

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AND REGULAR MEETING
JANUARY 5, 2015
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; Secretary-Treasurer Linda Zimmerman; Zoning Officer Sande Cunningham, and Engineer John Klinedinst. Patrons in attendance: 3

REORGANIZATION MEETING

Reorganization of the Board

1. Chairman – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Supervisor Miller was nominated as Chairman. Motion carried 3-0.
2. Vice-Chairman – Upon a motion by Supervisor Schock, seconded by Chairman Miller, Supervisor Kellner was nominated as Vice-Chairman. Motion carried 3-0.
3. Liaison Appointments – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the liaison appointments were approved as follows: Chairman Miller-Highway; Supervisor Kellner-Administration; Supervisor Schock-Police. Motion carried 3-0.

Set Meeting Dates

1. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the 2015 meeting dates were set in accordance with the schedule advertised on December 3, 2014. Motion carried 3-0.

Conduct of Meetings

1. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, 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 Schock, seconded by Supervisor Kellner, the following appointments were approved as listed. Motion carried 3-0.
 - Secretary-Treasurer - Linda Zimmerman
 - Township Manager - Maureen Hartman
2. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Assistant Secretary-Treasurer – Maureen Hartman
 - Primary Engineer - John Klinedinst, C.S. Davidson
 - Special Projects - Ron Secary, Snyder-Secary
3. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Township Solicitor – John C. Herrold, Griest, Himes, Herrold, & Reynosa, LLP
 - Special Counsel - Charles Suhr and Ron Lucas, Stevens and Lee
4. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Timothy Caldwell was reappointed Chief of Police. Motion carried 3-0.
5. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Sande Cunningham was reappointed Zoning Officer. Motion carried 3-0.
6. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Kim Miller was reappointed Road Master. Motion carried 2-1 with Chairman Miller in abstention.
7. 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

8. 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
9. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Linda Zimmerman was appointed the Pension Fund Investment Manager and Depository, for ICMA Retirement Corporation and PMRS. Motion carried 3-0.
10. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, 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; C.S. Davidson, John Klinedinst.
11. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Phil Smith was appointed Emergency Services Coordinator for the EYCEMA. Motion carried 3-0.
12. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Hollis Bedell was reappointed to the Planning Commission. Motion carried 3-0.
13. 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
14. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, authorization for attendance to the PSATS Convention to Township designated personnel was approved. Motion carried 3-0.
15. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, PSATS voting delegates were approved as listed. Motion carried 3-0.
 - PSATS Convention Voting Delegate – Linda Zimmerman
 - PSATS Convention Alternate Voting Delegate – Maureen Hartman
16. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Linda Zimmerman was appointed the YCTCC and YATB representative and Maureen Hartman was appointed the YCTCC and YATB alternate representative. Motion carried 3-0.
17. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Mary Caldwell was appointed to the vacancy board. Motion carried 3-0.
18. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Ashley Martin (Allegiant Animal Care) was appointed animal control officer. Motion carried 3-0.
19. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, 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
20. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following authorizations were approved as listed. Motion carried 3-0.
 - Bond limit was set at \$1.5 million
 - Wage and salary adjustments were established for non-uniform employees in accordance with the adopted 2015 budget
 - 2015 benefits and holidays were established for all non-uniform employees in accordance with the Employee Benefit and Personnel Manual
21. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following authorization was approved. 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
22. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following authorization was approved. Motion carried 3-0.
 - The Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer were authorized to sign checks and necessary signature cards
23. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following authorizations were approved as listed. Motion carried 3-0.
 - The 2015 mileage reimbursement rate was set in accordance with the current IRS standard
 - The petty cash fund for police in the amount of \$200 and township office in the amount of \$300 was established

24. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the road service fee was changed to a single fee of \$80 per hour. Motion carried 3-0.
25. 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.
26. Resolution 2015-01, Fee Schedule – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Resolution 2015-01, the general fee schedule, was adopted. Motion carried 3-0.
27. Resolution 2015-02, Subdivision/Land Development Fee Schedule – Upon a motion by Supervisor, seconded by Supervisor Schock, Resolution 2015-02, the fee schedule for subdivisions and land developments, was adopted. Motion carried 3-0.
28. Resolution 2015-03, Zoning Hearing Board Appointment – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Anthony Skiptunas was reappointed as a full-time member to the zoning hearing board for a 5-year term. Motion carried 3-0.
29. Resolution 2015-04, Pension Contribution for Police – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the pension contribution for police was approved at 1.5%. Motion carried 3-0.

REGULAR MEETING

Public Comment

1. Hollis Bedell – Commented that the fees for junk yard licenses should be increased since so much time is consumed by staff while working with these businesses.
2. Mary Caldwell - Commented that the EYARC is going to recommend to the basketball groups that they should consider a fundraiser to pay for the new motor for the basketball net in the gym. Ms. Hartman was asked to check on how long it will take to order the new motor.

Approval of Minutes - Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the meeting minutes for December 11, 2014 was approved. Motion carried 3-0.

Reports

1. POLICE – no report submitted
2. SOLICITOR – no report submitted
3. ENGINEER - Mr. Klinedinst submitted his report for review and discussed the following items:
 - a. Old highway building will need to be removed from the site. Board needs to decide what they want to do with it. Suggest April removal.
 - b. Snow guards for new building – suggested highway department employees install these to avoid labor expense.
 - c. Electrical change order will be submitted regarding an injection pump.
 - d. Change order will be submitted for an exhaust fan that was damaged by the electrician.
 - e. Discussed punch list phase of construction project.
 - f. Discussed painting of conduit.
4. HIGHWAY – Kim Miller submitted his report for review.
5. EMERGENCY SERVICES – Yorkana Fire Co, Lake Clarke Rescue, and White Rose Ambulance submitted reports for review.

Zoning

None

Old Business

None

New Business

1. ORDINANCE 2015-01, PSATS UNEMPLOYMENT COMPENSATION GROUP TRUST – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Ordinance 2015-01 was approved Motion carried 3-0.
2. 2014 TAX EXONERATIONS – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the per capita tax exonerations were approved. Motion carried 3-0.
3. MANAGER REPORT – Ms. Hartman submitted her report for review. Ms. Hartman suggested to the Board that a policy should be made regarding loans the Township provides to organizations. The Board authorized her to get something together and work with Supervisor Kellner. There was also a discussion about Daune Sitler asking if landscaping will be provided on the property where the Babe Sitler memorial sign is located in Craley. The Board suggested contacting an Eagle Scout that talked to the Township about doing a community project there.

Approval of Bills – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner the bills as listed in the amount of \$12,842.21 were approved. Motion carried 3-0.

Other Pertinent Business

None

The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Linda Zimmerman,
Secretary-Treasurer