

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
FEBRUARY 12, 2026  
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 Chairman 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; Solicitor Andrew Herrold (virtually); and Engineer John Affriol. Zoning Officer Monica Love was absent. Patrons in attendance: 7

PUBLIC COMMENT: None

APPROVAL OF MINUTES– JANUARY 29, 2029: Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to approve the minutes as presented. Supervisor Strayer would like to amend the minutes to add that Roadmaster Kim Miller was in attendance, motion carried.

REPORTS:

1. POLICE: Chief Thomas submitted his report.
2. MANAGER: Ms. Cunningham submitted her report.
  - a. The Spring/Summer newsletter is being prepared, and this will be the final newsletter that will be mailed out. The newsletter will be available on our website or copies will be available at the Township office.
  - b. A resident on Water Street is asking that a “Bus Stop Ahead” sign be installed at the end of their driveway where the bus stops each day to pick up and drop off their children. Ms. Cunningham estimated the cost for the sign and post at \$133.00. Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the purchase and installation of the sign, motion carried.
  - c. Chairman Yakubowski questioned if there were any updates on the grant availability for the stormwater basin repair on Country Lane.
3. SOLICITOR: Atty. Herrold submitted his report.
  - a. Supervisor Rohrbaugh questioned if we needed to have a contract with our Sewage Enforcement Officer (SEO) before we appoint the primary since this person will be performing work for the Township. Atty. Herrold said he will work with Mr. Anderson to prepare a contract.
4. ENGINEER: Mr. Affriol submitted his report.
  - a. Mr. Affriol noted that in his report he listed eligible grants for the stormwater issue on Country Lane. Discussion took place on the type of grant to apply for that would help with the broader issue on Country Lane to repair the runoff issue and floodplain restoration. Looking at two separate grants for repair of the basin/pipe and the floodplain restoration. Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to authorize the preparation for the design for the project, motion carried.
  - b. The road inspection was postponed due to the weather and will be reconsidered in March.
5. BUILDING MAINTENANCE: Mr. Zimmerman submitted his report.
6. EMERGENCY SERVICES: Reports were received from Craley Fire Co., SAFER, and EYCEMA.
  - a. Chief Frantz mentioned that the dissolution process of East Prospect Fire Co is on hold.
  - b. Requested post on Savvy Citizen asking residents to clear fire hydrants during snowstorms.
  - c. Supervisor Rohrbaugh questioned the ownership of East Prospect Fire Co. building. Chief Frantz noted that it is Borough property. However, Craley Fire Co. will house equipment at that building.
  - d. Bingo is scheduled for March, and they will continue the Turkey Suppers previously hosted by East Prospect Fire Co.
  - e. Mr. Hopple informed the Board that York Vo-tech is extremely interested in offering classes for emergency services training. Schools provide students with the option to attend these programs.

Supervisor Rohrbaugh questioned who bears the cost of these students to attend. In Lancaster County much of the cost is covered by the fire companies.

7. RECREATION AUTHORITY: Ms. Cirilo submitted her report. Supervisor Strayer attended the meeting and noted they discussed the following matters.
  - a. Updates to the By-Laws.
  - b. Looking to repair/replace the scoreboard in the gym and would like to move it to the north or south wall.
  - c. Upgrade of the ballfields at Rexroth Park. He asked if the Highway Department could assist by obtaining quotes for the diamond-tex and providing labor for the project.
  - d. Share in the holding tank pumping costs with the Township.

#### ZONING

1. RESOLUTION 2026-07 – AMEND GENERAL FEE SCHEDULE: This will add the fees for the Street Opening and Excavation Ordinance 2026-01. Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve Resolution 2026-07 to amend the General Fee Schedule, motion carried.

#### OLD BUSINESS:

1. ORDINANCE 2026-02 – BOUNDARY LINE ORDINANCE ADOPTION: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to adopt Ordinance 2026-02, motion carried.

#### NEW BUSINESS:

1. APPOINTMENT OF PRIMARY SEO AND ALTERNATE: Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski, to appoint Adam Anderson of James Holley & Associates as the primary SEO, subject to receiving a contract, and to appoint James Bridge of C. S. Davidson as an alternate SEO when there is a conflict of interest between Site Design and a client, motion carried.
2. PERSONNEL POLICY – NON-UNIFORM SICK LEAVE: This will establish a policy to implement donating unused sick time to co-workers in need of additional paid time off. Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the non-uniform sick leave donation policy, motion carried.
3. DANGEROUS BUILDING – BULL RUN ROAD: At the direction of the Board Ms. Love sent a letter to the property on Bull Run Rd of the porch structure issue. The owner, Mr. Schopf, came in and spoke with Ms. Love and inquired how long he had to repair the structure. Mr. Schopf was going to contact a contractor and get back to us with a schedule for repair. No progress has been made at this time. Mr. Affriol noted that we could enforce the Dangerous Building Ordinance and would need authorization from the Board to issue notice to the property owner and they will have 50 days to demolish or complete the repairs. Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to authorize staff to send a notice of violation motion carried.
4. APPROVAL OF BILLS: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the bills as listed in the amount of \$56,909.21, motion carried.
5. OTHER PERTINENT BUSINESS: Chief Frantz informed the Board that they are monitoring the Susquehanna River levels due to the thaw and will keep the Township updated on any changes.

Meeting adjourned at 7:47pm

Respectfully submitted

Linda J. Zimmerman, Secretary