

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
FEBRUARY 12, 2015  
6:30 P.M.

The Lower Windsor Township Board of Supervisors held their 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, Chief Tim Caldwell, Solicitor John Herrold, and Engineer John Klinedinst.  
Patrons in attendance: 7

**PUBLIC COMMENT:**

1. Mellissa Whirls: Applicant for the Planning Commission
2. Hollis Bedell: Questioned electronic recycling start up

**APPROVAL OF MINUTES:** Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the minutes from January Reorganization and Regular meeting as presented, motion carried.

**REPORTS:**

1. **POLICE:** Chief Caldwell submitted his report for review. Chief Caldwell discussed the volunteer chaplain position and the ride along intern. Chief Caldwell is having Atty. Herrold review the waiver release and agreements. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the Township Manager to sign the agreement on behalf of the Board of Supervisors, motion carried. Chief Caldwell is asking the Board for authorization to remove Officer Shaun Dickmyer off probation status to fulltime status since he is working out very well. Motion was made by Supervisor Schock to change his status from probationary to a fulltime officer. Supervisor Kellner requested to convene for an executive session at 6:47 pm. The meeting was reconvened at 6:49 pm. Supervisor Kellner seconded the motion by Supervisor Schock to change the status of Officer Dickmyer to fulltime officer, motion carried.
2. **SOLICITOR:** Atty. Herrold submitted his report or review. Atty. Herrold explained the two documents for the Transfer of Development Rights from the McGillivray property to the Evans property and the Declaration of Development Rights. These documents are required for this purpose and must be recorded. All costs will be paid by Mr. Evans. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the declaration of development rights, motion carried. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the signing of the Declaration of Development Rights by Chairman Barry Miller, motion carried.
3. **ENGINEER:** Mr. Klinedinst submitted his report. Mr. Klinedinst has change orders for the Highway building construction for approval. 1) PC-1, Time extension of 20 days, 2) GC-5 adding of \$519 for door controls and time extensions, 3) MC-1 no cost change order but extension of time, 4) EC-2 adding \$1,562 which includes a receptacle for an injection pump for the heating system and receptacles for the welding bench. Motion by Supervisor Kellner to approve the 4 change orders, seconded by Supervisor Schock, motion carried. Mr. Klinedinst reported the final project cost with change orders was \$1,900,416.00, which was 6% under budget. Mr. Klinedinst also discussed the change order of the door lintels of \$400 that will be deducted from C S Davidson's bill. Chairman Miller mentioned the problems with the 2 garage doors coming off track and crashing down to the floor. Mr. Klinedinst noted those doors are still under warranty and the contractor will have to fix them.
4. **HIGHWAY:** Mr. Miller submitted report.
5. **ER SERVICES:** White Rose Ambulance and Craley Fire Co submitted reports.

**ZONING:** None

**OLD BUSINESS:**

1. **BUILDING DISCUSSION – REMOVAL OF OLD BUILDING:** Discussion on the removal of the old storage building took place. Chairman Miller proposed having the highway department take it down

and haul it away to a salvage yard instead of paying someone to do it. Motion by Supervisor Shock, seconded by Supervisor Kellner to have the highway department tear down and take scrap to the salvage yard, motion carried.

**NEW BUSINESS:**

1. **ORDINANCE 2015-02 - CBPRP:** This ordinance and agreement were approved in 2014 but DEP did not meet the terms of the agreement and therefore a new ordinance and inter-municipal agreement will need to be approved and authorization given to the Chairman to execute the agreement. Motion by Supervisor Schock to approve the Ordinance for adoption, seconded by Supervisor Kellner, motion carried. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the Chairman to execute the agreement, motion carried.
2. **RESOLUTION 2015-05 – EXONERATE TAX COLLECTOR:** Motion by Supervisor Kellner, seconded by Supervisor Schock to approve Resolution 2015-05 to exonerate the tax collector from collection of outstanding taxes and to turn them over to an agency for collection, motion carried.
3. **RESOLUTION 2015-06 – RECORDS DESTRUCTION FOR POLICE DEPT:** Motion by Supervisor Schock, seconded by Supervisor Kellner, to adopt Resolution 2015-019, motion carried.
4. **TAX EXONERATIONS:** Motion by Supervisor Kellner, seconded by Supervisor Schock to approve tax exonerations for December 2014, motion carried.
5. **RESOLUTION 2015-07 – EAST PROSPECT FIRE CO LOAN:** A recommendation from the auditors was to adopt a resolution authorizing the use of Host Solid Waste money to provide a secured loan to the East Prospect Fire Co to pay off a ballooning loan that was due in January 2014. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve Resolution 2015-07, motion carried.
6. **MANAGERS REPORT:** Ms. Hartman informed the Board that the new fuel system will be up and running shortly and is asking for direction as to who should be supplied with access to the fuel system. The Board asked to have a policy written for review and approval at the next meeting. Ms. Hartman reported that the Cohen Group who assisted us with the Comcast franchise fee agreement is offering a group rate for an audit on the Comcast franchise fees to make sure we are getting all the fees that are due the Township. Motion by Supervisor Kellner and seconded by Supervisor Schock to enter into an agreement for an audit at the cost of \$3,900, motion carried. Ms. Bedell asked about the new township logos for the vehicles. The new logos have been delivered and are displayed on the vehicles and equipment.
7. **APPROVAL OF BILLS:** Motion by Supervisor Kellner seconded by Supervisor Schock to approve the bills as listed in the amount of \$135,081.68, motion carried.

**OTHER PERTINENT BUSINESS:** Ms. Hartman reported that she has starting to draft a policy regarding loans to organizations. This was a recommendation from the auditors.

The Board recognized two boy scouts Gavin and Wesley who were in attendance to obtain their merit badge.

Meeting adjourned at 7:26 p.m.

Respectfully submitted,

Linda J. Zimmerman  
Secretary