

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AND REGULAR MEETING
JANUARY 4, 2016
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. Patrons in attendance: None

Supervisor Miller announced that an executive session was held prior to the meeting for personnel matters.

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

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the 2016 meeting dates were set in accordance with the schedule advertised on December 3, 2015. Motion carried 3-0.

Conduct of Meetings

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 Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Secretary-Treasurer - Linda Zimmerman
 - Township Manager - Maureen Hartman
 - Assistant Secretary-Treasurer - Maureen Hartman
2. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments were approved as listed. Motion carried 3-0.
 - Primary Engineer - John Klinedinst, C.S. Davidson
3. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointment was approved as listed. Motion carried 3-0.
 - Township Solicitor – John C. Herrold, Griest, Himes, Herrold, & Reynosa, LLP
4. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock the following appointment was approved as listed. Motion carried 3-0.
 - Special Counsel – Michael Miller, Eckert Seamans
5. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointments were approved as listed.
 - Timothy Caldwell - Chief of Police. Motion carried 3-0
 - Sande Cunningham - Zoning Officer. Motion carried 3-0.
 - Kim Miller - Road Master - Motion carried 2-0, with Chairman Miller abstaining.
6. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointment was approved as listed. Motion carried 3-0.
 - Building Code Official – Commonwealth Code, Peter Schilling
7. 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, BB&T, Metro Bank and Members 1st Federal Credit Union
 - Pension Fund Investment Manager and Depository - Linda Zimmerman, ICMA Retirement Corporation and PMRS
8. 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 – South Penn Code Consultants, Keith Hunnings; Alternates – Gordon L. Brown & Associates, Dave Brown; C.S. Davidson, John Klinedinst.
 9. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Phil Smith was appointed Emergency Management Coordinator and Jarrett McClane was appointed Deputy EMC. Motion carried 3-0.
 10. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Kelly Skiptunas was appointed to the Planning Commission. Motion carried 3-0.
 11. 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 2015 audit report – Maher Duessel
 12. 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.
 13. 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
 14. 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.
 15. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Mary Caldwell was appointed to the vacancy board. Motion carried 3-0.
 16. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Michelle Klugh (Klugh Animal Control Services) was appointed animal control officer. Motion carried 3-0.
 17. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following appointments or authorizations were approved as listed. Motion carried 3-0.
 - Township Open Records Officer – Maureen Hartman
 - Township Alternate Open Records Officers – Linda Zimmerman, Sande Cunningham
 - Police Open Records Officer – Timothy Caldwell
 - Police Alternate Open Records Officer – Molly Miller
 18. 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 2016 budget
 - 2016 benefits and holidays were established for all non-uniform employees in accordance with the Employee Benefit and Personnel Manual
 19. 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
 20. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, 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
 21. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following authorizations were approved as listed. Motion carried 3-0.
 - The 2016 mileage reimbursement rate was set in accordance with the current IRS standard
 23. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the following authorization was approved.
 - 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 set at \$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 2016-01, Fee Schedule – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Resolution 2016-01, the general fee schedule, was adopted. Motion carried 3-0.
27. Resolution 2016-02, Subdivision/Land Development Fee Schedule – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Resolution 2016-02, the fee schedule for subdivisions and land developments, was adopted. Motion carried 3-0.
28. Resolution 2016-03, Zoning Hearing Board Appointment – Upon a motion by Supervisor Schock seconded by Supervisor Kellner, Fred Uffelman was appointed as a full-time member to the zoning hearing board for a 5-year term. Motion carried 3-0.
29. Resolution 2016-04, 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.
30. Resolution 2016-05, Alternate Planning Commission Appointment – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Lew Brown was appointed as an alternate member. Motion carried 3-0.

REGULAR MEETING

Public Comment - None

Approval of Minutes - Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the meeting minutes for December 10, 2015 was approved. Motion carried 3-0.

Reports

POLICE – no report submitted

MANAGER – Ms. Hartman submitted her report and reminded the Board that the York Water Co will be holding a public meeting on January 7 at 6:00 at the Township building for residents on Canadochly Road.

SOLICITOR – no report submitted

ENGINEER – no report submitted

HIGHWAY – no report submitted

EMERGENCY SERVICES – no report submitted

Zoning

PLOWMAN OLDS EXTENSION – No action taken by the Board.

Old Business

None

New Business

RESOLUTION 2016-06 – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the inter-municipal DCNR Peer Grant Application was approved. Motion carried 3-0.

Approval of Bills – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner the bills as listed in the amount of \$12,774.93 were approved. Motion carried 3-0.

Other Pertinent Business

None

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Linda Zimmerman,
Secretary