

**LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
MARCH 10, 2016
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 Chairman 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; Solicitor John Herrold; Engineer John Klinedinst and Chief Tim Caldwell. Patrons in attendance: 3.

Chairman Miller announced congratulations to highway employee Kyle Lentz for birth of a son and to Chief Caldwell for birth of a grandson.

PUBLIC COMMENT:

1. **HOLLIS BEDELL:** Ms. Bedell questioned if the landfill filed the notice of change in operation with the Township. Ms. Hartman stated the Township does receive notices regarding landfill issues.

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

REPORTS:

1. **POLICE:** Chief Caldwell submitted his report for review.
 - a. Chief Caldwell submitted a summary of the QTR program that the Board requested.
 - b. Chief Caldwell asked for approval to participate in the Aggressive Driver Grant. This is a federally funded program but reimbursement is through PennDOT. This program will run from March thru April.
 - c. Chief Caldwell is requesting the approval of an intern from York College. By consensus the Board agreed to approve the internship as long as the Chief conducts an interview with the applicant first.
 - d. Chief Caldwell is asking for approval to move forward on the records room remodel. This expense was budgeted for 2016 out of the general fund. Motion by Supervisor Kellner, seconded by Supervisor Schock to move forward with the records room, motion carried.
 - e. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the Chairman to execute the Aggressive Drivers Grant, motion carried.
2. **MANAGER:** Ms. Hartman submitted her report for review.
 - a. Ms. Hartman is asking for approval to purchase the additional camera for the Highway Dept. and an NVR for clearer footage at a total cost of \$3,085.00 which is less than what was budgeted. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the purchase of camera and NVR for the Highway Dept., motion carried.
 - b. Ms. Hartman asked the Board if they wanted to hold the fifth meeting in March. The Board agreed the meeting is not necessary.
3. **SOLICITOR:** Atty. Herrold submitted his report for review.
4. **ENGINEER:** Mr. Klinedinst submitted his report for review.
 - a. Mr. Klinedinst reported that there are 2 subdivisions going through the approval process.
 - b. Mr. Klinedinst informed the Board he will be working with Township staff to work on the MS4 reporting.
 - c. Mr. Klinedinst met with the Roadmaster and Chairman to conduct road inspections to prepare the road projects for 2016.
 - d. Mr. Klinedinst reported that a private citizen requested a crosswalk at Long Level Marina on Long Level Road. Mr. Klinedinst explained even though a private citizen requested this crosswalk, the Township would need to be the applicant, according to PennDot. This would cause problems when it comes to who is liable, who would build it, and who would maintain it. This means that an indemnity agreement would be needed and he feels uneasy with the

Township taking responsibility of a private crosswalk. There is also the issue of the speed limit in that area. The Chief noted that the speed limit is 40. The Board asked staff to respond back that they are not interested in making that application.

5. **HIGHWAY:** Mr. Miller submitted his report for review.
6. **EMERGENCY SERVICES:** Phil Smith, EYCEMA and Lake Clarke Rescue submitted reports. Ms.Hartman also noted that EMA Deputy McLane resigned due to job relocation in Texas.

ZONING:

1. **DISCUSSION OF OLD SUBDIVISION PLANS:** Ms. Cunningham submitted a listing of pending subdivision plans and how the Permit Extension Act affects the timeline for approval.

OLD BUSINESS:

1. **ORDINANCE 2016-01 – BURN ORDINANCE:** Motion by Supervisor Schock, seconded by Supervisor Kellner to adopt the Burn Ordinance, motion carried.

NEW BUSINESS:

1. **AUTHORIZATION TO ADVERTISE FOR ROAD MATERIALS:** Mr. Klinedinst supplied the listing of road projects according to priority. The list includes Canadochly Road, Smyser Road, Snyder Corner Road, Trinity Church Road, Dallas Drive, Fox Creek Estates, Meisenhelder Road and Taylor Road. The recommended materials for advertisement will be miscellaneous aggregate, geotextile, bituminous and oil. Motion by Supervisor Schock, seconded by Supervisor Kellner to authorize the ad for road materials, motion carried.
2. **RESOLUTION 2016-11 – REMOVAL OF FUNDS FROM HOST FUND IN 2015:** Atty. Herrold explained this was a request from the Auditors to prepare a resolution for the transfer. Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the resolution, motion carried.
3. **RESOLUTION 2016-12 – AUTHORIZATION TO TRANSFER FUNDS FOR 2016:** Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the resolution, motion carried.
4. **RESOLUTION 2016-13 – DESTRUCTION OF POLICE RECORDS:** Supervisor Kellner asked Chief Caldwell who defines the retention schedule for police records. Chief Caldwell stated that he follows the AOPC which is what District Magistrates follow. Motion by Supervisor Schock, seconded by Supervisor Kellner, to approve the destruction of police records as described, motion carried.
5. **RESOLUTION 2016-14 – AUTHORIZATION TO TRANSFER TO CAPITAL IMPROVEMENT/PURCHASES FUND FOR 2015:** Atty. Herrold explained that the auditors requested the resolutions for the transfers. Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the resolution to transfer money to the Capital Improvement/Purchases fund for 2015. Motion carried.
6. **RESOLUTION 2016-15 – AUTHORIZATION TO TRANSFER TO CAPITAL IMPROVEMENT/PURCHASES FUND:** Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the resolution for transfer of money in 2016, motion carried.
7. **SETTLEMENT AGREEMENT:** Motion by Supervisor Schock, seconded by Supervisor Kellner to approve and authorize the Chairman to sign the settlement agreement, motion carried.
8. **APPROVAL OF BILLS:** Motion by Supervisor Schock, seconded by Supervisor Kellner, to approve the bills as listed in the amount of \$75,686.99, motion carried.

ADJOURNMENT: Meeting adjourned at 7:06 pm

Respectfully submitted,

Linda J. Zimmerman
Secretary