

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 6, 2025
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 George Yakubowski at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisors Phil Rohrbaugh and Barry Strayer; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; and Chief Thomas. Patrons in attendance: 4

PUBLIC COMMENT: None

REORGANIZATION MEETING:

1. REORGANIZATION OF THE BOARD
 - a. OFFICE OF CHAIR – Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to nominate George Yakubowski as Chairman, motion carried.
 - b. OFFICE OF VICE-CHAIR – Motion by Chairman Yakubowski, seconded by Supervisor Strayer to nominate Supervisor Rohrbaugh as Vice-Chairman, motion carried.
 - c. LIAISON APPOINTMENTS – Motion by Supervisor Strayer, seconded by Supervisor Rohrbaugh to appoint George Yakubowski as Police liaison, Philmer Rohrbaugh as Admin/Finance liaison and Supervisor Strayer as Highway liaison, motion carried.
2. SET MEETING DATES – Motion by Chairman Yakubowski, seconded by Supervisor Strayer to establish the meeting dates in accordance with the schedule advertised on November 20, 2024, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to conduct meetings under the Roberts Rules of Order, motion carried.

APPOINTMENTS: Upon a Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to appoint the following, motion carried.

- SECRETARY-TREASURER: Linda Zimmerman
- TOWNSHIP MANAGER: Sande Cunningham
- ASSISTANT SECRETARY-TREASURER: Sande Cunningham
- TOWNSHIP ENGINEER: C. S. Davidson, Inc., John Affriol, P.E.

APPOINTMENTS: Motion by Supervisor Strayer, seconded by Supervisor Rohrbaugh to make the following appointments, motion carried.

- TOWNSHIP SOLICITOR/SPECIAL COUNSEL: MPL Law Firm, Andrew Herrold as Township Solicitor and 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.
- CHIEF OF POLICE: Jim Thomas
- ZONING OFFICER: Monica Love
- ROAD MASTER: Kim “Shorty” Miller

- BUILDING CODE OFFICIAL: Monica Love, Alternate Commonwealth Code, Pete Schilling
- DEPOSITORY FOR TOWNSHIP FUNDS: PLGIT, PA Invest, M & T Bank, Members' 1st Federal Credit Union
- PENSION FUND INVESTMENT MANAGER AND DEPOSITORY: Linda Zimmerman Mission Square (ICMA) and PMRS
- SEWAGE ENFORCEMENT OFFICER: Primary: Site Design Concepts, Adam Anderson, Alternate: Site Design Concepts, Lee Webb, Jordan Shenk, Jeremy Kerstetter

APPOINTMENTS: Upon a motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh the following appointments were made, motion carried.

- EMERGENCY SERVICES COORDINATOR: Chris Eaton EMC, Deputy EMC Kurtis Timmer
- ZONING HEARING BOARD APPOINTMENT: Richard Kraus
- APPOINT PLANNING COMMISSION MEMBER: Marzena Wolnikowski and Becky Pfeiffer to a 4-year term.
- CPA/APPOINTED AUDITOR: - Kochenour, Earnest, Smyser and Burg
- TOWNSHIP APPOINTED AUDITOR TO PREPARE AUDIT: Kochenour, Earnest, Smyser and Burg to prepare 2024 audit and financial statements.
- AUTHORIZE PSATS CONVENTION ATTENDANCE: Township designated staff.
- PSATS CONVENTION VOTING DELEGATE/ALTERNATE VOTING DELEGATE: Linda Zimmerman, voting delegate and Sande Cunningham alternate voting delegate.
- YORK COUNTY TAX COLLECTION COMMITTEE and YORK ADAMS TAX BUREAU REPRESENTATIVE: Linda Zimmerman.
- YORK COUNTY TAX COLLECTION COMMITTEE AND YORK ADAMS TAX BUREAU ALTERNATE REPRESENTATIVE: Sande Cunningham
- VACANCY BOARD: Russell Robertson
- ANIMAL CONTROL OFFICER: Klugh Animal Control Services
- TOWNSHIP OPEN RECORDS OFFICER: Sande Cunningham
- TOWNSHIP ALTERNATE OPEN RECORDS OFFICER: Linda Zimmerman and Monica Love
- POLICE OPEN RECORDS OFFICER: Jim Thomas
- POLICE ALTERNATE OPEN RECORDS OFFICER: Molly Miller

APPOINTMENTS: Upon a motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh the following appointments were made, motion carried.

- SET TREASURER & ASST TREASURER BOND LIMIT: Set bond limit at 1.5 million.
- ESTABLISH WAGES AND SALARIES: Establish wages and salaries according to the adopted 2025 budget.
- ESTABLISH 2025 BENEFITS AND HOLIDAYS: Establish benefits and holidays in accordance with the Lower Windsor Township Employee Benefit and Personnel Manual
- AUTHORIZE PAYMENT OF EXPENDITURES: Authorize payment of current expenditures and allow staff to pay generally accepted expenditures which become due prior to the Board's regular meeting.
- AUTHORIZE SIGNING OF CHECKS: Authorize signing of checks by the Board of Supervisors, Secretary/Treasurer and Assistant Secretary Treasurer

- SET MILEAGE FOR USE OF PERSONAL VEHICLES: Set the mileage reimbursement rate in accordance with the current IRS standard, which is \$.70 per mile.
- SET PETTY CASH AMOUNTS: Establish the petty cash amount of \$300 for Township office and \$200 for police.
- SET ROAD SERVICE FEES: Set road services fees at \$80 per hour, motion carried.
- AUTHORIZE WORKING SUPERVISORS: Authorize working Supervisors to have benefits and privileges of non-uniform employees.

RESOLUTIONS:

1. RESOLUTION 2025-01 – GENERAL FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve Resolution 2025-01, General Fee Schedule, motion carried.
2. RESOLUTION 2025-02 – SUBDIVISION FEE SCHEDULE: Discussion on increasing the intersection fees. Tabled
3. RESOLUTION 2025-03 – ZONING HEARING BOARD APPOINTMENT: Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to appoint Richard Kraus, motion carried.
4. RESOLUTION 2025-04 – PENSION CONTRIBUTION RATE REDUCTION FOR POLICE: Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve Resolution 2025-04 to reduce the police pension contribution rate, motion carried.

REGULAR MEETING:

APPROVAL OF MINUTES – DECEMBER 12, 2024: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the minutes as presented, motion carried.

REPORTS:

1. MANAGER: Ms. Cunningham submitted her report.
2. POLICE: Chief Thomas noted that Shop with a Cop was a success
3. SOLICITOR: Atty, Herrold submitted his report.
4. ENGINEER: Mr. Affriol submitted his report.
5. EMERGENCY SERVICES: Reports were received from Craley Fire Co., East Prospect Fire Co., CVAC/LifeTeam, EMA, and SAFER Yorkana Station.
6. REC AUTHORITY: Ms. Cirilo submitted her report.

ZONING:

1. ZONING ORDINANCE UPDATE: Ms. Love provided an update for the Board to review.

OLD BUSINESS: None

NEW BUSINESS:

1. RESOLUTION 2025-05 – AUTHORIZATION TO TRANSFER INTEREST FUNDS FROM THE HOST FUND TO THE GENERAL FUND: Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve Resolution 2025-05, motion carried.
2. RESOLUTION 2025-06 – AMEND CAPITAL IMPROVEMENT FUND EXPENDITURES: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve Resolution 2025-06, motion carried.
3. APPROVAL OF BILLS: Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to approve the bills as presented in the amount of \$21,303.92, motion carried.
4. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 6:50 pm

Respectfully submitted.

Linda J. Zimmerman
Secretary