township engineer - John Klinedinst from C.S. Davidson
 - Special projects engineer - Ron Secary from Snyder-Secary
2. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointments were approved as listed. Motion carried 3-0.
 - Township Solicitor – Griest, Himes, Herrold, Schaumann, Reynosa; John C. Herrold and David Schaumann.
 - Special Counsel - Stevens and Lee; Charles Suhr, Ron Lucas, Mike Gruin
3. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0 for Chief of Police and Zoning Officer and 2-0 for Road Master, with Supervisor Miller in abstention.
 - Chief of Police – Timothy P. Caldwell
 - Zoning Officer – Sande Cunningham
 - Road Master – Kim Miller
4. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Building Code Official – Commonwealth Code, Peter Schilling

- Assistant Building Code Officials – Sande Cunningham and Maureen Hartman
5. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Depository for Township Funds - PLGIT, PA Invest, M & T Bank, Susquehanna Bank, Metro Bank and Members 1st Federal Credit Union
 - Pension Fund Investment Manager and Depository - Linda Zimmerman, ICMA Retirement Corporation and PMRS.
 6. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Sewage Enforcement Officer – Primary - The Earth Doctor, Robert Whitmore; Alternates – Gordon L. Brown & Associates, Dave Brown; I-Go Septic Services, Matt Thomson; C.S. Davidson, John Klinedinst.
 7. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Fred Smeltzer was appointed temporary Emergency Services Coordinator until the EYCEMA appointed coordinator is approved by the Governor. Motion carried 3-0.
 8. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments or authorizations were approved as listed. Motion carried 3-0.
 - Certified Public Accountant – Maher Duessel
 - Township Appointed Auditor to prepare 2013 audit report – Maher Duessel
 - Audit Committee – Gerald Kellner
 - Authorization of PSATS Convention Attendance goes to Township designated personnel
 - PSATS Convention Voting Delegate – Linda Zimmerman
 - PSATS Convention Alternate Voting Delegate – Maureen Hartman
 9. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Linda Zimmerman was appointed the YCTCC and YATB representative and Maureen Hartman was appointed the YCTCC and YATB alternate representative. Motion carried 3-0.
 10. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Stephen Chronister was appointed to the vacancy board. Motion carried 3-0.
 11. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Ashley Martin (Allegiant Animal Care) was appointed animal control officer. Motion carried 3-0.
 12. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments or authorizations were approved as listed. Motion carried 3-0.
 - Township Open Records Officer – Maureen Hartman
 - Alternate Open Records Officers – Linda Zimmerman, Sande Cunningham
 13. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock the bond limit was set at \$1.5 million, motion carried. 3-0.
 14. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock approve the established wage and salary adjustments for non-uniform employees according with the adopted 2014 budget, with the exception of Kyle Lentz who will receive an additional \$.77 due to the increase of responsibilities. The Board would like to see his current and past evaluations. Motion carried 3-0.
 15. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock to establish 2014 benefits and holidays for all non-uniform employees in accordance with the Employee Benefit and Personnel Manual, motion carried 3-0.
 16. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Craley Fire Company, Yorkana Fire Company and East Prospect Fire Company were recognized as official fire service providers to Lower Windsor Township and Canadochly Valley Ambulance Club was recognized as the official ambulance service to Lower Windsor Township. Motion carried 3-0.

17. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following authorizations were approved as listed. Motion carried 3-0.
 - Staff was authorized to pay current expenditures and generally accepted expenditures which become due prior to the Board's regular meetings
 - The Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer were authorized to sign checks and necessary signature cards
18. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following authorizations were approved as listed. Motion carried 3-0.
 - The 2014 mileage reimbursement rate was set in accordance with the current IRS standard
 - The petty cash fund for police and township office in the amount of \$200 each was established
 - The road service fees were set at \$63.00 per load and \$25.00 per hour
19. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, working supervisors were authorized to have the benefits and privileges of non-uniformed Township employees. Motion carried 3-0.
20. Resolution 2014-01, Fee Schedule – Discussion took place on reviewing the zoning hearing fees. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Resolution 2014-01, the general fee schedule with fee additions for storm water, was adopted. Motion carried 3-0. Supervisors Kellner and Schock would like to revisit the fees, particularly for zoning hearings.
21. Resolution 2014-02, Subdivision/Land Development Fee Schedule – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Resolution 2014-02, the fee schedule for subdivisions and land developments, was adopted. Motion carried 3-0.
22. Resolution 2014-03, Zoning Hearing Board Appointment – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Ray Kaltreider was reappointed as a full-time member to the zoning hearing board for a 5-year term and Charles Loper was appointed as an alternate member to the zoning hearing board for a 3-year term. Motion carried 3-0.
23. Resolution 2014-04, Pension Contribution for Police – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the reduction in the pension contribution for police was approved at 1.5%. Motion carried 3-0.

REGULAR MEETING

Patrons

None

Approval of Minutes - Upon a motion by Supervisor Kellner, seconded by Chairman Miller, the meeting minutes for December 12, 2013 was approved. Motion carried 3-0. Supervisor Schock abstained.

Reports

1. POLICE – none submitted
2. SOLICITOR – none submitted
3. ENGINEERS - Mr. Klinedinst submitted his report for review
4. HIGHWAY – none submitted
5. EYARC – none submitted
6. EMERGENCY SERVICES – Craley, Yorkana and East Prospect Fire Co. submitted their reports for review

Zoning

1. 587-13SLD - Bowser Subdivision Plan – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the plan was approved with the 3 waivers and upon conditions of obtaining Planning Module approval and a maintenance agreement for the shared driveway. Motion carried 3-0.

Old Business

1. Township Engineer John Klinedinst provided a presentation to the Board regarding ideas for the new highway building. Mr. Klinedinst is proposing a 15,880 sq. ft. structure with separate heating zones between the office, shop and garage area. The structure will be block wall and wood trusses for the office and shop area and pole barn for the garage. The estimated cost of construction/permits etc. would be 1.45 million. Motion by Supervisor Kellner, seconded by Supervisor Schock to proceed with obtaining pricing on the original layout and prepare bids. The Board also asked Mr. Klinedinst to get pricing on additional bays of 20 ft and 40 ft. Motion carried 3-0.

New Business

1. East Prospect Fire Co Loan Agreement – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the 3 year loan agreement and note for the East Prospect Fire Company were approved in the amount of \$80,000.00 at 2% interest. Motion carried 3-0.
2. 2013 Tax Exonerations – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the per capita tax exonerations were approved. Motion carried 3-0.
3. MANAGER REPORT – Ms. Hartman submitted her report for review. Ms. Hartman also updated the Board on the York Water Company's acquisition of the East Prospect Authority. Motion by Supervisor Kellner, seconded by Supervisor Schock to direct Mr. Klinedinst and Atty. Herrold to draft a change to the SALDO regarding mandatory hookup for residents. The Board expressed that they approve of the proposed service territory for York Water Company's acquisition, as outlined on the map. As a follow up to resident Becky Pfeiffer speaking as a patron at the December meeting, Ms. Hartman stated that on December 17, she and Sande Cunningham met with Code Administrators representatives to discuss Ms. Pfeiffer's issues. On January 2, Norm Strenger from Code Administrators and Sande and Maureen met together with Ms. Pfeiffer. Mr. Strenger explained that some of the requirements had not been needed as previously discussed with her and that the requirements had nothing to do with Lower Windsor Township, but was instead state-mandated code requirements. Mr. Strenger and Ms. Pfeiffer went back to her business to go over everything together. Staff has not heard from Ms. Pfeiffer since that meeting. Ms. Hartman advised the Board that staff found a used 2008 Jeep Liberty with 44,000 miles for \$13,393.50 and is asking for approval to purchase the vehicle. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the purchase of the 2008 Jeep Liberty, motion carried. 3-0. Ms. Hartman asked the Board to sign off on the Proof of Loss document for the building since they are aware of the estimated cost of the new building. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the execution of the document, motion carried. 3-0. Ms. Hartman noted that we have received 3 trucks as of today.

Approval of Bills – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the bills as listed in the amount of \$21,479.93 were approved. Motion carried 3-0.

Other Pertinent Business

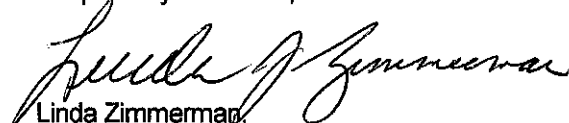
None

Public Comment

None

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,


Linda Zimmerman,
Secretary-Treasurer