

**LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
SEPTEMBER 8, 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 Supervisor Gerald Kellner; Township Manager Maureen Hartman; Secretary-Treasurer Linda Zimmerman; Zoning Officer Sande Cunningham; Solicitor John Herrold; Engineer John Klinedinst and Chief Tim Caldwell. Supervisor Donald Schock was absent. Patrons in attendance: 9

PUBLIC COMMENT:

1. **HOLLIS BEDELL:** Commented that the Highway Department did a good job on Snyder Corner Road.
2. **HEATHER OWEN: DALLAS DR.** Ms. Owen would like to place a fence on her property but there is a 20' stormwater easement that runs through the side yard where she wants to place the fence. Ms. Owen noted that the fence posts will have removable sleeves so if any future repair work needs to be done to the stormwater easement the fence can be removed. The easement agreement states she must receive consent from the Township before placing any improvements. Ms. Owen is asking for approval to place the fence. Discussion continued and Atty. Herrold recommended he draft an agreement with the township and owner that allows her to place this fence. Motion by Supervisor Kellner, seconded by Chairman Miller to authorize the Solicitor to draft an agreement and have the Chairman execute the agreement on behalf of the Township, motion carried.
Ms. Hartman expressed that there is a stormwater issue on the same property and an adjacent property owned by Mr. Henry. Ms. Hartman is asking for authorization to have the stormwater velocity minimized by installing additional riprap in Ms. Owen's yard. The Board agreed by consensus to place additional rip rap.
3. **LARRY KENDIG: KLINES RUN ROAD:** Mr. Kendig commented on the problems with speeding on his road and the dirty park areas along the river.

APPROVAL OF MINUTES – AUGUST 11, 2017: Motion by Supervisor Kellner, seconded by Chairman Miller to approve the minutes as presented, motion carried.

REPORTS:

1. **POLICE:** Chief Caldwell submitted his report for review. Chief Caldwell informed the Board that a subcommittee was formed with the Eastern York School District about the School Resource Officer (SRO) program. The School District is interested in moving forward to implement the SRO program starting in the 2017/2018 school year. Chief Caldwell is doing research now and contacting other SRO programs to get more information and will keep the Board updated. Chief Caldwell also noted that he provided information from the ambulance services meeting and invited the Board to attend the next meeting.
2. **MANAGER:**
 - a. Ms. Hartman informed the Board that we are looking for storage for the building maintenance equipment and would like to use the garage at the large pavilion. At this time the storage area is being used by the Young Knights. Ms. Hartman asked the Board if we could regain our garage facility and ask the Young Knights to remove their belongings by the end of this year. The Board concurred to use the garage for seasonal equipment and to have Ms. Hartman notify the Young Knights and EYARC to remove their belongings at the end of the football season.
 - b. Ms. Hartman informed the Board that the Peer to Peer Study is moving forward and has a positive outlook. With the discussions at the meetings Ms. Hartman has concerns with the additional use of the building and fields. Ms. Hartman advised the Board that they will have to make decisions on the usage of our facilities; either give them up to the new commission for use or maintain the rentals through the Township.
3. **SOLICITOR:** Atty. Herrold submitted his report for review.
4. **ENGINEER:** Mr. Klinedinst submitted his report for review and noted that the cost to apply for a waiver of the MS4 Permit is \$2,000 and noted that this could save the Township \$50,000 over the next 5 years. Mr. Klinedinst talked about the CBPRP and recommended the Board to Opt-In to the York County Regional Pollutant Reduction Plan. Supervisor Kellner expressed that he cannot Opt-in to the plan until we have more

detailed information and a set cost. Ms. Hartman will have a representative from York County Planning attend the October meeting to discuss.

5. **HIGHWAY:** Mr. Miller submitted his report.
6. **EMERGENCY SERVICES:** CVAC submitted a report.

ZONING:

1. **MARTINSVILLE SCHOOLHOUSE:** Ms. Cunningham explained to the Board that the electrical work at the schoolhouse was approved at the November 2015 meeting at a cost not to exceed \$100. Ms. Cunningham spoke with Commonwealth Code and the permit/inspection fee will be approximately \$300. Ms. Hartman noted that we could get the \$300 out of the building electric budget item. Motion by Supervisor Kellner, seconded by Chairman Miller to increase the amount to \$300 and not exceed that amount, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

1. **DISCUSSION OF PER CAPITA TAX BILLING (BOB KLINE):** Mr. Kline was here to discuss the per capita tax issue of enumeration for the Township since the County is no longer doing it. He suggested to do away with the tax altogether. Mr. Kline reported that he heard that the York Adams Tax Bureau will be taking over the job but has not received official notice. The Board will make note and discuss during budget time.
2. **HIGHWAY DEPARTMENT:** Ms. Hartman noted that Road Master Miller is asking for the budgeted amount of \$3000 for pipe in the Liquid Fuels fund be redirected to road maintenance and a portion of the FEMA reimbursement money be redirected to road maintenance. Mr. Miller noted that he would like to finish road work on Smyser, Gable Hill and Meisenhelder Roads. Mr. Miller is also asking for \$5,000 be redirected to the tire budget because he still needs tires for the skid loader and spares for the trucks. Motion by Supervisor Kellner, seconded by Chairman Miller to approve the move of 3,000 from pipe to line item 438.000 and \$5,000 of the FEMA reimbursement to line item 437.000 and the remainder to line item 438.00, motion carried. Ms. Hartman noted that in July we talked about using some of the health insurance reimbursement money to supplement the General Fund Highway equipment parts/repairs (437.374) that is over budget. Mr. Miller is asking for \$15,000. Motion by Supervisor Kellner, seconded by Chairman Miller to authorize distribution of health insurance reimbursement to increase the line item 437.374 to \$40,000, motion carried.
3. **2017 MMO-POLICE & NON-UNIFORM PENSION OBLIGATION:** Mrs. Zimmerman informed the Board that the 2017 Minimum Municipal Obligation for the police pension plan is \$149,728 and the non-uniform pension plan is \$24,107
4. **AUDITORS PROPOSALS:** Ms. Hartman reported that we sent out RFP's to receive proposals for auditing services for 2016, 2017, 2018 and optional 2019 and 2020. Ms. Hartman noted that we received 5 proposals and the lowest proposal was Kochenour, Earnest, Smyser & Burg (KESB) at a cost for the 2016 audit at \$11,000, 2017 audit at \$11,200 and 2018 audit at \$11,300. Ms. Hartman contacted referenced municipalities and they gave positive reviews of KESB. Motion by Supervisor Kellner, seconded by Chairman Miller to enter into a 3 year agreement with Kochenour, Earnest, Smyser & Burg for audit years 2016, 2017 and 2018, motion carried.
5. **RESOLUTION 2016-19 – CBPRP OPTIN/OPT OUT:** Discussed during Engineer report. Tabled
6. **APPROVAL OF BILLS:** Motion by Supervisor Kellner, seconded by Chairman Miller to approve the bills list as presented in the amount of \$57,029.12, motion carried.
7. **OTHER PERTINENT BUSINESS:** NONE

Meeting adjourned at 7:34 p.m.

Respectfully submitted

Linda J. Zimmerman
Secretary