

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING AND REGULAR MEETING
JANUARY 2, 2018
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 Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Zoning Officer Monica Love; and Police Chief Caldwell. Patrons in attendance: 42

PUBLIC COMMENT: None

REORGANIZATION MEETING:

1. REORGANIZE THE BOARD

- a. Office of Chairman: Motion by Supervisor Kellner seconded by Supervisor Schock to nominate Barry Miller as Chairman, motion carried.
- b. Office of Vice-Chairman: Motion by Supervisor Schock seconded by Chairman Miller to nominate Gerald Kellner as Vice Chairman, motion carried.
- c. Liaison appointments: Motion by Supervisor Schock, seconded by Supervisor Kellner to nominate Gerald Kellner to Office/Finance liaison, Supervisor Barry Miller as Highway liaison and Supervisor Don Schock as Police liaison, motion carried.

2. SET MEETING DATES: Motion by Supervisor Kellner, seconded by Supervisor Schock to set meeting dates as advertised in November 2017, motion carried.

3. CONDUCT OF MEETINGS – ROBERTS RULES OF ORDER: Motion by Supervisor Schock, seconded by Supervisor Kellner to conduct meetings under the Roberts Rules of Order, motion carried.

4. APPOINTMENTS:

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner the following appointments were approved as listed, motion carried.

- Secretary-Treasurer – Linda Zimmerman
- Township Manager – Sande Cunningham
- Assistant Sec-Treas – Sande Cunningham
- Township Engineer – C S Davidson, John Klinedinst

Upon a motion by Supervisor Kellner and seconded by Supervisor Schock the following appointments; were approved as listed, motion carried

- Township Solicitor - John Herrold of Griest, Himes, Herrold Reynosa, LLP
- Special Counsel – Charlie Suhr, Ron Lucas of Stevens & Lee for special projects and Mike Miller of Eckert-Seamans as our police contract labor attorney.

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner the following appointments were approved as listed, motion carried.

- Chief of Police – Tim Caldwell
- Zoning Officer – Monica Love

Upon a motion by Supervisor Kellner, seconded by Supervisor Schock Kim Miller was appointed as Roadmaster, motion carried. Chairman Miller abstained.

Upon a motion by Supervisor Schock seconded by Supervisor Kellner to appoint Commonwealth Code, Pete Schilling as Building Code Official, motion carried.

Upon a motion by Supervisor Kellner, seconded by Supervisor Schock the following were appointed as listed, motion carried.

- Depository for Township Funds – PLGIT, PA Invest, M & T Bank, BB & T, and Members 1st Federal Credit Union
- Pension Fund Investment Manager and Depository – Linda Zimmerman, ICMA (non-uniform) and PMRS (Police).

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner to appoint the following as listed, motion carried.

- Sewage Enforcement Officer - Keith Hunnings, South Penn Code Consultants
- Alternate– Eric Swiger – South Penn Code Consultants

- Second Alternate Sewage Enforcement Officer – Jeremy Kerstetter – South Penn Code Consultants

Upon a motion by Supervisor Kellner, seconded by Supervisor Schock to appoint the following as listed, motion carried.

- Emergency Services Coordinator – Phil Smith, EMC and Chris Eaton, Deputy EMC
- CPA/Appointed Auditor – Kochenaur, Earnest, Smyser & Burg
- Authorize CPA to prepare audit for 2017 – Kochenaur Earnest Smyer & Burg

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner to approve Linda Zimmerman and Sande Cunningham to attend PSATS convention, motion carried.

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner, to appoint Linda Zimmerman as voting delegate to PSATS convention and Sande Cunningham as the alternate voting delegate, motion carried.

Upon a motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Linda Zimmerman as representative to the York County Tax Collection Committee and the York Adams Tax Bureau, and to appoint Sande Cunningham as the alternate representative, motion carried.

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Mary Caldwell to the Vacancy Board, motion carried.

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner to appoint the following as listed, motion carried.

- Animal Control Officer – Klugh Animal Control Servicers
- Township Open Records Officer – Sande Cunningham
- Alternate Open Records Officers – Linda Zimmerman and Monica Love

Upon a motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Tim Caldwell as the police open records officer and Molly Miller as the alternate, motion carried.

5. SET TREASURER - ASST. TREASURER BOND LIMIT: Motion by Supervisor Schock, seconded by Supervisor Kellner to set the bond limit at \$1.5 million, motion carried.
6. ESTABLISH WAGES AND SALARIES: Motion by Supervisor Schock, seconded by Supervisor Kellner to establish wages and salaries in accordance with the 2018 budget, motion carried.
7. ESTABLISH 2018 BENEFITS & HOLIDAYS: Motion by Supervisor Schock, seconded by Supervisor Kellner to set 2018 benefits and holidays in accordance with the Employee Benefit and Personnel Manual, motion carried.
8. AUTHORIZE PAYMENT OF EXPENDITURES: Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize payment of accepted expenditures which come due prior to the Board's regular meeting, motion carried.
9. SET MILEAGE FOR PERSONAL VEHICLE USE: Motion by Supervisor Kellner, seconded by Supervisor Schock to set the mileage reimbursement rate in accordance to the current IRS standard, motion carried.
10. SET PETTY CASH AMOUNTS: Motion by Supervisor Kellner, seconded by Supervisor Schock to set petty cash amounts for Police at \$200 and Office at \$300, motion carried.
11. SET ROAD SERVICE FEES: Motion by Supervisor Schock, seconded by Supervisor Kellner to set the Road service fee at \$80/hour, motion carried.
12. AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize supervisors to have benefits and privileges as non-uniform employees, motion carried.

RESOLUTIONS:

1. RESOLUTION 2018-01 – FEE SCHEDULE: Motion by Supervisor Kellner, seconded by Supervisor Schock to approve Resolution 2018-01 the general fee schedule, motion carried.
2. RESOLUTION 2018-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Kellner, seconded by Supervisor Schock to approve Resolution 2018-02 to set the Subdivision fee schedule, motion carried.
3. RESOLUTION 2018-03 – ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint George Yakubowski to the Zoning Hearing Board, motion carried.
4. RESOLUTION 2018-04 – PENSION CONTRIBUTIONS FOR POLICE: Motion by Supervisor Kellner, seconded by Supervisor Schock, to approve Resolution 2018-04 to reduce the contribution to 1 ½%, motion carried.

REGULAR MEETING:

1. APPROVAL OF MINUTES – DECEMBER 14, 2017: Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the minutes with an amendment to note the document submitted from Casey Smith for approval was for the CAD Web View User Agreement, motion carried. Chairman Miller abstained.
2. PROMOTION OF CORPORAL THOMAS TO SERGEANT: Chief Caldwell promoted Cpl. Thomas to the position of Sergeant.
3. REPORTS:
 - a. MANAGERS REPORT: Ms. Cunningham submitted her report for review.
 - i. Ms. Cunningham noted that the PSATS convention will be held April 22-25, 2018.
 - ii. Ms. Cunningham informed the Board that we received a quote for 2 controllers for the heating system. The cost is \$3,500.00. Motion by Supervisor Kellner, seconded by Supervisor Schock, to approve the quote from Griffith Automation for the 2 controllers in the amount of \$3,500.00 motion carried.
 - iii. Ms. Cunningham noted that there was an issue with one of the police vehicles that Chief Caldwell can expand on. Chief Caldwell informed the Board that one of the vehicles is having issues with transmission fluid leaking and can be repaired for \$500, but since this is one that will be traded in for a new vehicle he is asking for authorization to get the vehicle fixed. By consensus, the Board agreed to repair the vehicle.
 - b. ENGINEER: Mr. Klinedinst submitted his report for review. Mr. Klinedinst also noted that he has not heard from the York Water Company on the amended agreement. Mr. Klinedinst also reported that he attended a webinar on ADA transition plans and recommends the Board look into ADA inventory/assessment for the Township. The Board asked Ms. Cunningham to look into this to discuss at a future meeting.
 - c. EMERGENCY SERVICES: Lake Clarke Rescue and CVAC submitted their reports.
4. ZONING:
 - a. Inter-Municipal Comprehensive Plan: Ms. Love provided the Board with a memo regarding Inter-Municipal Comprehensive Plan to work with Hellam Township, Hallam Borough, East Prospect Borough, Wrightsville Borough and Yorkana Borough and asked if the Board would be interested in moving forward. The Board is interested in exploring this option.
 - b. Zoning Hearing: Ms. Love informed the Board that a case is before the Zoning Hearing Board that would be of interest to the Board and is asking for authorization to have the Township Solicitor attend. The Board agreed to have either Solicitor John Herrold or Engineer John Klinedinst attend the Zoning Hearing Board meeting.
5. OLD BUSINESS: None
6. NEW BUSINESS: Chairman Miller announced that we have an opening in the Highway Department and would like to hire a new employee. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize Ms. Cunningham and Kim Miller to work on advertising the position and provide a candidate list to the Board.
 - a. APPROVAL OF BILLS: Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the bills as listed in the amount of \$18,669.00, motion carried.
 - b. OTHER PERTINENT BUSINESS: Supervisor Kellner motioned to approve the CAD Web View User Agreement for Craley Fire Company, seconded by Supervisor Schock, motion carried.

Meeting adjourned at 7:00 pm.

Respectfully submitted

Linda J. Zimmerman
Secretary