

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING & REGULAR MEETING
JANUARY 7, 2019
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 Dave Arnold. Patrons in attendance: 18

PUBLIC COMMENT: NONE

REORGANIZATION MEETING:

1. REORGANIZATION OF THE BOARD
 - a. OFFICE OF CHAIR – Motion by Supervisor Schock, seconded by Supervisor Kellner to elect Barry Miller as Chairman, motion carried.
 - b. OFFICE OF VICE-CHAIR – Motion by Supervisor Schock, seconded by Chairman Miller to elect Gerald Kellner as Vice-Chairman, motion carried.
 - c. LIAISON APPOINTMENTS: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Barry Miller as Highway liaison, Gerald Kellner as Admin/Finance liaison and Donald Schock as Police liaison, motion carried.
2. SET MEETING DATES: Motion to establish the meeting dates in accordance with the schedule advertised on November 7, 2018, motion carried.
3. CONDUCT OF MEETINGS – ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Gerald Kellner, seconded by Supervisor Schock to conduct meetings under the Roberts Rules of Order, motion carried.
4. APPOINTMENTS:
 - a. 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 SECRETARY-TREASURER– Sande Cunningham
 - b. TOWNSHIP ENGINEER - Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint John Klindedinst of C. S. Davidson as Township Engineer, motion carried.
 - c. TOWNSHIP SOLICITOR: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint John Herrold of Griest, Himes, Herrold, Reynosa, LLP as Township Solicitor, motion carried.
 - d. SPECIAL COUNSEL: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint, Charles Suhr and Ron Lucas of Stevens & Lee for special projects and Michael Miller of Eckert Seamans as our police contract labor attorney, motion carried.
 - e. CHIEF OF POLICE: Chairman Miller welcomed David Arnold to the meeting and introduced him to the residents. Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Dave Arnold as police chief, motion carried. Chairman Miller noted

that as soon as Dave Arnold passes the MPOETC test he will be sworn in by Judge Fishel. Mr. Arnold thanked the Board for the opportunity and confidence they have in him to appoint him as the Police Chief of Lower Windsor Township.

- f. ZONING OFFICER: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Monica Love as zoning officer, motion carried.
- g. ROADMASTER: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Shorty Miller as Roadmaster, motion carried. Chairman Miller abstained.
- h. BUILDING CODE OFFICIAL: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Monica Love as building code official and Commonwealth Code, Pete Schilling as alternate, motion carried.
- i. DEPOSITORY FOR TOWNSHIP FUNDS: Motion by Supervisor Schock, seconded by Supervisor Kellner, to approve PLGIT, PA Invest, M & T Bank, BB & T Bank and Members 1st Federal Credit Union as depositories for Township funds, motion carried.
- j. PENSION FUND INVESTMENT MANAGER AND DEPOSITORY: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Linda Zimmerman as manager and ICMA-RC and PMRS as the pension depositories, motion carried.
- k. SEWAGE ENFORCEMENT OFFICERS: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint sewage enforcement officers as listed, motion carried.
 - i. South Penn Code Consultants – Keith Hunnings as Primary
 - ii. SPCC, Eric Swiger and Jeremy Kerstetter as Alternates
- l. EMERGENCY MANAGEMENT COORDINATOR: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Chris Eaton as EMC, motion carried. Chairman Miller noted that we do not have a deputy at this time.
- m. CPA/APPOINTED AUDITOR: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Kochenour, Earnest, Smyser & Burg as CPA/auditor, motion carried.
- n. TOWNSHIP APPOINTED AUDITOR: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Kochenour, Earnest, Smyser & Burg as Township auditor, motion carried. Motion by Supervisor Kellner, seconded by Supervisor Schock, to authorize the Township auditor to prepare the audit report and financial statements for 2018, motion carried.
- o. AUTHORIZE PSATS CONVENTION ATTENDANCE: Motion by Supervisor Schock to authorize attendance to all designated Township personnel, Zoning Hearing Board and Planning Commission members. Supervisor Kellner seconded and amended the motion to include reimbursing any Zoning Hearing Board and Planning Commission members who attend the convention, motion carried.
- p. PSATS CONVENTION VOTING DELEGATE: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Linda Zimmerman as voting delegate and Sande Cunningham as alternate, motion carried.
- q. PSATS CONVENTION ALTERNATE VOTING DELEGATE: See above motion.
- r. YORK COUNTY TAX COLLECTION COMMITTEE (YCTCC) AND YORK ADAMS COUNTY TAX BUREAU (YATB): Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Linda Zimmerman as representative and Sande Cunningham as alternate representative to the YCTCC and YATB, motion carried.
- s. YCTCC AND YATB ALTERNATE REPRESENTATIVE: see above motion.
- t. VACANCY BOARD: Motion by Supervisor Schock, seconded by Supervisor Kellner, to appoint Mary Caldwell, motion carried.
- u. ANIMAL CONTROL OFFICER: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint Klugh Animal Control Services, motion carried.

- v. TOWNSHIP OPEN RECORDS OFFICER: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Sande Cunningham as Open Records Officer and Linda Zimmerman and Monica Love as alternates, motion carried.
 - w. TOWNSHIP ALTERNATE OPEN RECORDS OFFICER: see above motion
 - x. POLICE OPEN RECORDS OFFICER: Motion by Supervisor Schock, seconded by Supervisor Kellner to appoint David Arnold upon completion of his MPOETC testing as the Police Open Records Officer and Molly Miller as alternate, motion carried.
 - y. POLICE ALTERNATE OPEN RECORDS OFFICER: See motion above
5. SET TREASURER & ASSISTANT TREASURER BOND LIMIT: Motion by Supervisor Kellner, seconded by Supervisor Schock 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 for all non-uniform employees in accordance with the adopted 2019 budget, motion carried.
 7. ESTABLISH 2019 BENEFITS AND HOLIDAYS: Motion by Supervisor Schock, seconded by Supervisor Kellner to establish benefits and paid holidays for all non-uniform employees in accordance with the Lower Windsor Township Employee Benefit and Personnel Manual, motion carried.
 8. AUTHORIZE THE PAYMENT OF EXPENDITURES: Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize payment of current expenditures and allow staff to pay generally accepted expenditures which become due prior to the Board's regular meeting, motion carried.
 9. AUTHORIZE SIGNING CHECKS: Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the signing of checks by the Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer, motion carried.
 10. SET MILEAGE FOR USE OF PERSONAL VEHICLES: Motion by Supervisor Schock, seconded by Supervisor Kellner to establish the 2019 mileage reimbursement rate in accordance with the current IRS standard, motion carried. Supervisor Kellner noted the rate is \$.58
 11. SET PETTY CASH AMOUNTS: Motion by Supervisor Schock, seconded by Supervisor Kellner to establish a petty cash fund for police in the amount of \$200 and \$300 for the township office, motion carried.
 12. SET ROAD SERVICE FEES: Motion by Supervisor Kellner, seconded by Supervisor Schock to set the Road Service Fees at \$80/hour, motion carried.
 13. AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize supervisors to have benefits and privileges as non-uniform township employees, motion carried.

RESOLUTIONS:

1. RESOLUTION 2019-01 – Fee Schedule: Motion by Supervisor Kellner, seconded by Supervisor Schock to adopt Resolution 2019-01, motion carried.
2. RESOLUTION 2019-02 – Subdivision Fee Schedule: Motion by Supervisor Kellner, seconded by Supervisor Schock to adopt Resolution 2019-02, motion carried.
3. RESOLUTION 2019-03 – Zoning Hearing Board Appointment: Motion by Supervisor Kellner, seconded by Supervisor Schock to adopt Resolution 2019-03 appointing Bill Neff, motion carried.
4. RESOLUTION 2019-04 – Pension Contribution for Police: Motion by Supervisor Kellner, seconded by Supervisor Schock to adopt Resolution 2019-04, motion carried.

REGULAR MEETING:

1. APPROVAL OF MINUTES: Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the minutes as presented with a correction to a minor grammar error, motion carried.
2. REPORTS:
 - a. MANAGER: Ms. Cunningham submitted her report
 - i. Ms. Cunningham reminded the Board that the PSATS Convention will be held on April 14 – 17 this year and asked them to please contact Linda if they plan to attend.
 - ii. Ms. Cunningham received a quote from Griffith Automation to fix the humidity issue in the police department in the amount of \$3,950.00. Motion by Supervisor Kellner, seconded by Supervisor Schock authorizing the acceptance of the quote from Griffith Automation in the amount of \$3,950.00, motion carried.
 - iii. Ms. Cunningham announced we have a new hire, David Boyd in our highway department who started January 2, 2019.
 - b. ENGINEER: Mr. Klinedinst submitted his report for review.
 - c. EMERGENCY SERVICES: East Prospect Fire Co submitted a report.
 - d. RECREATION AUTHORITY: Supervisor Kellner introduced Jessica Cirilo, who is the new Recreation Authority Director.
3. ZONING:
 - a. PLANNING COMMISSION APPOINTMENT: Motion by Supervisor Kellner, seconded by Supervisor Schock to appoint Lewis Brown and Hollis Bedell as Planning Commission members and Marzena Wolnikowski as alternate member, motion carried.
 - b. CRALEY FISH AND GAME: Craley Fish and Game are asking for a 30 day extension to replace a sign at the existing location. Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the extension, motion carried.
4. OLD BUSINESS: None
5. NEW BUSINESS:
 - a. SECURITY REDUCTION –WINTERS RIDGE SUBDIVISION: Mr. Klinedinst completed a review of Winters Ridge subdivision for surety reduction in the amount of \$662.80 with a remaining security balance of \$17,657.20. Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the security reduction, motion carried.
 - b. APPROVAL OF BILLS: Motion by Supervisor Schock, seconded by Supervisor Kellner to approve the bills as listed in the amount of \$52,433.28, motion carried.
 - c. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 6:51 pm.

Respectfully submitted,

Linda J. Zimmerman
Secretary