

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MARCH 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: 6

**PUBLIC COMMENT:**

1. JIM HOOPER – BANK HILL ROAD: Notified the Board that his mailbox received damage from cars driving along Bank Hill Road during snowstorms due to the design of the roadway and would like the Board to place warning signs. Mr. Hooper also noted that the snow plow driver is blocking the roadway with snow.

**APPROVAL OF MINUTES:** Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the February minutes as presented, motion carried.

**REPORTS:**

1. POLICE: Chief Caldwell submitted his report and informed the Board that QRT tryouts are April 7<sup>th</sup>. The intern has started and has shown a positive attitude and is working out very good. The Hummer was used for patrolling and emergencies during snow storm.
2. SOLICITOR: Atty. Herrold submitted his report for the Board to review. Atty. Herrold noted that the documents for Evans' TDR have been recorded.
3. ENGINEER: Mr. Klinedinst submitted his report for review. Mr. Klinedinst informed the Board that he met with staff to review road projects, gave an update on the MS4 and noted that we have received the permit for Fish & Game Road project which needs to be completed by March 31, 2015 or we'll have to wait until November.
4. HIGHWAY: Mr. Miller submitted his report. Pothole repairs will begin March 13<sup>th</sup>.
5. EMERGENCY SERVICES: Craley Fire Co submitted a report.

**ZONING:**

1. DISCUSSION OF INVOICE FROM SNYDER-SECARY: Ms. Cunningham reported that the Township received an invoice for Mr. Secary's for work associated with the Native Lands County Park project regarding the traffic engineers (TRG) request for traffic assessments with Lauxmont and the road improvements that were proposed for that plan. The traffic engineer (TRG) then requested a copy of the plan. Staff does not feel this is our bill to pay and sent the bill to the traffic engineer (TRG) noting that they or the County are responsible for payment. The Board agreed the Township is not responsible for the bill.

**OLD BUSINESS:**

1. BUILDING DISCUSSION: Chairman Miller announced that an executive session will be held after the meeting for possible litigation regarding the highway building construction.

**NEW BUSINESS:**

1. AUTHORIZATION TO ADVERTISE FOR ROAD MATERIALS: Ms. Hartman noted that bid opening is scheduled for April 7, 2015. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the advertisement for road materials, motion carried.
2. DECISION ON PLANNING COMMISSION: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Melissa Wirls to the planning commission, motion carried.
3. DISCUSSION OF SEO: Mr. Whitmore is resigning his position as Sewage Enforcement Officer and staff has interviewed Mr. Keith Hunnings from South Penn Code Consultants for the position. Mr. Hunnings is the SEO for several other municipalities and comes highly recommended. Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Mr. Keith Hunnings as the township SEO, motion carried. The Board instructed Ms. Hartman to send a letter to Mr. Whitmore to thank him for his service.
4. DISCUSSION OF ERROR BY COUNTY TAX OFFICE: Our auditors discovered an error that the County's tax claim office made providing delinquent tax payments to the Township. The tax claim office was sending the County's portion of the delinquent taxes to the Township for 2013 taxes only. Staff met with the county

officials and they notified us that we owe them \$44,900.12. Solicitor Herrold recommends allowing the County to keep all delinquent tax collections until all money is paid back to the County. Motion by Supervisor Shock, seconded by Supervisor Kellner to approve Solicitor Herrold to talk with the County Solicitor about the Township's proposal, motion carried.

5. RESOLUTION 2015-07: This is for the Craley Fire Co. loan of \$400,000 from the Host Solid Waste Fund: Atty. Herrold also noted that an encumbrance on the title will be held by the Township. The Board was informed tonight that Craley will not need the money until June or July. They are asking to hold off on the loan until that time. No action taken.
6. MANAGERS REPORT: Ms. Hartman submitted her report for review. Mr. Hartman noted that the auditors were asking if we were working on the policy regarding loans. Motion by Supervisor Schock, seconded by Supervisor Kellner to accept the Managers report, motion carried.
7. APPROVAL OF BILLS: Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the bills list as presented in the amount of \$68,318.76, motion carried.
8. PERTINENT BUSINESS: None

Meeting adjourned at 7:10 p.m.

Respectfully submitted

Linda J. Zimmerman  
Secretary