

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
FEBRUARY 13, 2025  
6:30 PM

The Lower Windsor Township Board of Supervisors held their regular meeting at the Township Community Building at 2425 Craley Road, Wrightsville PA. The meeting was called to order by Supervisor George Yakubowski at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisors Phil Rohrbaugh (virtually) and Barry Strayer; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Solicitor Andrew Herrold; Engineer John Affriol; Zoning Officer, Monica Love; and Chief Thomas. Patrons in attendance: 11

**PUBLIC COMMENT:**

1. York Water Co. Representative – Nick Schaefer from the York Water Company was here to provide an update on the possible water main extension of about 1,580 linear feet on Gun Club Road. The estimated cost would be \$347,600. If paving restoration is not required, the cost would be approximately \$250,000. If they can extend the water main mostly outside the paving area the cost would be about \$180 per linear foot totaling approximately \$285,000. The Township is still working with the Water Center at the University of Pennsylvania to help alleviate costs through Federal and State funding. The township has had several ongoing meetings with them and will continue to update the residents on the progress.

**APPROVAL OF MINUTES – JANUARY 6, 2025:** Motion by Supervisor Strayer, seconded by Supervisor Rohrbaugh to approve the minutes as presented, motion carried.

**REPORTS:**

1. **POLICE:** Chief Thomas submitted reports for December 2024; 2024 Year End Report and January 2025.
  - a. Crimewatch has been an integral tool in conjunction with Facebook to provide information to our residents.
2. **MANAGER:** Ms. Cunningham submitted her report.
  - a. Our new Building and Grounds Maintenance employee is doing well. He has met with representatives from Frey Lutz and Martins Water Conditioning to familiarize himself with the building facilities.
  - b. Monday February 17, 2025, the office will be closed.
3. **SOLICITOR:** Atty. Herrold submitted his report.
4. **ENGINEER:** Mr. Affriol submitted his report.
  - a. Road check is scheduled for February 21, 2025.
  - b. The Township boundary line plan will be on the agenda for the March meeting.
  - c. The Fields at East Prospect attended an In-House to discuss a revised sketch plan.
  - d. DEP released a draft of a new MS4 permit. CSD will review how it impacts the Township regarding our waiver.
5. **HIGHWAY:** Mr. Miller submitted his report.
6. **BUILDING MAINTENANCE:** Mr. Zimmerman submitted his report.
7. **EMERGENCY SERVICES:** Reports were received from Craley Fire Co., East Prospect Fire Co., CVAC/LifeTeam, Red Lion Area Ambulance, EMA, and SAFER.

8. RECREATION AUTHORITY: Ms. Cirilo submitted her report.
  - a. Supervisor Rohrbaugh noted their audit is in process.

ZONING:

1. SHORT TERM RENTALS: Ms. Love provided the Board with a draft of the Short-Term Rental Ordinance. This has been reviewed by the Engineer and Solicitor. There were substantial changes made and Atty. Herrold recommends it to go back to the Planning Commission for review. After the Planning Commissions review it will be placed on the agenda at the March meeting for authorization to advertise. The Board tabled this until the March meeting.

OLD BUSINESS:

1. RESOLUTION 2025-02 – SUBDIVISION FEE SCHEDULE – TABLED FROM LAST MONTH: At the last meeting there was discussion about increasing the intersection fees. Several municipalities do not charge this fee. Ms. Love also noted that a developer provides a security bond for those types of improvements. Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve the Subdivision Fee Schedule with the Intersection fees set at \$250, motion carried.

NEW BUSINESS:

1. RESOLUTION 2025-07 – EXONERATE TAX COLLECTOR: Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to exonerate the tax collector from collecting unpaid 2032/2024 real estate tax bills, motion carried.
2. RESOLUTION 2025-08 – TAX COLLECTOR COMPENSATION: Ms. Fitch requested an increase in her compensation of \$1.00 for collection of real estate tax bills. Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the compensation increase of \$1.00 per bill collected, motion carried.
3. RESOLUTION 2025-09 – AUTHORIZE EXECUTION OF AGREEMENTS WITH PENNDOT FOR ACCEPTANCE OF TRANSPORTATION FUNDS: This resolution adds Ms. Cunningham as an authorized signer. Motion by Supervisor Strayer, seconded by Supervisor Rohrbaugh to approve Ms. Cunningham as an authorized signer, motion carried.
4. APPROVAL OF BILLS: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the bills as presented in the amount of \$129,697.61, motion carried.
5. OTHR PERTINENT BUSINESS: None

Meeting adjourned at 7:09 pm

Respectfully submitted.

Linda J. Zimmerman  
Secretary