

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 5, 2026
6:30 PM

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meetings at the Township Community Building at 2425 Cralley 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; Solicitor Andrew Herrold; Engineer John Affriol; 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 Rohrbaugh, seconded by Supervisor Strayer 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 Rohrbaugh to establish the meeting dates in accordance with the schedule advertised on November 19, 2025, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Strayer, seconded by Chairman Yakubowski to conduct meetings under the Roberts Rules of Order, motion carried.
4. APPOINTMENTS: Motion by Chairman Yakubowski, 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.
 - TOWNSHIP SOLICITOR/SPECIAL COUNSEL: Anstine & Sparler, Andrew Herrold as Township Solicitor and Charles Suhr of Stevens & Lee for special projects and Michael Miller as our police contract labor attorney and Dave Rockman as our environmental attorney of Eckert Seamans, motion carried.
 - CHIEF OF POLICE: Jim Thomas
 - ZONING OFFICER: Monica Love and Interim Zoning Officer CS Davidson, Primary Jessica Fieldhouse
 - 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 and PMRS
 - SEWAGE ENFORCEMENT OFFICER: Primary: Site Design Concepts, Adam Anderson, Alternate: Site Design Concepts, Lee Webb, Jordan Shenk
 - EMERGENCY SERVICES COORDINATOR: Chris Eaton EMC, Deputy EMC Kurtis Timmer
 - ZONING HEARING BOARD APPOINTMENT: Re-appointment of Fred Uffelman
 - CPA/APPOINTED AUDITOR: - Kochenour, Earnest, Smyser and Burg
 - TOWNSHIP APPOINTED AUDITOR TO PREPARE AUDIT: Kochenour, Earnest, Smyser and Burg to prepare 2025 audit and financial statements.
 - UNEXPIRED TERM FOR ELECTED AUDITOR – APPOINT REPLACEMENT TO FULFILL UNEXPIRED TERM OF SUE MCKINSEY – NEW AUDITOR POSITION IS UNFULFILLED: Motion by Chairman Yakubowski,

seconded by Supervisor Rohrbaugh to appoint Tina Robertson to the new auditor position with term ending 1/1/32. The unexpired term of Sue McKinsey is still open.

- 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
- EASTERN YORK RECREATION AUTHORITY: Barry Strayer
- 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 2026 budget.
- ESTABLISH 2026 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 \$.725 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.
- AUTHORIZE WORKING SUPERVISORS: Authorize working Supervisors to have benefits and privileges of non-uniform employees.

RESOLUTIONS:

1. RESOLUTION 2026-01 – GENERAL FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve Resolution 2026-01, General Fee Schedule, motion carried.
2. RESOLUTION 2026-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve Resolution 2026-02 Subdivision Fee Schedule, motion carried.
3. RESOLUTION 2026-03 – ZONING HEARING BOARD APPOINTMENT: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to appoint Fred Uffelman, motion carried.
4. RESOLUTION 2026-04 – PENSION CONTRIBUTION RATE REDUCTION FOR POLICE: Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to approve Resolution 2026-04 to reduce the police pension contribution rate to 1.5%, motion carried.

REGULAR MEETING:

1. APPROVAL OF MINUTES – DECEMBER 11, 2025: Motion by Chairman Yakubowski, seconded by Supervisor Strayer to approve the minutes as presented, motion carried.

REPORTS:

2. MANAGER – Ms. Cunningham reminded the Board of the meeting scheduled for January 29, 2026, to discuss the pipe and basin issues on Country Lane.

ZONING

1. **ZONING ORDINANCE UPDATE:** Ms. Love provided the Board with the updates to the Zoning Ordinance for review and requested authorization to send to the York County Planning Commission for review and comment. Supervisor Rohrbaugh would like to have an explanation of the changes to the ordinance. Motion by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to send the update to York County Planning Commission for review and comment, motion carried.

OLD BUSINESS:

1. **ORDINANCE 2026-01 – STREET OPENINGS AND EXCAVATION – ADOPTION:** After a discussion of ensuring compliance a motion was made by Chairman Yakubowski, seconded by Supervisor Rohrbaugh to adopt Ordinance 2026-01, motion carried.
2. **ORDINANCE 2026-02 – BOUNDARY LINE – ADVERTISEMENT:** Tabled

NEW BUSINESS:

1. **APPROVAL OF BILLS:** Motion by Supervisor Rohrbaugh seconded by Chairman Yakubowski to approve the bills as listed in the amount of \$41,769.28, motion carried.
2. **OTHER PERTINENT BUSINESS:** None

Meeting adjourned at 7:02 pm

Respectfully submitted

Linda J. Zimmerman, Secretary