

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION & REGULAR MEETING  
JANUARY 2, 2024  
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; Zoning Officer Monica Love. Patrons in attendance: 11

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 Yakubowski 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 Supervisor Rohrbaugh, seconded by Supervisor Strayer to establish the meeting dates in accordance with the schedule advertised on November 15, 2023, motion carried.

3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Strayer, 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 Strayer the following appointments were made:

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

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

- 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’ 1<sup>st</sup> 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, Alternate C. S. Davidson, John Klinedinst.
- EMERGENCY SERVICES COORDINATOR: Chris Eaton EMC, Deputy EMC Kurtis Timmer
- ZONING HEARING BOARD APPOINTMENT: Bill Neff
- APPOINT PLANNING COMMISSION MEMBER: Kelly Skiptunas and Becky Pfeiffer to fulfill Julia Parrish's term, motion carried.

Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to appoint the following:

- CPA/APPOINTED AUDITOR: - Kochenour, Earnest, Smyser and Burg
- TOWNSHIP APPOINTED AUDITOR TO PREPARE AUDIT: Kochenour, Earnest, Smyser and Burg to prepare 2023 audit and financial statements.
- UNEXPIRED TERM FOR ELECTED AUDITOR: Sue McKinsey
- 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
- 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 2024 budget
- ESTABLISH 2024 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 \$.67 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, motion carried.

#### RESOLUTIONS:

1. RESOLUTION 2024-01 – GENERAL FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve Resolution 2024-01, General Fee Schedule, motion carried.
2. RESOLUTION 2024-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve Resolution 2024-02, Subdivision Fee Schedule, motion carried.

3. RESOLUTION 2024-03 – ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to appoint Bill Neff, motion carried.
4. RESOLUTION 2024-04 – PENSION CONTRIBUTION RATE REDUCTION FOR POLICE: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve Resolution 2024-04 to reduce police pension contribution rate, motion carried.

REGULAR MEETING:

APPROVAL OF MINUTES – DECEMBER 14, 2023 – Motion by Supervisor Rohrbaugh, seconded by Chairman Yakubowski to approve the minutes as presented, motion carried.

REPORTS”

1. MANAGER: Ms. Cunningham submitted her report.
  - a. Tonight’s meeting is the only meeting for January. Our next meeting will be February 8, 2024.
2. SOLICITOR: No report
3. ENGINEER: No report
4. HIGHWAY: Mr. Miller 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., Yorkana Fire Co., and CVAC/LifeTeam
7. RECREATION AUTHORITY: Ms. Cirilo submitted her report.

ZONING:

1. FIELDS AT EAST PROSPECT: Representatives will be attending the Planning Commission workshop and Ms. Love is inviting the Board to attend to hear what they are proposing.

OLD BUSINESS:

1. TRAFFIC SIGNAL AGREEMENT: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve the contract if we can get an itemized invoice of work performed by C. M. High, motion carried.

NEW BUSINESS:

1. RESOLUTION 2024-05 – AUTHORIZATION TO TRANSFER FUNDS TO THE CAPITAL IMPROVEMENT-PURCHASES FUND FOR 2024: Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to approve Resolution 2024-05, motion carried.
2. APPROVAL OF BILLS: Motion by Supervisor Strayer, seconded by Supervisor Rohrbaugh to approve the bills list as presented in the amount of \$28,828.69, motion carried.
3. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 6:52 pm.

Respectfully submitted,

Linda J. Zimmerman,  
Secretary