

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 3, 2023
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, Engineer Adam Smith, and Chief Thomas Patrons in attendance: 8

PUBLIC COMMENT:

1. ANTHONY SKIPTUNAS – KLINES RUN ROAD: Commented on the electric outages in the township. He has had numerous outages at his residence and asked the Board for help to correct this problem. The Board asked staff to contact the PUC and PPL.

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 Rohrbaugh, seconded by Supervisor Yakubowski to establish the meeting dates in accordance with the schedule advertised on November 16, 2022, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to conduct meetings under the Roberts Rules of Order, motion carried.

APPOINTMENTS: Upon a Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski 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 & Adam Smith

Motion carried.

TOWNSHIP SOLICITOR/SPECIAL COUNSEL: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint MPL Law Firm, Andrew Herrold 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.

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

- CHIEF OF POLICE – Jim Thomas
- ZONING OFFICER – Monica Love
- ROAD MASTER – Kim “Shorty” Miller

Motion carried.

BUILDING CODE OFFICIAL: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Monica Love as Building Code Official, Alternate Commonwealth Code, Pete Schilling, motion carried.

DEPOSITORY FOR TOWNSHIP FUNDS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve Pennsylvania Local Government Investment Trust (PLGIT), PA Invest, M & T Bank, and Members 1st Federal Credit Union as depositories for township funds, motion carried.

PENSION FUND INVESTMENT MANAGER AND DEPOSITORY: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Linda Zimmerman and ICMA-Mission Square and PMRS (police) as the investment manager and depositories, motion carried.

SEWAGE ENFORCEMENT OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint Site Design Concepts DBA SEO Services, Adam Anderson as primary, Alternates, Site Design Concepts DBA SEO Services, Lee Webb, Jordan Shenk, Jeremy Kerstetter and C. S. Davidson, John Klinedinst, motion carried.

EMERGENCY SERVICES COORDINATOR: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Chris Eaton, EMC and Kurtis Timmer, Deputy EMC, motion carried.

ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint Steve Kaufhold, motion carried.

APPOINT PLANNING COMMISSION MEMBER: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Kelly Skiptunas and Rachel Sollenberger, motion carried.

CPA/APPOINTED AUDITOR: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint Kochenour, Earnest, Smyser and Burg, motion carried.

TOWNSHIP APPOINTED AUDITOR TO PREPARE AUDIT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Kochenour, Earnest, Smyser and Burg to prepare 2022 audit and financial statements, motion carried.

AUTHORIZE PSATS CONVENTION ATTENDANCE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the attendance to PSATS convention, motion carried.

PSATS CONVENTION VOTING DELEGATE/ALTERNATE VOTING DELEGATE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to designate Linda Zimmerman, voting delegate and Sande Cunningham alternate voting delegate, motion carried.

YORK COUNTY TAX COLLECTION COMMITTEE and YORK ADAMS TAX BUREAU REPRESENTATIVE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Linda Zimmerman, motion carried.

YORK COUNTY TAX COLLECTION COMMITTEE AND YORK ADAMS TAX BUREAU ALTERNATE REPRESENTATIVE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint Sande Cunningham, motion carried.

VACANCY BOARD: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to appoint Russell Robertson, motion carried.

ANIMAL CONTROL OFFICER: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Klugh Animal Control Services, motion carried.

TOWNSHIP OPEN RECORDS OFFICER/ALTERNATE FOR TOWNSHIP OFFICE AND POLICE

DEPARTMENT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Sande Cunningham Open Records Officer, Linda Zimmerman and Monica Love as Alternates, Jim Thomas Police Open Records Officer and Molly Miller alternate, motion carried.

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

ESTABLISH WAGES AND SALARIES: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to establish wages and salaries according to the adopted 2023 budget, motion carried.

ESTABLISH 2023 BENEFITS AND HOLIDAYS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to establish benefits and holidays in accordance with the Lower Windsor Township Employee Benefit and Personnel Manual, motion carried.

AUTHORIZE PAYMENT OF EXPENDITURES: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski 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.

AUTHORIZE SIGNING OF CHECKS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to authorize signing of checks by the Board of Supervisors, Secretary/Treasurer and Assistant Secretary Treasurer, motion carried.

SET MILEAGE FOR USE OF PERSONAL VEHICLES: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to set the mileage reimbursement rate in accordance with the current IRS standard, which is \$.65.5, motion carried.

SET PETTY CASH AMOUNTS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to establish the petty cash amount of \$300 for Township office and \$200 for police, motion carried.

SET ROAD SERVICE FEES: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to set road services fees at \$80 per hour, motion carried.

AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to authorize working Supervisors to have benefits and privileges of non-uniform employees, motion carried.

RESOLUTIONS:

1. RESOLUTION 2023-01 – GENERAL FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve Resolution 2023-01, General Fee Schedule, motion carried.
2. RESOLUTION 2023-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve Resolution 2023-02, Subdivision Fee Schedule, motion carried.
3. RESOLUTION 2023-03 – ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to appoint Steven Kaufhold, motion carried.
4. RESOLUTION 2023-04 – PENSION CONTRIBUTION RATE REDUCTION FOR POLICE: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve Resolution 2023-04 to reduce police pension contribution rate, motion carried.

REGULAR MEETING:

APPROVAL OF MINUTES – DECEMBER 8, 2022: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the minutes as presented, motion carried.

REPORTS:

1. POLICE: Chief Thomas submitted his report.
 - a. Applied for Officer Ritchie to attend MCSAP classes.
 - b. Discussed facial hair policy with Board. Board approved the policy.
2. MANAGER: Ms. Cunningham submitted her report.
 - a. Noted this is our only meeting in January and the next meeting would be February 9, 2023.
3. SOLICITOR: Atty. Herrold submitted his report.
 - a. Supervisor Rohrbaugh informed the Board a decision was made with the Eastern York School zoning appeal. The Township will have 30 days to appeal.
 - b. Supervisor Rohrbaugh asked for monthly updates on the FEMA floodplain compliance.
4. ENGINEER: Mr. Klinedinst submitted his report.
5. BUILDING MAINTENANCE: Mr. Taylor submitted his report.
6. EMERGENCY SERVICES: Reports were received from Craley Fire Co., East Prospect Fire Co., CVAC LifeTeam, and EMA
7. RECREATION AUTHORITY: Ms. Cirilo submitted her report.

ZONING:

1. SUBDIVISION PLAN 610-20SLD RIVER RIDGE HILLS: River Ridge Hills developer is requesting a modification of the construction material & specification manual. They want to use a 2" 3A stone base with an 8" layer of Aashto #1. C S Davidson is modifying their request and recommending a 10" of road base and 3.5" binder course and 2" of wearing course. If the Board approves this modification, C S Davidson will make change to the construction materials & specification manual as well. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the recommended modifications by C. S. Davidson, motion carried.
2. ON LOT SEPTIC PUMPING & INSPECTION EXTENTION – 1181 KNIGHTS VIEW ROAD: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the extension till March 2023, motion carried.

OLD BUSINESS:

1. TRAFFIC LIGHTS FOR CRALEY FIRE COMPANY: C S Davidson received a quote of \$22,155 which does not include the sign. The Board discussed the funding of this project. Grant money may be available. Ms. Cirilo from the Rec Authority may be able to help. Supervisor Rohrbaugh questioned the donation to Yorkana Fire Co. that we may re-allocate their donation. Supervisor Yakubowski met with a Yorkana Fire Co member and provided information on their discussion. The donation to Yorkana Fire Co will be tabled till the February meeting.
2. SALT SHED – APPLICATION FOR PAYMENT: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the payment of \$27,859.72 to Lauer Construction Services, motion carried. We will be holding a retainage of \$1,500 for repair of the yard.

NEW BUSINESS:

1. RESOLUTION 2023-05 – AUTHORIZATION TO TRANSFER FUNDS TO THE CAPITAL IMPROVEMENT AND PURCHASES FUND FOR 2023: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve Resolution 2023-05, motion carried.
2. RESOLUTION 2023-06 – AUTHORIZATION TO TRANSFER FUNDS TO THE GENERAL FUND FOR 2023: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve Resolution 2023-06, motion carried.
3. ORDINANCE 2023-01 – PARK RULES: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to adopt Ordinance 2023-01, motion carried.
4. APPROVAL OF BILLS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the bills for payment as presented in the amount of \$7,911.14, motion carried.
5. OTHER PERTINENT BUSINESS:
 - a. Chief Thomas would like to discuss the K-9 proposal next month.

Meeting adjourned at 7:30 pm.

Respectfully submitted,

Linda J. Zimmerman
Secretary-Treasurer