

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AND REGULAR MEETING
JANUARY 3, 2017
6:30 P.M.

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meeting at the Township Community Building at 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; and Police Chief Caldwell. Patrons in attendance: 7

PUBLIC COMMENT

A member of the East Prospect Fire Co asked when they would be receiving their contribution check. Supervisor Miller advised them that it would be discussed during the regular meeting.

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

1. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the 2017 meeting dates were set in accordance with the schedule advertised on December 5, 2016. Motion carried 3-0.

Conduct of Meetings

1. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, 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 Schock, seconded by Supervisor Kellner, 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, John Klinedinst, C.S. Davidson, was appointed Township Engineer. Motion carried 3-0.
3. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointments were approved as listed. Motion carried 3-0.
 - Township Solicitor – John C. Herrold, Griest, Himes, Herrold, & Reynosa, LLP
 - Special Counsel - Charles Suhr and Ron Lucas, Stevens and Lee
 - Special Counsel – Michael Miller, Eckert Seamans
4. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Timothy Caldwell was appointed Chief of Police and Sande Cunningham was appointed Zoning Officer. Motion carried 3-0.
5. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Kim Miller was appointed Road Master. Motion carried 2-1 with Chairman Miller in abstaining.
7. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Peter Schilling from Commonwealth Code was appointed Building Code Official. Motion carried 3-0.

8. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, 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
9. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, 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 from January to May and SPCC, Erick Swiger from June to December and C.S. Davidson, John Klinedinst.
10. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Phil Smith was appointed Emergency Management Coordinator and Chris Eaton was appointed Deputy EMC. Motion carried 3-0.
11. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Julia Parrish and Joel Beck were appointed to the Planning Commission. Motion carried 3-0.
12. 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 – Kochenour, Earnest, Smyser & Burg
 - Township Appointed Auditor to prepare 2016 audit report – Kochenour, Earnest, Smyser & Burg
13. 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.
14. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, PSATS voting delegates were approved as listed. Motion carried 3-0.
 - PSATS Convention Voting Delegate – Linda Zimmerman
 - PSATS Convention Alternate Voting Delegate – Maureen Hartman
15. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Linda Zimmerman was appointed the YCTCC and YATB representative and Maureen Hartman was appointed the YCTCC and YATB alternate representative. Motion carried 3-0.
16. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Mary Caldwell was appointed to the vacancy board. Motion carried 3-0.
17. 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.
18. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointments were approved. Motion carried 3-0.
 - Township Open Records Officer – Maureen Hartman
 - Township Alternate Open Records Officers – Linda Zimmerman, Sande Cunningham
19. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the following appointments were approved. Motion carried 3-0.
 - Police Open Records Officer – Timothy Caldwell
 - Police Alternate Open Records Officer – Molly Miller
 - Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the Bond limit was set at \$1.5 million. Motion carried 3-0.
20. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, wage and salary adjustments were established for non-uniform employees in accordance with the adopted 2017 budget. Motion carried 3-0.
21. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the 2017 benefits and holidays were established for all non-uniform employees in accordance with the Employee Benefit and Personnel Manual. Motion carried 3-0.
22. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, staff was authorized to pay current expenditures and generally accepted expenditures which become due prior to the Board's regular meetings. Motion carried 3-0.
23. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer were authorized to sign checks and necessary signature cards. Motion carried 3-0.
24. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, the 2017 mileage reimbursement rate was set in accordance with the current IRS standard. Motion carried 3-0.

25. Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, The petty cash fund for police in the amount of \$200 and township office in the amount of \$300 was established. Motion carried 3-0.
26. Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, the road service fee was changed to a single fee of \$80 per hour. Motion carried 3-0.
27. 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.
28. Resolution 2017-01, Fee Schedule – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Resolution 2017-01, the general fee schedule, was adopted. Motion carried 3-0.
29. Resolution 2017-02, Subdivision/Land Development Fee Schedule – Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, Resolution 2017-02, the fee schedule for subdivisions and land developments, was adopted. Motion carried 3-0.
30. Resolution 2017-03, Zoning Hearing Board Appointment – Upon a motion by Supervisor Kellner, seconded by Supervisor Schock, Chuck Barnes was appointed as a full time member; Bill Neff was appointed as a full time member fulfilling an unexpired term, and Richard Kraus was appointed an alternate member. Motion carried 3-0.
31. Resolution 2017-04, 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.

REGULAR MEETING

Approval of Minutes - Upon a motion by Supervisor Schock, seconded by Chairman Miller, the meeting minutes for December 8, 2016 were approved. Motion carried 2-1 with Supervisor Kellner abstaining.

Reports

1. POLICE – no report submitted
2. MANAGER – Ms. Hartman submitted her report for review. 1) Ms. Hartman questioned whether or not the Board was going to provide East Prospect Fire Co with the second half of their donation. Members of the fire company were present and advised the Board that the organization was back in full force and that Josh Groft is the Chief. The Board agreed to release the 2016 donation. Motion by Supervisor Kellner, seconded by Supervisor Schock to release the second contribution payment of 2016 to East Prospect Fire Co. Motion carried. 2) Ms. Hartman advised the Board that the Township won statewide awards from PSATS for communication with residents. One was a second place award for social media and the other was a third place award for the electronic newsletter. 3) Chairman Miller, the Road Master, and Township Engineer John Klinedinst will be conducting a Road check for 2017. Ms. Hartman will check with the road master for availability. 4) Ms. Hartman stated that a resident on Hedgewick is interested in installing a sign for a special needs children area. Ms. Hartman will contact John Klinedinst to discuss.
3. SOLICITOR – no report submitted
4. ENGINEER – no report submitted
5. HIGHWAY – Road Master Miller submitted his report for review.
6. EMERGENCY SERVICES – White Rose Ambulance and East Prospect Fire Co submitted their reports for review.

Zoning

1. 595-16SLD – Richard Bair Subdivision – Motion by Supervisor Kellner, seconded by Supervisor Schock to approve the plan and three waivers. Motion carried 3-0.

Old Business

None

New Business

1. Amend Employee Policy Manual – Motion by Supervisor Kellner, seconded by Supervisor Schock to amend the employee policy manual. Motion carried 3-0.
2. Recreation Authority Discussion – 1) Discussion regarding the regionalization of recreation commissions from Hellam, EYARC, and Wrightsville and forming a multi-municipal Authority for all six Eastern York School District municipalities. 2) Ms. Hartman stated that the regionalization

committee meets next Tuesday, January 10 at 6:30 at Hellam Township. The new Authority requires an elected official from each municipality as well as a resident representative. Supervisor Kellner offered to be the elected official representative. A resident will be appointed at a later date. 3) The Board chose to stay with the \$4.00/capita fee and not charge for building or field usage. However, if the majority chooses to go with a higher per capita, then Lower Windsor will lease the building and fields to the Authority. 4) The social hall is not to be considered a resource for the recreation authority and that will be solely used by the Township and Susquehanna Senior Center. 5) After the Authority is formed, the Board no longer will permit the leasing of the building or fields to any entity outside of the Authority. 6) Motion by Supervisor Kellner, seconded by Supervisor Schock to allow Solicitor Herrold to review the documents for the regionalization. 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 \$9,219.96 were approved. Motion carried 3-0.

Other Pertinent Business

Board members would like staff to provide a memo to employees that throwing personal/household garbage in Township dumpsters is not permitted.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Maureen Hartman,
Asst Secretary-Treasurer