

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
FEBRUARY 18, 2014  
6:30 P.M.

The Lower Windsor Township Board of Supervisors held their meeting at the Township Community Building, 2425 Craley Road, Wrightsville. The meeting was rescheduled from February 13 due to a snow emergency. The meeting was called to order by Chairman Miller at 6:30 p.m. with a pledge to the flag and a moment of silence for Lower Windsor Township Police Officer, David Kennedy, Jr., who passed away on February 17. Also present at the meeting were Supervisors Gerald Kellner and Don Schock; Township Manager Maureen Hartman; Zoning Officer Sande Cunningham; Solicitor John Herrold; and Township Engineer John Klinedinst. Patrons in attendance – 16.

**PATRONS**

Stormwater Educational Presentation (MS4) – Derek Rinaldo from C.S. Davidson provided a power point presentation to the Board and meeting attendees to fulfill the Municipal Separate Storm Sewer System's (MS4) requirement to educate the public. Mr. Rinaldo provided background information on the MS4 program and explained why municipalities are now required to adhere to the mandate by the EPA and DEP. The six minimum control measures are 1) educate the public; 2) public involvement; 3) illicit discharge detection and elimination (inspections); 4) construction site storm water control; 5) post construction and redevelopment activities (i.e. having a storm water ordinance in place); and 6) pollution prevention and good housekeeping for municipal operations. Mr. Rinaldo stated to the Board that the Lower Windsor Township staff maintains excellent documentation as required, and has been very effective with providing a good permitting package. Mr. Rinaldo also emphasized that audits can be very costly if the municipality isn't properly adhering to the program.

There was a discussion regarding whether or not Lower Windsor should continue with the county's Chesapeake Bay Pollutant Reduction Plan or consider completing a separate plan which is already 50% completed by C.S. Davidson. Supervisor Kellner requested Township Engineer John Klinedinst provide pricing on completing the plan and the Township Manger should provide the board with the information and calculations supplied by the County.

**APPROVAL OF MINUTES** - Motion by Supervisor Kellner, seconded by Supervisor Schock, to approve the minutes from January 6, 2014. Motion carried.

**REPORTS**

1. **POLICE** - Chief Caldwell submitted his December 2013, Year-End 2013, and January 2014 reports to the Board.
2. **SOLICITOR** - Solicitor Herrold submitted his report for review. Solicitor Herrold discussed the expiration of the line of credit for Winters Ridge and requested authorization to move forward if documentation is not provided in time. Motion by Supervisor Kellner, seconded by Supervisor Schock, to authorize Solicitor Herrold and John Klinedinst to prepare documentation to draw on the line of credit if documentation is not received from the bank by February 24<sup>th</sup>. Motion carried. Solicitor Herrold also discussed the intergovernmental cooperation agreement with East Prospect Borough regarding East Maple Street and Livia Lane. East Prospect Borough's Solicitor, Dave Jones, and Solicitor Herrold both agree that this should be done by invoicing the borough and reimbursement can be through their general fund. Gary Tipton from PennDOT is supposed

to be providing Township staff with information on how to calculate what to charge the Borough.

3. ENGINEER - Mr. Klinedinst submitted his report for review.
4. HIGHWAY - Mr. Miller submitted his report for review.
5. EYARC - None submitted.
6. EMERGENCY SERVICES - Received reports from Craley, Yorkana and East Prospect Fire Companies. Ms. Hartman relayed a request from Lake Clarke's Chief Robert Odenwalt for approval to assist the Special Olympics of York County in the Polar Bear Plunge which will be rescheduled for a later date due to the snow. Motion by Supervisor Kellner, seconded by Supervisor Schock, to approve Lake Clarke's assistance in the Polar Bear Plunge. Motion carried.

ZONING - None

#### OLD BUSINESS

1. HIGHWAY BUILDING DISCUSSION – Engineer John Klinedinst recapped a design meeting which was held with staff on February 7<sup>th</sup> to discuss highway building. The board agreed to include the two additional bays in the base bid and remove the existing garage which currently houses the highway department. There was a discussion about radiant flooring. Motion by Supervisor Schock, seconded by Supervisor Kellner to authorize Mr. Klinedinst to get pricing and information on radiant flooring and provide at the next meeting. There was also a discussion about purchasing a new generator since the current one may not be able to accommodate all the equipment. The board will discuss this at a later meeting.

#### NEW BUSINESS

1. AUTHORIZATION TO ADVERTISE FOR BIDS – Motion by Supervisor Schock, seconded by Supervisor Kellner to authorize advertisement for aggregate bids. Motion carried. Mr. Klinedinst stated that the Road Assessment does not include the guide rail work scheduled for Gun Club Road and that should be considered a separate project. The project for Fish & Game Road may require a joint permit from the U.S. Army Corps of Engineers and there may be issues with a bog turtle screening. Since the project is small, it may not be prudent to follow through with a joint permit. With the Saddle Ridge project, Mr. Klinedinst stated that the Township can draw on the bond for the microsurfacing on Chateau, Camelot, and Ivanhoe roadways and that should hold those roads for up to 10 years. He did not recommend putting the wearing course down before substantially more lots are developed. However, if the Township uses the bond money, there may not be available money when it's time to complete the wearing course. Mr. Klinedinst stated that the total costs on the Road Assessment do not factor in for permits or permit preparation, but that only general permits should be required for the inlet and culvert repairs.
2. EXONERATIONS FOR 2013 - Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the exonerations for 2013. Motion carried.
3. RESOLUTION 2014-05 - Motion by Supervisor Kellner, seconded by Supervisor Schock, to adopt Resolution 2014-05, Exoneration of the Tax Collector. Motion carried.
4. RESOLUTION 2014-06 - Motion by Supervisor Kellner, seconded by Supervisor Schock, to adopt Resolution 2014-06, entering into a lease agreement for a new police vehicle. Motion carried.
5. RESOLUTION 2014-07 - Motion by Supervisor Kellner, seconded by Supervisor Schock, to adopt Resolution 2014-07, Members First Credit Union requirement for signature cards. Motion carried.
6. RESOLUTION 2014-08 - Motion by Supervisor Kellner, seconded by Supervisor Schock, to adopt Resolution 2014-08, M&T Bank requirement for signature cards. Motion carried.

7. EAST PROSPECT VETERANS DAY PARADE – Motion by Supervisor Schock, seconded by Supervisor Kellner, to contribute \$250 towards the Veterans Parade. Motion carried.
8. DISCUSSION OF FIRE COMPANY ISSUES – Chairman Miller suggested that a supervisor, Chief Caldwell, Ms. Hartman, and representatives from Craley, East Prospect, and Yorkana fire companies meet together to discuss some issues that they have been having amongst themselves and get them resolved. Supervisor Kellner offered to attend and asked Ms. Hartman to get the meeting together. Motion by Supervisor Schock, seconded by Chairman Miller, to authorize Supervisor Kellner to meet with the fire department representatives prior to the March board meeting. Motion carried.
9. APPOINT REPRESENTATIVE TO EYARC – Motion by Supervisor Kellner, seconded by Supervisor Schock, to appoint Mary Caldwell as the Lower Windsor Township representative for the EYARC board. Ms. Caldwell replaces Gary Schriff who resigned from the EYARC Board. Motion carried.
10. MANAGERS REPORT – Ms. Hartman submitted her report for review. Items discussed include 1) building issues with EYARC – still numerous problems with a few of the EYARC renters. There is a lot of damage and Todd has to clean up after them most of the time. Township staff has a good rapport with the new director and has been working together but the renters are not taking care of the facility and staff doesn't know what to do. People are not renting the social hall because of the disorderly conduct of the renters. The supervisors recommended billing EYARC from now on for cleaning and damages and then they would have to bill their renters. Supervisor Kellner and Ms. Hartman are planning to attend the March EYARC meeting; 2) Simplex Grinnell – Motion by Supervisor Kellner, seconded by Supervisor Schock to go with the Platinum Level of Service Contract for the building because of the age of the system. Motion carried; 3) Water Fountain – water fountain in the lower level is broken and will cost \$1,650 to replace. Staff looked into a vending machine for water and sports drinks and can get one in at no charge to the Township instead of replacing water fountains. Motion by Supervisor Schock, seconded by Supervisor Kellner to get the vending machine with no commission from the company. Motion carried; 4) Need to replace the fire extinguishers that were lost in the highway building and place some in the garage until staff moves into new facility; 5) Ms. Hartman requested removal of the mailbox reimbursement beginning the 2014/2015 winter and the supervisors agreed since very few municipalities, as well as PennDOT, reimburse any longer; 6) Staff is requesting change to the purchase order policy due to the increase in bid limits. Staff also requesting an increase for the issuance of PO's from \$500 to \$1,000. Motion by Supervisor Kellner, seconded by Supervisor Schock to raise the limits per Act 84 but \$500 issuance limit must remain. Motion carried; 7) New logo for township – Ms. Hartman requested approval to contact Eastern York High School art students to design a new logo for the community. Supervisor Kellner wants to know the cost of this and provide information at the next meeting; 8) Ms. Hartman advised everyone that Lower Windsor, Windsor, Chanceford and Hellam Townships have been notified that we are receiving the Governor's Award for Local Government Excellence at the East Rotunda of the Capitol on April 15<sup>th</sup> at 3:00. The award is being given because of the communities coming together to assist us after the fire.
11. APPROVAL OF BILLS - Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the bills as listed in the amount of \$90,792.81. Motion carried.
12. OTHER PERTINENT BUSINESS - None

#### PUBLIC COMMENT

1. Hollis Bedell – Thanked the highway department for the good job they did during the recent snow and ice storm.
2. Mary Caldwell – Suggested not having sports drinks in the vending machine if we get one.

3. Hollis Bedell – Requested an update on brush drop off since we've had so many damaged trees with the storms. Road Master Kim Miller stated that the chipper is being repaired and should be done shortly. We will potentially consider starting up again in the spring. Windsor is starting in March and will still allow Lower Windsor Township residents to drop brush off.

Meeting adjourned at 7:50.

Respectfully submitted

Maureen Hartman  
Assistant Secretary