

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION & REGULAR MEETING
JANUARY 4, 2021
6:30 PM

This meeting was conducted electronically pursuant to Governor Wolf's imposed restrictions due to an increase of COVID-19 cases in York County.

The Lower Windsor Township Board of Supervisors held their Reorganization and Regular meeting electronically. The meeting was called to order by Supervisor Barry Miller at 6:30 p.m. and welcomed everyone. Also present at the meeting were Supervisors Donald Schock and George Yakubowski; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Zoning Officer Monica Love, Engineer John Klinedinst and Solicitor John Herrold. Patrons: 6

PUBLIC COMMENT: None

REORGANIZATION MEETING:

1. REORGANIZATION OF THE BOARD

- a. OFFICE OF CHAIR – Motion by Supervisor Yakubowski, seconded by Supervisor Schock to nominate Barry Miller as Chairman, motion carried.
 - b. OFFICE OF VICE-CHAIR – Motion by Supervisor Yakubowski, seconded by Chairman Miller to nominate Don Schock as Vice-Chairman, motion carried.
 - c. LIAISON APPOINTMENTS – Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Barry Miller as Highway liaison, George Yakubowski as Admin/Finance liaison and Donald Schock as Police liaison, motion carried.
2. SET MEETING DATES – Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish the meeting dates in accordance with the schedule advertised on November 12, 2020, motion carried.
3. ROBERT RULES OF ORDER/ORDER OF BUSINESS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to conduct meetings under the Roberts Rules of Order, motion carried.
- a. APPOINTMENTS: Upon a Motion by Supervisor Yakubowski, seconded by Supervisor Schock the following appointments were approved as listed, motion carried
SECRETARY-TREASURER – Linda Zimmerman
TOWNSHIP MANAGER – Sande Cunningham
ASSISTANT SECRETARY-TREASURER– Sande Cunningham
 - b. TOWNSHIP ENGINEER - Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint John Klinedinst of C. S. Davidson as Township Engineer, motion carried.
 - c. TOWNSHIP SOLICITOR/SPECIAL COUNSEL: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint John Herrold and Andrew Herrold of Griest, Himes, Herrold, Reynosa, LLP as Township Solicitors and to appoint, 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.
 - d. CHIEF OF POLICE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Dave Arnold as Chief of Police, motion carried.

- e. ZONING OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Monica Love as Zoning Officer, motion carried.
- f. ROADMASTER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Kim Miller as Roadmaster, motion carried. Chairman Miller abstained.
- g. BUILDING CODE OFFICIAL: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Monica Love as building code official and Commonwealth Code, Pete Schilling as alternate, motion carried.
- h. DEPOSITORY FOR TOWNSHIP FUNDS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock, to approve PLGIT, PA Invest, M & T Bank, and Members 1st Federal Credit Union as depositories for Township funds, motion carried.
- i. PENSION FUND INVESTMENT MANAGER AND DEPOSITORY: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Linda Zimmerman as pension fund manager and ICMA-RC and PMRS as the pension depositories, motion carried.
- j. SEWAGE ENFORCEMENT OFFICERS: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint sewage enforcement officers as listed, motion carried.
 - i. South Penn Code Consultants – Keith Hunnings as Primary
 - ii. SPCC, Eric Swiger and Jeremy Kerstetter as Alternates
- k. EMERGENCY MANAGEMENT COORDINATOR: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Chris Eaton as EMC and Kurtis Trimmer as deputy, motion carried.
- l. APPOINTMENT OF PLANNING COMMISSION MEMBER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Marzena Wolnikowski to the planning commission, motion carried.
- m. CERTIFIED PUBLIC ACCOUNTANT: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Kochenour, Earnest, Smyer & Burg, motion carried.
- n. TOWNSHIP APPOINTED AUDITOR: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Kochenour, Earnest, Smyer & Burg as auditor, and authorize them to prepare the audit report and financial statements for 2020, motion carried.
- o. UNEXPIRED TERM FOR ELECTED AUDITOR: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Sue McKinsey to finish the term of Robert Kline, motion carried.
- p. AUTHORIZE PSATS CONVENTION ATTENDANCE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to authorize attendance of all designated Township personnel, Zoning Hearing Board and Planning Commission members to the PSATS Convention, motion carried.
- q. PSATS CONVENTION VOTING DELEGATE/ALTERNATE: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Linda Zimmerman as voting delegate and Sande Cunningham as alternate, motion carried.
- r. YORK COUNTY TAX COLLECTION COMMITTEE (YCTCC) AND YORK ADAMS COUNTY TAX BUREAU (YATB): Motion by Supervisor Schock, seconded by Supervisor Yakubowski to appoint Linda Zimmerman as representative and Sande Cunningham as alternate representative to the YCTCC and YATB, motion carried.
- s. VACANCY BOARD: Motion by Supervisor Schock, seconded by Supervisor Yakubowski, to tentatively appoint Mary Caldwell, motion carried.
- t. ANIMAL CONTROL OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Klugh Animal Control Services, motion carried.

- u. TOWNSHIP OPEN RECORDS OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint Sande Cunningham as Open Records Officer and Linda Zimmerman and Monica Love as alternates, motion carried.
 - v. POLICE OPEN RECORDS OFFICER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to appoint David Arnold as the Police Open Records Officer and Molly Miller as alternate, motion carried.
2. SET TREASURER & ASSISTANT TREASURER BOND LIMIT: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to set the bond limit at 1.5 million, motion carried.
 3. ESTABLISH WAGES AND SALARIES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish wages and salaries for all non-uniform employees in accordance with the adopted 2021 budget, motion carried.
 4. ESTABLISH 2021 BENEFITS AND HOLIDAYS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish benefits and paid holidays for all non-uniform employees in accordance with the Lower Windsor Township Employee Benefit and Personnel Manual, motion carried.
 5. AUTHORIZE THE PAYMENT OF EXPENDITURES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to authorize payment of current expenditures and allow staff to pay generally accepted expenditures which become due prior to the Board's regular meeting, motion carried.
 6. AUTHORIZE SIGNING CHECKS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to authorize the signing of checks by the Board of Supervisors, Secretary-Treasurer and Assistant Secretary-Treasurer, motion carried.
 7. SET MILEAGE FOR USE OF PERSONAL VEHICLES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish the 2021 mileage reimbursement rate in accordance with the current IRS standard, motion carried.
 8. SET PETTY CASH AMOUNTS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to establish a petty cash fund for police in the amount of \$200 and \$300 for the township office, motion carried.
 9. SET ROAD SERVICE FEES: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to set the Road Service Fees at \$80/hour, motion carried.
 10. AUTHORIZE WORKING SUPERVISORS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to authorize working supervisors to have benefits and privileges as non-uniform township employees, motion carried.

RESOLUTIONS:

1. RESOLUTION 2021-01 – FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to adopt Resolution 2021-01 to set the General Fee Schedule, motion carried.
2. RESOLUTION 2021-02 – SUBDIVISION FEE SCHEDULE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to adopt Resolution 2021-02 to set the Subdivision Fee Schedule, motion carried.
3. RESOLUTION 2021-03: ZONING HEARING BOARD APPOINTMENT: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to adopt Resolution 2021-03 appointing Fred Uffelman to the Zoning Hearing Board, motion carried.
4. RESOLUTION 2021-04 – PENSION CONTRIBUTION FOR POLICE: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to adopt Resolution 2021-04 setting the Police Pension contribution at 1 ½ %, motion carried.

REGULAR MEETING OPENED AT 6:45 PM

APPROVAL OF MINUTES – December 10, 2020: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to approve the minutes from the December 10, 2020 meeting as presented, motion carried.
REPORTS:

1. MANAGER: Ms. Cunningham submitted her report.
 - a. Eastern York Rec Authority: Ms. Cunningham is asking if the Rec Authority can start using the building facilities for their activities such as basketball practices, etc. They will follow the COVID protocols for masks and will have sanitizers available at the facilities. The Board agreed to allow the use of township facilities.
 - b. Steve Malesker – Forge Hill Rd. Bridge: Asked the Board if it would be ok to replace the concrete with rip rap because there would be a conflict with the new guiderail. The Board agreed with the placement of the rip rap.
 - c. Planning Commission appointment: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to reappoint Julia Parrish to the Planning Commission, motion carried.
2. ENGINEER: Mr. Klinedinst submitted his report and noted he would like to schedule the road inspection for February.

ZONING:

1. PLAN 611-20SLD – BAIR- RESIDENTIAL DIST: This is an add-on lot subdivision plan located on Almoney Road. Mr. Bair is requesting waivers of Section 408 plan scale; Section 505.a required cartway width; Section 601.c to set the required monuments; and Section 403.t showing street information within 400'. Ms. Love noted that a PA DEP non-building Planning Module waiver needs to be submitted. Motion by Supervisor Schock, seconded by Supervisor Yakubowski to approve the 4 waivers and grant conditional approval until all outstanding items have been met, motion carried.
2. DANGEROUS STRUCTURE - 5073 EAST PROSPECT ROAD: Ms. Love is seeking authorization to conduct a dangerous structure inspection of this property. The Board gave approval for Ms. Love and Mr. Klinedinst to conduct an inspection.
3. PRIVATE ROAD MAINTENANCE ORDINANCE: Ms. Love asked if the Board would allow for her and the solicitor to draft a private road maintenance ordinance due to the many mobile home parks who have impassable roadways. It was noted that the Township is responsible for the health safety and welfare of the residents. The Board expressed we need to have our emergency services able to reach residents in need. The Board agreed to have Solicitor Herrold and Ms. Love prepare a draft ordinance for review.
4. CHESAPEAKE BAY POLLUTION REDUCTION PLAN: Ms. Love noted that the county plan was approved by DEP in December and permits are being issued, however our township currently has a 5-year waiver.

OLD BUSINESS: None

NEW BUSINESS:

1. TAX COLLECTOR FEE: Ms. Fitch is requesting to increase her tax certification fees to \$25.00. Motion by Supervisor Yakubowski, seconded by Supervisor Schock to approve the tax certification fee increase, motion carried.

2. RESOLUTION 2021-06: AUTHORIZATION TO TRANSFER HOST FUNDS TO CAPITAL IMP/PURCH FUND: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to approve the fund transfer, motion carried.
3. RESOLUTION 2021-07 – AUTHORIZATION TO TRANSFER HOST FUNDS TO GENERAL FUND: Motion by Supervisor Schock, seconded by Supervisor Yakubowski to approve the fund transfer, motion carried.
4. RESOLUTION 2021-08 – RATIFY HOST FUND TRANSFER: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to ratify the transfer in December to meet end of year obligations, motion carried.
5. APPROVAL OF BILLS: Motion by Supervisor Yakubowski, seconded by Supervisor Schock to approve the bills as presented in the amount of \$4,402.00, motion carried.
6. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 7:15 pm

Respectfully submitted

Linda J. Zimmerman
Secretary