

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
REGULAR MEETING  
APRIL 14, 2023  
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 Donald Schock at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisors George Yakubowski and Phil Rohrbaugh; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Solicitor Andrew Herrold; Engineer John Klinedinst; Zoning Officer Monica Love; and Chief Thomas. Patrons in attendance: 12

Chairman Schock announced that an executive session was held prior to the meeting tonight regarding legal matters.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski, to approve the March minutes as presented, motion carried.

REPORTS:

1. POLICE: Chief Thomas submitted his report.
  - a. MDC Contract: This is a 5-year renewal contract with York County for the computers in the Police vehicles. The cost will be \$16,344.48 each year. Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the 5-year renewal contract, motion carried.
2. MANAGER: Ms. Cunningham submitted her report.
  - a. Burn Ban is currently in effect.
  - b. Savvy Citizen App subscribers have been increasing. As of today, we have 245 subscribers.
3. SOLICITOR: Atty. Herrold submitted his report.
4. ENGINEER: Mr. Klinedinst submitted his report.
  - a. River Ridge Hills - Request revision to Knights View Rd. The Township required the developer widen the road to make a full 17 feet from center line and asked them to place a 1" overlay over the existing lane at center line. Mr. Klinedinst noted the last 12" – 18" of road is breaking up. The proposed change would be to eliminate the existing overlay and extend the base repair to the existing road. They will mill out 8' of the road and replace it with a good base. This will maintain the integrity of the road. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the proposed change as outlined by Mr. Klinedinst, motion carried.
  - b. Salt Shed Building – the contractor will return to repair the lawn area and that will close the project out.
  - c. Announced Client Appreciation Event at the Wellspan Park on July 12.
  - d. Announced C. S. Davidson is holding a 100<sup>th</sup> year celebration event at Wellspan Park on August 18.
5. HIGHWAY: Mr. Miller submitted his report.
6. BUILDING MAINTENANCE: Mr. Taylor submitted his report.
  - a. Basketball nets at Rexroth Park: Mr. Robbins, a representative from EYRA, will donate basketball nets to the Township.
7. EMERGENCY SERVICES: Received reports from East Prospect Fire Co., Craley Fire Co., CVAC/LifeTeam, EMA, Yorkana Fire Co.
  - a. A burn ban is currently in place and will be re-evaluated next week.

8. RECREATION AUTHORITY: Mr. Robbins submitted his report.
  - a. Thanked Ms. Cunningham, Supervisor Rohrbaugh, and Mr. Taylor for supporting and working well with the Recreation Authority.
  - b. Volunteers painting the dugouts at Rexroth Park.
  - c. Goal to keep growing the Rec Authority.
  - d. Adding other sports next year.
  - e. Jessica is successful at obtaining grants.
  - f. Would like to add a softball field.
  - g. Lights at the lower-level parking lot.

ZONING:

1. WELL ISOLATION WAIVER – 1748 PRAYER MISSION ROAD: Because of the size and layout of the property, the owner is requesting an isolation waiver due to the distance between the on-site well and proposed septic system of 52'. Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the waiver, motion carried.
2. Notified the Board that there are plans for the Board to sign:
  - a. Aicken subdivision – located in Chanceford Twp., however access is from Lower Windsor Twp.
  - b. River Ridge Hills – Re-Record due to changes in boundary lines.
  - c. River Ridge Hills Phase III
3. FEMA Administrative Procedures for structures within the floodplain will be distributed at the next meeting.
4. Permits: Zoning permits in April are highly active. For the 1<sup>st</sup> quarter we had 27 permits issued and in April, 30 permits have been issued already.
5. Ables Road Zoning Hearing Board notice: Owner is requesting an approval for an Airbnb and a Special Events venue.
6. School crossing at Cool Creek Rd.: Staff will attend the Operations meeting on May 16<sup>th</sup> at the school district to discuss the crossing with school officials. The Board believes this is a highly important matter to discuss because this will affect the safety of the students.

OLD BUSINESS:

1. DONATIONS: Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to table this item, motion carried.

NEW BUSINESS:

1. AWARD ROAD BIDS:
  - a. Road Oil: Received one bid from Martin Paving.
    - i. Martin Paving - \$3.56 per gallon.
  - b. Aggregate: Received 2 bids.
    - i. York Building Products – FOB Plant: \$100,870.00; Job Site: 157,866.25 Total \$258,736.25
    - ii. Vulcan Construction Materials – FOB Pant \$13955.00; Job Site: \$190,418.75 Total \$329,923.75
    - iii. Kinsley Materials – FOB Plant: \$93,175.00; Job Site: \$144,003.75 Total \$237,178.75

- c. Bituminous Material: Received one bid from York Materials Group.
  - i. York Materials Group - \$FOB Plant \$186,920; Job Site: \$566,110.00  
total \$753,030.00

Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to award the Road Oil bid to Martins Paving, Aggregate bid to Kinsley Materials and Bituminous bid to Highway Materials through Costars pricing, motion carried.

1. POLICE RADIOS – COST DIFFERENCE FROM 2023 APPROVED BUDGET AMOUNT: The new police radios are budgeted for \$86,000 this year. York County Emergency Services is permitting other police departments to piggyback with the prison on the purchase, which significantly reduces the cost to \$32,500 for 13 radios. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the purchase for the new radios at \$32,500, motion carried.
2. GRANT WRITER – DISCUSSION AND CONSIDERATION: Ms. Cunningham asked the Board to consider contracting with J. E. Salazar & Associates, LLC to work on our behalf to apply for grant money to help fund items the Township is interested in pursuing. Ms. Cunningham noted that Hellam and Windsor Townships have used this firm and have been very successful in obtaining grants. This would be a yearly contract of \$5,000 per month. J. E. Salazar & Associates will work from a priority list approved by the Board. Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the contract with J.E. Salazar & Associates, motion carried.
3. LED LIGHTING – FOR PARKING LOTS: There has been previous discussion about providing better lighting in the lower-level parking lot. Although we have recently replaced the burned-out lights, we still need better lighting. Ms. Cunningham provided the Board with a quote to convert the 9 existing pole lights to LED at a cost of \$3,174.00 and to install 3 additional light poles with LED lights at a cost of \$14,672.00. Motion by Supervisor Yakubowski, seconded by Supervisor Rohrbaugh to approve the conversion of the 9 existing pole lights to LED at a cost of \$3,174.00, motion carried. Staff will obtain additional quotes for the additional 3 pole lights since it is over the purchasing threshold.
4. APPROVAL OF BILLS: Motion by Supervisor Rohrbaugh, seconded by Supervisor Yakubowski to approve the bills list as presented in the amount of \$109,832.41, motion carried.
5. OTHER PERTINENT BUSINESS:
  - a. Comp Plan Update: Ms. Love noted that the Planning Commission will receive a draft to review in April and a draft will be provided to the Board in May.
  - b. Additional SRO Status: Chief Thomas informed the Board it looks like the School District is going with a security agency instead. Chief Thomas noted that we will have to get them on board with our Active Shooter plan. The Board noted that this is unacceptable for the school to pay for a security firm that does not compare to a police officer and realize that our police will take time to provide training to them for the active shooter plan.
  - c. Staff will be attending the operational meeting, where our staff will discuss the school crossing on Cool Creek Rd. and will also question the additional SRO for the school district.
  - d. Mr. Dietz questioned the tax base for the new development across from the high school.

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Linda J. Zimmerman  
Secretary