

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
APRIL 10, 2014
6:30 P.M.

The Lower Windsor Township Board of Supervisors held their regular meeting at the Township Community Building, 2425 Craley Road, Wrightsville, PA. The meeting was called to order by Chairman Miller at 6:30 pm with a pledge to the flag. Also present at the meeting were Supervisor Donald Schock, Township Manager Maureen Hartman, Secretary-Treasurer Linda Zimmerman, Zoning Officer Sande Cunningham, Solicitor John Herrold, Township Engineer John Klinedinst and Chief Tim Caldwell. Supervisor Gerald Kellner was absent. Patrons in attendance: 18

PATRONS: None

Ms. Hartman recognized the office and police staff consisting of Linda Zimmerman, Sande Cunningham, Michelle Hollis, Kayla Smith and Molly Miller and presented them with Certificates of Commendation in recognition of administrative and operations support, dedication, and perseverance in rising above adversities in 2013.

APPROVAL OF MINUTES: Motion by Supervisor Schock, seconded by Chairman Miller to approve the March minutes as presented, motion carried.

REPORTS:

1. POLICE: Chief Caldwell submitted a report for review. Chief Caldwell reviewed a few items with the Board: the new hire for the police department, Officer Mark Jackson off probationary period after completion of 1 year, appoint a Police Chaplin, 1033 program through the state to obtain a Humvee at no cost, QRT is looking for applicants, School Resource Officer, new police vehicle is in operation, police records destruction. The Board agreed to have the Chief and Township Manager draft a letter to the school district regarding a School Resource Officer. They also agreed that the Chief can appoint a Police Chaplin at no charge to the Township.
2. SOLICITOR: Atty. Herrold submitted his report for review.
3. ENGINEER: Mr. Klinedinst submitted his report for review.
4. HIGHWAY: None
5. EYARC: None
6. EMERGENCY SERVICES: Received reports from Craley Fire Co., Lake Clarke Rescue, East Prospect Fire Co., and Yorkana Fire Co.

ZONING

1. DISCUSSION OF ORDINANCE REVISIONS: Ms. Cunningham submitted a recommendation from the Planning Commission to amend the depth of a swimming pool and definitions to swimming pools along with the definition, zoning, licensing and permitting requirements of Adult Regulated Facilities and to add the definition and regulating the size and location of billboards to the zoning ordinance. Motion by Supervisor Schock, seconded by Chairman Miller to proceed with drafting of the changes to the swimming pool definition and depth, motion carried. The Board is not ready to act on the billboard and adult regulated facilities at this time, but would like it added to the May agenda for discussion. Ms. Cunningham also informed the Board that the Allstate Veneer property on Manor Road was sold and she is working with the new owner on proposed uses for the property.

OLD BUSINESS:

1. BUILDING DISCUSSION: Mr. Klinedinst provided an outline and estimated the cost of construction for the new highway building at \$2.18 million. Discussion took place on the size of the generator needed or using the existing generator and use of propane or heating oil to heat the building. The Board set a special meeting for April 24, 2014 at 6:30 to review plans and make decisions so bids can go out in May.

NEW BUSINESS:

1. AWARD LINE PAINTING BID: Dover Township administered the line painting bids this year and the successful bidder was D. E. Gemmill at a price of \$.096 per lineal ft. Our share of the contract would be \$12,960.00. Motion by Supervisor Schock, seconded by Chairman Miller to approve the contract with D. E. Gemmill for line painting at the cost of \$12,960, motion carried.
2. AUTHORIZATION TO ADVERTISE ROAD BIDS: Ms. Hartman is asking for authorization to advertise for road materials for the 2014 maintenance plan. Mr. Klinedinst noted additions to the maintenance plan after performing a road check with the Road Master.
 - crack seal, chip seal coat -Trinity Church Road and Edith Road
 - Wearing course: Camelot Drive, Chateau Court and Ivanhoe Drive
 - fiber seal coat: Mirlyn Drive, Old Farm Lane, Canadochly Court and Dana Court

Motion by Supervisor Schock, seconded by Chairman Miller to authorize the advertisement for bids, motion carried.

3. AUTHORIZATION TO APPROVE HIRING EMPLOYEES: Ms. Hartman informed the Board that Chief Caldwell and Road Master Miller have chosen replacements for the openings in their departments. Chief Caldwell is requesting approval to hire Shawn Dickmyer at the "after 4-year rate" and Road Master Miller is requesting approval to hire Trevor Daugherty. Motion by Supervisor Schock, seconded by Chairman Miller to approve the hiring of Shawn Dickmyer and Trevor Daugherty, motion carried.
4. AMEND EMPLOYEE POLICY MANUAL: Ms. Hartman provided the Board with recommended changes to the policy manual all due to FMLA, Affordable Care Act, Workman's Compensation and HR requirements. Motion by Supervisor Schock, seconded by Chairman Miller to approve the changes to the policy manual as provided, motion carried.
5. MANAGERS REPORT: Ms. Hartman submitted her report for review. Ms. Hartman asked the Board if they would be willing to assist with an "in kind" contribution for work on the Fishing Creek Restoration Project by supplying our equipment in 2015 and 2016. Motion by Supervisor Schock, seconded by Chairman Miller to authorize the use of the equipment for this project, motion carried.
6. APPROVAL OF BILLS: Motion by Supervisor Schock, seconded by Chairman Miller to approve the bills as listed in the amount of \$92,140.18, motion carried.
7. OTHER PERTINENT BUSINESS: None

PUBLIC COMMENT: None

Meeting adjourned at 7:17 pm.

Respectfully submitted,

Linda J. Zimmerman
Secretary