

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 6, 2020
6:30 PM

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meeting at the Township Community Building at 2425 Craley Road, Wrightsville PA. 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 Donald Schock and George Yakubowski; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Zoning Officer Monica Love. Patrons in attendance: 8

PUBLIC COMMENT: None

REORGANIZATION MEETING:

1. REORGANIZATION OF THE BOARD
 - a. OFFICE OF CHAIR – Motion by Supervisor Schock, seconded by Supervisor Yakubowski to nominate Barry Miller as Chairman, motion carried.
 - b. OFFICE OF VICE-CHAIR – Motion by Supervisor Yakubowski, seconded by Chairman Miller to nominate Don Schock as Vice-Chairman, motion carried.
 - c. LIAISON APPOINTMENTS – Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Barry Miller as Highway liaison, George Yakubowski 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 12, 2019, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to conduct meetings under the Roberts Rules of Order, motion carried.
 - a. APPOINTMENTS: Upon a Motion by Supervisor Yakubowski, seconded by Supervisor Schock 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 Schock, seconded by Supervisor Yakubowski to appoint John Klinedinst of C. S. Davidson as Township Engineer, motion carried.
 - c. TOWNSHIP SOLICITOR/SPECIAL COUNSEL: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint John Herrold of Griest, Himes, Herrold, Reynosa, LLP as Township Solicitor and 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.
 - d. CHIEF OF POLICE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Dave Arnold as police chief, motion carried.
 - e. ZONING OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Monica Love as zoning officer, motion carried.
 - f. ROADMASTER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Kim Miller as Roadmaster, motion carried. Chairman Miller abstained.

- g. BUILDING CODE OFFICIAL: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Monica Love as building code official and Commonwealth Code, Pete Schilling as alternate, motion carried.
- h. DEPOSITORY FOR TOWNSHIP FUNDS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski, to approve PLGIT, PA Invest, M & T Bank, and Members 1st Federal Credit Union as depositories for Township funds, motion carried.
- i. PENSION FUND INVESTMENT MANAGER AND DEPOSITORY: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Linda Zimmerman as pension fund manager and ICMA-RC and PMRS as the pension depositories, motion carried.
- j. SEWAGE ENFORCEMENT OFFICERS: Motion by Supervisor Yakubowski, 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
- k. EMERGENCY MANAGEMENT COORDINATOR: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Chris Eaton as EMC and Kurtis Trimmer as deputy, motion carried.
- l. APPOINTMENT OF PLANNING COMMISSION MEMBERS (2): Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Kelly Skiptunas and Marzena Wolnikowski to the planning commission, motion carried.
- m. CERTIFIED PUBLIC ACCOUNTANT: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Kochenour, Earnest, Smyer & Burg, motion carried.
- n. TOWNSHIP APPOINTED AUDITOR: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Kochenour, Earnest, Smyer & Burg as auditor, and authorize them to prepare the audit report and financial statements for 2019, motion carried.
- o. UNEXPIRED TERM FOR ELECTED AUDITOR: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Bonnie Lauer to finish the term of Allison Blew, motion carried.
- p. AUTHORIZE PSATS CONVENTION ATTENDANCE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to authorize attendance of all designated Township personnel, Zoning Hearing Board and Planning Commission members to attend the PSATS Convention, motion carried.
- q. PSATS CONVENTION VOTING DELEGATE/ALTERNATE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Linda Zimmerman as voting delegate and Sande Cunningham as alternate, motion carried.
- r. YORK COUNTY TAX COLLECTION COMMITTEE (YCTCC) AND YORK ADAMS COUNTY TAX BUREAU (YATB): Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Linda Zimmerman as representative and Sande Cunningham as alternate representative to the YCTCC and YATB, motion carried.
- s. VACANCY BOARD: Motion by Supervisor Yakubowski, seconded by Supervisor Schock, to appoint Mary Caldwell, motion carried.
- t. ANIMAL CONTROL OFFICER: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Klugh Animal Control Services, motion carried.
- u. TOWNSHIP OPEN RECORDS OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Sande Cunningham as Open Records Officer and Linda Zimmerman and Monica Love as alternates, motion carried.

- v. POLICE OPEN RECORDS OFFICER: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint David Arnold as the Police Open Records Officer and Molly Miller as alternate, motion carried.
2. SET TREASURER & ASSISTANT TREASURER BOND LIMIT: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to set the bond limit at 1.5 million, motion carried.
3. ESTABLISH WAGES AND SALARIES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish wages and salaries for all non-uniform employees in accordance with the adopted 2020 budget, motion carried.
4. ESTABLISH 2020 BENEFITS AND HOLIDAYS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock 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.
5. AUTHORIZE THE PAYMENT OF EXPENDITURES: Motion by Supervisor Yakubowski, 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.
6. AUTHORIZE SIGNING CHECKS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to authorize the signing of checks by the Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer, and execute all signature cards for depositories, motion carried.
7. SET MILEAGE FOR USE OF PERSONAL VEHICLES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish the 2020 mileage reimbursement rate in accordance with the current IRS standard, motion carried.
8. SET PETTY CASH AMOUNTS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish a petty cash fund for police in the amount of \$200 and \$300 for the township office, motion carried.
9. SET ROAD SERVICE FEES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to set the Road Service Fees at \$80/hour, motion carried.
10. AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to authorize working supervisors to have benefits and privileges as non-uniform township employees, motion carried.

RESOLUTIONS:

1. RESOLUTION 2020-01 – FEE SCHEDULE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to adopt Resolution 2020-01 to set the General Fee Schedule, motion carried.
2. RESOLUTION 2020-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to adopt Resolution 2020-02 to set the Subdivision Fee Schedule, motion carried.
3. RESOLUTION 2020-03 – 2020-04: ZONING HEARING BOARD APPOINTMENTS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to adopt Resolution 2020-03 appointing Richard Kraus and Resolution 2020-04 appointing Steven Kaufhold to the Zoning Hearing Board, motion carried.
4. RESOLUTION 2020-05 – PENSION CONTRIBUTION FOR POLICE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to adopt Resolution 2020-05 setting the Police Pension contribution at 1 ½ %, motion carried.

OPEN OF REGULAR MEETING

1. APPROVAL OF MINUTES: DECEMBER 12, 2019: Motion by Supervisor Schock, seconded by Chairman Miller to approve the minutes as presented, motion carried.
2. REPORTS:
 - a. MANAGER: Ms. Cunningham noted that Andrew Rexroth completed his Eagle Scout project by building and placing a bench at Rexroth Park. The Board asked Ms. Cunningham to thank Mr. Rexroth for his good work.
 - b. ENGINEER: Mr. Klinedinst submitted his report.
 - c. HIGHWAY: None
 - d. EMERGENCY SERVICES: Received reports from Chris Eaton, EMC and East Prospect Fire Co.
3. OLD BUSINESS: None
4. NEW BUSINESS:
 - a. APPROVAL OF BILLS: Motion by Supervisor Schock, seconded by Supervisor Yakubowksi to approve the bills as presented in the amount of \$33,169.85, motion carried.
 - b. OTHER PERTINENT BUSINESS:
 - i. Special Meeting scheduled for January 21, 2020 to inform the residents on the Host Agreement with the landfill.
 - ii. Eastern York School District: Mr. Schock questioned if we had any more information about the proposed new elementary school. Ms. Love noted they will be meeting with staff regarding a variance, but no plans have been submitted.

Meeting adjourned at 6:49 pm

Respectfully submitted

Linda J. Zimmerman
Secretary