

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 3, 2022
6:30 PM

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meetings at the Township Community Building at 2425 Craley Road, Wrightsville PA. The meeting was called to order by Supervisor Donald Schock at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisors George Yakubowski and Phil Rohrbaugh; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Zoning Officer Monica Love, and Chief Dave Arnold Patrons in attendance: 27

PUBLIC COMMENT:

1. HANK SMELTZER: Mr. Smeltzer questioned a posted “no outlet” sign on Kline’s Run Road. Also questioned the right to free speech regarding a sign that a resident has out in his yard about President Biden.

REORGANIZATION MEETING:

1. REORGANIZATION OF THE BOARD
 - a. OFFICE OF CHAIR – Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to nominate Donald Schock as Chairman, motion carried.
 - b. OFFICE OF VICE-CHAIR – Motion by Supervisor Rohrbaugh, seconded by Chairman Schock to nominate George Yakubowski as Vice-Chairman, motion carried.
 - c. LIAISON APPOINTMENTS – Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint George Yakubowski as Highway liaison, Philmer Rohrbaugh as Admin/Finance liaison and Donald Schock as Police liaison, motion carried.
2. SET MEETING DATES – Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to establish the meeting dates in accordance with the schedule advertised on November 17, 2021, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to conduct meetings under the Roberts Rules of Order, motion carried.

APPOINTMENTS: Upon a Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh the following appointments were made:

SECRETARY-TREASURER – Linda Zimmerman
TOWNSHIP MANAGER – Sande Cunningham
ASSISTANT SECRETARY-TREASURER – Sande Cunningham
TOWNSHIP ENGINEER – C S Davidson, John Klinedinst, PE

Motion carried.

- a. TOWNSHIP SOLICITOR/SPECIAL COUNSEL: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint John Herrold and Andrew Herrold of Griest, Himes, Herrold, Reynosa, LLP as Township Solicitors 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.

APPOINTMENTS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to make the following appointments:

CHIEF OF POLICE – Dave Arnold
ZONING OFFICER – Monica Love
ROAD MASTER – Kim “Shorty” Miller
BUILDING CODE OFFICIAL – Monica Love

ALTERNATE BUILDING CODE OFFICIAL - Commonwealth Code, Pete Schilling
DEPOSITORY FOR TOWNSHIP FUNDS – Pennsylvania Government Investment Trust
(PLGIT), PA Invest, M & T Bank, and Member's 1st Federal Credit Union

Motion carried.

- b. APPOINTMENTS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to make the following appointments:
 - PENSION FUND INVESTMENT MANAGER: Linda Zimmerman
 - PENSION DEPOSITORY: ICMA-RC (Mission Square) and PMRS
 - SEWAGE ENFORCEMENT OFFICER:
 - PRIMARY – Site Design Concepts, DBA SEO Services – Adam Anderson - ALTERNATE – Site Design Concepts – Lee Webb
 - EMERGENCY MANAGEMENT COORDINATOR: Chris Eaton - EMC and Kurtis Timmer as deputy,
 - APPOINTMENT OF ZONING HEARING BOARD MEMBER: Chuck Barnes

Motion carried.

- c. APPOINTMENTS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint the following and authorize them to prepare the audit report and financial statements for 2021, motion carried.
 - CERTIFIED PUBLIC ACCOUNTANT: Kochenour, Earnest, Smyer & Burg
 - TOWNSHIP APPOINTED AUDITOR: Kochenour, Earnest, Smyser & Burg
- d. AUTHORIZE PSATS CONVENTION ATTENDANCE and APPOINT VOTING DELEGATE/ALTERNATE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to authorize attendance of all designated Township personnel, Zoning Hearing Board and Planning Commission members to the PSATS Convention and appoint Linda Zimmerman as voting delegate and Sande Cunningham as alternate, motion carried.
- e. APPOINTMENTS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint the following:
 - YORK COUNTY TAX COLLECTION COMMITTEE REPRESENTATIVE (YCTCC) – Linda Zimmerman and Sande Cunningham - Alternate
 - YORK ADAMS COUNTY TAX BUREAU REPRESENTATIVE (YATB): Linda Zimmerman and Sande Cunningham - Alternate
 - VACANCY BOARD: - Russell Robertson
 - ANIMAL CONTROL OFFICER: Michelle Klugh, Klugh Animal Control Services,

Motion carried

- f. APPOINTMENTS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to make the following appointments:
 - TOWNSHIP OPEN RECORDS OFFICER - Sande Cunningham as Open Records Officer
 - TOWNSHIP OPEN RECORDS OFFICER, ALTERNATES – Linda Zimmerman and Monica Love

Motion carried

- g. APPOINTMENTS: Motion by Supervisor Yakubowski seconded by Supervisor Rohrbaugh to make the following appointments,
 - POLICE OPEN RECORDS OFFICER - David Arnold
 - POLICE OPEN RECORDS OFFICER, ALTERNATE - Molly Miller

Motion carried.

- h. SET TREASURER & ASSISTANT TREASURER BOND LIMIT: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to set the bond limit at 1.5 million, motion carried.

2. ESTABLISH WAGES AND SALARIES: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to establish wages and salaries for all non-uniform employees in accordance with the adopted 2022 budget, motion carried.
3. ESTABLISH 2022 BENEFITS AND HOLIDAYS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh 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.
4. AUTHORIZE THE PAYMENT OF EXPENDITURES: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh 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.
5. AUTHORIZE SIGNING CHECKS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to authorize the signing of checks by the Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer, motion carried.
6. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to establish the following,
 - SET MILEAGE FOR USE OF PERSONAL VEHICLES – in accordance with the current IRS standard (58.5) cents per mile
 - SET PETTY CASH AMOUNTS: Police - \$200 and Township Office \$300
 - SET ROAD SERVICE FEES: \$80/hour
 Motion carried.
7. AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to authorize working supervisors to have benefits and privileges as non-uniform township employees, motion carried.
8. RECREATION AUTHORITY REPRESENTATIVE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Phil Rohrbaugh as representative, motion carried.

RESOLUTIONS:

1. RESOLUTION 2022-01 – FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to adopt Resolution 2022-01 to set the General Fee Schedule, motion carried.
2. RESOLUTION 2022-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to adopt Resolution 2022-02 to set the Subdivision Fee Schedule, motion carried.
3. RESOLUTION 2022-03: ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to adopt Resolution 2022-03 appointing Chuck Barnes to the Zoning Hearing Board, motion carried.
4. RESOLUTION 2022-04 – PENSION CONTRIBUTION FOR POLICE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to adopt Resolution 2022-04 setting the Police Pension contribution at 1 ½ %, motion carried.

REGULAR MEETING

APPROVAL OF MINUTES – DECEMBER 9, 2021: Motion by Supervisor Yakubowski, seconded by Chairman Schock, motion carried.

REPORTS:

1. MANAGER: Ms. Cunningham submitted her report for review.
 - a. Reminded the Board our next meeting will be February 10, 2022.
 - b. Informed the Board of an opening on our Planning Commission with the passing of Lewis Brown. Interested residents may complete the volunteer form and submit it to the Township.

2. SOLICITOR: Atty Herrold submitted his report.
3. ENGINEER: Mr. Klinedinst submitted his report.
4. EMERGENCY SERVICES: Chris Eaton, EMC submitted a report.

ZONING:

1. SPECIAL TEMPORARY PERMIT – KIRSTA JENNINGS, AG DISTRICT: Ms. Jennings is requesting a special temporary permit for her son. Adjoining property owners were notified and the SEO has done an inspection of the property. Staff recommends approval and acknowledges the dwelling will require a building and zoning permit, will have to meet required building setbacks, and the installation or tie-in of septic may require a permit from the SEO. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the special temporary permit, motion carried.
2. SUBDIVISION PLAN 617-21LSD – DUNN & WOLNIKOWSKI, AG DISTRICT: This plan is located on Klins Run Road and proposes the reconfiguring of property lines. They will not be creating new lots. The following waivers were requested, sec. 408 Plan scale, Sec. 403.p, contour information, 403.o Contour Datum, Sec. 403jj/408.2 soil types, Sec. 403.s show all existing electric and telephone lines. Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the plan with waivers, motion carried. Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the planning module waiver, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

1. RESOLUTION 2022-05 – AUTHORIZATION TO TRANSFER FUNDS TO THE CAPITAL IMPROVEMENT FUND FOR 2022: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to authorize the transfer with awareness of requirements of the Host Fund money, motion carried.
2. RESOLUTION 2022-06 – AUTHORIZATION TO TRANSFER FUNDS TO THE GENERAL FUND FOR 2022: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to authorize the transfer, motion carried.
3. POLICE DEPARTMENT – GUN POLICY FOR RETIREES: Tabled.
4. APPROVAL OF BILLS: Motion by Supervisor Yakubowski, seconded by supervisor Rohrbaugh to approve the bills as listed in the amount of \$30,438.07, motion carried.
5. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 6:59 pm

Respectfully submitted,

Linda J. Zimmerman
Secretary