

# Lower Windsor Township



York County, PA

Established 1838

Spring/Summer 2025

## Maintaining Streams in Your Community, When in Doubt, call DEP!

The Pennsylvania Department of Environmental Protection (DEP) understands the severe damage and disruption that flooding can cause to residents and businesses. DEP strives to assist Pennsylvania communities by ensuring that stream work is done in an environmentally responsible manner, and in a way that reduces the likelihood of future problems. When in doubt, the first step should always be to contact your regional DEP office. These actions **do not** require DEP notification, pre-approval or permits:

- Removing non-native (man-made) material, such as litter and construction debris, from the stream, banks, and riparian areas
- Removing woody debris, such as trees, logs, or brush, from the stream while you are standing in the stream (this includes the use of hand-held equipment, such as chainsaws, but not heavy equipment).
- Removing woody debris from the stream while you are standing on the bank (this includes the use of heavy equipment, so long as it remains on the bank and is “picking out” the material and not digging into the streambed).
- Chaining or winching large woody debris and dragging it from the streambank
- Cutting trees off at the stump (keeping the stumps helps stabilize the bank).
- Cleaning out culverts
- Removing gravel and flood debris from around bridges and culverts according to the terms of your permit (contact DEP or your County Conservation District to review your permit conditions).
- Planting trees and other plants on streambanks and in riparian areas, especially native species
- Adopting or implementing stormwater management ordinances and best management practices
- Crossing the stream to access your property immediately after a flood emergency (but only if the conditions are safe).

These actions **likely** require DEP notification, verbal pre-approval, emergency permits, or other permits. **Call DEP before you begin:**

- Rebuilding roads and bridges across streams
- Streambank stabilization projects
- Armoring streambanks with an engineered riprap design in emergency situations
- Removing gravel bars from the stream channel using heavy equipment (gravel must be safely relocated out of the floodplain to an upland area that is not a wetland).
- Repairing a bridge or culvert
- Removing a bridge or culvert in danger of failure, or in partial or complete collapse (if a bridge or culvert is no longer serviceable, it can be considered debris and removed).

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**MUNICIPAL BUILDING**

Lower Windsor Township  
2425 Craley Road  
Wrightsville, PA 17368

**Office Hours:**

Mon - Fri, 8 a.m. - 4:30 p.m.

**Phone:** 717-244-6813

**Fax:** 717-244-0746

[www.lowerwindsor.com](http://www.lowerwindsor.com)

**ELECTED OFFICIALS**

George Yakubowski—  
Chairman

Phil Rohrbaugh - Vice Chair

Barry Strayer—Supervisor

**APPOINTED OFFICIALS**

Sande Cunningham - Township  
Manager

L. James Thomas - Chief of  
Police

**MEETING DATES**

Meetings are held at the municipal building. All residents are welcome.

**BOARD OF SUPERVISORS**

Meets the 2nd Thursday of each month, at 6:30 p.m.

**ZONING HEARING BOARD**

Meets the 3rd Thursday of each month, at 6:30 p.m., as needed.

**PLANNING COMMISSION**

Meets the 4th Thursday of each month at 6:30 p.m.

(cont.)

These actions **definitely** require permits, if allowed at all, and may require involvement of the U.S. Army Corps of Engineers or other agencies. **Call DEP before you begin:**

- Redirecting the flow of a stream by reshaping gravel bars, or moving gravel to the streambank
- Armoring streambanks with concrete, construction debris, and other impervious materials
- Moving (relocating) a stream
- Dredging streams
- Creating dikes & damming streams
- Building a new bridge or culvert

South-central (Harrisburg)  
Regional Office  
909 Elmerton Ave.  
Harrisburg, PA 17701-6448  
717-705-4700

**How Does a Septic System work?**

1. All water runs out of your house from one main drainage pipe into a septic tank.
2. The septic tank is a buried, water-tight container. Its job is to hold the wastewater long enough for solids to settle to the bottom (sludge) while the fats, oil and grease float to the top (scum).
3. For conventional septic systems, liquid wastewater exits the tank and is spread evenly throughout the drain field, usually through a distribution box. Systems with more advanced treatment may have an additional component between the septic tank and drain field.
4. Once in the drain field, the wastewater percolates into the soil, which reclaims the water for future reuse by naturally removing some harmful bacteria, viruses, and some nutrients. This process may vary based on the site conditions of your property (e.g., soil type, proximity to water). A septic system service provider and your septic system’s “as built” drawings will be able to tell you what type of system is on the property. The average lifespan of a septic system is 15-40 years, but it may last longer if properly maintained. Just like changing the oil in your car, maintaining your septic system extends its life for a small cost compared to the expense of installing a new system, which typically runs \$15,000 or more.

**Think at the sink, and don’t overload the commode.** Consider what you put down your sink and toilet. Limit the use of your garbage disposal. Avoid using common household items that can clog your system or kill the microbes underground that you need to treat the wastewater.

**“System cloggers”** - diapers, baby wipes (even those marketed as flushable), cat litter, cigarettes, coffee grounds, fats, grease, solids, feminine hygiene products and prophylactic devices.

**“Treatment Killers”** - household chemicals, gasoline, oil, pesticides, antifreeze, paint and high amounts of anti-bacterial soaps and detergents.

**Don’t strain your drain.** The less water you use, the less your septic system has to work. Stagger the use of water-based appliances, use high-efficiency plumbing fixtures, and repair any leaks.

**Shield your field.** Keep anything heavier than your lawnmower off your drain field. Divert rain and surface water away from it. Plant trees and bushes away from the drain field, since roots can clog your field and cause the system to fail. Your local garden center will be able to tell you the likely length of the tree and shrubs roots.

**Protect it & inspect it regularly to avoid possible issues.**



## Craley Fire Department



### Craley Fire Company

73 New Bridgeville Rd  
 P.O. Box 203  
 Craley, PA 17312  
 Phone 717-244-1999

### 2025 Fundraising & Social Calendar

- March**      March 8<sup>th</sup> Sportsman Bingo  
                  Sub Sale - delivery in April
- April**        April 5<sup>th</sup> Drive-thru Chicken BBQ  
                  April 19<sup>th</sup> Egg Hunt  
                  Pretzel Sandwich Sale - delivery in May
- May**          May 3<sup>rd</sup> drive-thru Chicken BBQ  
                  Sub Sale - delivery in June
- June**         June 7<sup>th</sup> drive-thru Chicken BBQ  
                  June 14<sup>th</sup> FF Banquet
- July**          Happy 4<sup>th</sup> of July!!
- August**      Pretzel Sandwich Sale - delivery in Sept.  
                  Book Sale
- September**   Sub Sale - delivery in October

**100% Volunteer, Craley Fire Co. Needs You!**  
 Craley Fire Company is a highly active and respected station, answering 400+ calls annually in Lower Windsor Twp. and beyond!

**We'll provide you with training and gear in the following roles:**

- FIREFIGHTER** - Respond to residential and brush fires, vehicle accidents and rescues.
- JUNIOR FIREFIGHTER (ages 14-17)** - Perform exterior groundwork to assist firefighters on the scene.
- EMT** - Provide medical treatment and emergency first aid on rescue calls.
- FIRE POLICE** - Regulate traffic at emergencies to keep first responders and the public safe.
- SOCIAL MEMBER** - Assist with fundraisers and community events.

**PROGRESSIVE TRAINING. Aggressive Response.**  
 JOIN [CRALEYFIRE.ORG](http://CRALEYFIRE.ORG)

**THE DRAIN IS JUST FOR RAIN**

**DO NOT DUMP!** It is illegal to dump anything into the storm sewers located along the streets. Do not dump used oil, gasoline, or grass clippings into the storm sewers.

Monday through Friday  
 8:00 AM to 4:00 PM  
 York Office: 717.845.1584    Gettysburg Office: 717.334.4000

*In addition to state and federal tax returns, if you are not permanently retired or disabled, you are required to file an annual earned income tax return with the York Adams Tax Bureau.*

The York Adams Tax Bureau **WILL NO LONGER** mail out Individual Annual or Quarterly Estimated Income Tax Return Forms.

We encourage you to use our secure online filing system, PALite. Scan the QR code below to be taken directly to the online portal. Or type [www.palite.org](http://www.palite.org) in your online browser.

It is safe, secure and there is no convenience fee. Payments are made via ACH debit directly from your bank account. The system will also calculate your payment for you!

If you have a question concerning your Tax filings, please call our Taxpayer Services Department at (717) 845-1584 option 1, to reach a representative from our York office or call (717) 334-4000, option 1 to reach a representative from our Gettysburg office. YATB will also prepare your local tax return for FREE if you bring your earnings information to one of our offices.

Fillable Tax Forms and instructions are available at [www.yatb.com](http://www.yatb.com) or scan this QR code.

## York County Solid Waste Authority (YCSWA)

The York County Solid Waste Authority previously posted a survey link on [www.ycswa.com](http://www.ycswa.com) and on billboards throughout York County asking residents to “Talk Trash to Us”. The survey, located at [www.TalkTrashToUs.com](http://www.TalkTrashToUs.com), is an effort from the YCSWA to gain knowledge about how those who live and work in York County perceive the YCSWA and what they would like to see in trash management in the future.

### YCSWA will hold two FREE Household Hazardous Waste (HHW) Collection Events this year!

On Saturday, May 3<sup>rd</sup>, and on Saturday, October 11<sup>th</sup>, YCSWA will conduct FREE Hazardous Household Waste Collection Events from 9 am-1 pm. There is no fee for York County residents, but **REGISTRATION IS REQUIRED**. Visit [www.ycswa.com/services/waste-disposal/household-hazardous-waste/](http://www.ycswa.com/services/waste-disposal/household-hazardous-waste/) for more details.

### Electronic Recycling:

Reworld™ and Goodwill Keystone Area have joined forces to provide free electronic waste recycling locations: 965 Loucks Road & 1120 Roosevelt Ave., both in York, along with 450 Eisenhower Dr., in Hanover & 535 S. Main St. Market Square Center, in Shrewsbury.

**First Day of Spring**  
 Thur., March 20<sup>th</sup>, 2025

**First Day of Trout Season**  
 Saturday, April 5<sup>th</sup>, 2025

## Lower Windsor Township PD

Lower Windsor Twp Police Department is a small department that likes to provide that hometown feel. We strive for great community relations. In light of recent events, the LWTPD would like to make everyone aware of a few things. We ask kindly that you review the following information and follow for better assistance in your time of need.

If you see an emergency or anything that you feel needs police awareness - CALL 911. That is what 911 is there for. 24/7 they will answer the call. Please do NOT call or text an officer's cell phone, message on Facebook or Crimewatch. Calling or texting any member of the department in the middle of the night when you do not know if they are working intrudes on their personal time. We have a very dedicated department. Just like you, when they are off duty they like to enjoy their personal time.

If you need to talk to an officer/the department to find out information regarding an existing case and it's 11:00PM on a Saturday night (unless otherwise pre-arranged with said officer), ask yourself, can this wait for regular business hours (Monday-Friday 8:00am – 4:30pm) when administrative staff is in? There is always the option to call the station and leave a message. Understand that the officers may be out on calls and it could be hours, even the next shift, until someone gets back to you.

Facebook and Crimewatch are tools to help keep the public informed.

**\*\*\*\* FACEBOOK AND CRIMEWATCH ARE NOT MONITORED 24/7 \*\*\*\***

## Happy 20<sup>th</sup> Anniversary Officer Wind!

Officer Wind was hired by the Lower Windsor Township Police Department in March of 2005. Prior to coming to the Lower Windsor Township Police Department, he was a Police Officer in Baltimore City where he served for 8 years. Officer Wind spent 4 years in the K-9 unit, one year in the Criminal Investigations Unit, and 3 years in patrol. Prior to working in Baltimore City, he was an officer with the Mercer County Department of Public Safety for 4 years.

Officer Wind joined the U.S. Marine Corps in August of 1989. The core values that he learned in the U.S. Marine Corps have remained with him as he transitioned into his career as a municipal police officer.

Officer Wind has brought a wealth of knowledge and experience to his position in Lower Windsor Township, as well as to his peers in solving cases. He has established many friendships and relationships with LWT and EP Borough residents. We appreciate his dedication and service.

Thank you, Officer Wind, for your service to our community.

## Coffee with a Cop

**When:** Friday, April 4<sup>th</sup>, 2025

**Where:** Lower Windsor Twp Bldg.  
(Police Meeting Room)

**Time:** 9-11 a.m.

## National Night Out

**When:** Tuesday, August 5<sup>th</sup>, 2025

**Where:** Rexroth Park

**Time:** 5-7p.m.

## When to Call 9-1-1

### **When should I call 9-1-1?**

Life and death emergencies and in-progress crimes against property which include, but are not limited to:

- Life threatening situations
- Fires
- Motor vehicle accidents
- Injuries requiring medical attention
- Hazardous chemical spills
- Smoke detector, carbon monoxide alarm or other alarms sounding
- Smoke in a building
- Assaults
- To get help for someone who is hurt
- If you see someone taking something that belongs to someone else or breaking into a home or business
- Suspicious activity
- Non-emergency that needs an immediate response.

\*When calling the station after business hours do not leave a message if it is something in progress or in need of an officer's attention in a timely manner. Call 911.



## Zoning Department

### Permits in Lower Windsor Township

You are not required to have a permit to put a FENCE on your property, **unless** you want it to be higher than 6' **OR** the fence will be within a designated floodplain. Fences higher than 6' require a BUILDING permit (their construction is regulated by the state). The fence can be located UP TO the property line, but you **MUST** know where the property line is before installing. No fence is permitted in the street right-of-way or blocking the sight line of traffic. Any disturbance within the floodplain requires a permit.

Commercial SIGNS in the Township require a building permit (their construction is regulated by the state). Personal, individual, and temporary yard signs do not require a permit. Neither sign is permitted in the street right-of-way or blocking the sight line of traffic. For permit questions, contact Monica Love at 717-244-6813.

### Friendly Reminder

Parks & Recreation Ordinance § 300-16 states that when walking your pets in or around a recreational area, such as Rexroth Park, all pets are required to be on a leash at all times. Owners shall remove any and all fecal matter deposited by said pet while within the Township recreational facility.

If every resident does their part in keeping our facilities free of pet waste, our residents will all benefit from being able to relax and enjoy themselves while outside.

## Swimming Pools

### Before you buy a Swimming Pool

- Any pool with the ability to hold water deeper than 24" requires a permit and inspection from Lower Windsor Township – **this includes 'big box store' pool kits.**

- Swimming pools must be completely enclosed by a 4' high fence or wall with a self-closing, locking gate. This does not apply to above ground pools having a minimum wall height of 4' and having a retractable ladder, or those having less than 24" of water. The fence or wall must be erected and inspected **before** the pool is filled with water.

- All pools shall be set back 5' feet from side and rear property lines measured either from the wall of the pool or any associated decking or concrete aprons.

- No water from a pool shall be discharged onto any public street or alley nor onto an adjoining property.

Pools **may not** use extension cords to connect the pump. A single twist-lock receptacle may be located between 5 and 10 feet from the pool. A 120 volt convenience outlet shall be located within 10' and 20' of the pool. All receptacles serving the pool and all outdoor receptacles shall be GFCI protected.

**These regulations apply to all pools able to hold 24" of water or more.**

## Springtime Property Tips for Homeowners!

Here are some of the most common "problems" that homeowners encounter as the weather gets warmer. By staying on top of these issues, you can avoid letters from the Township (which could result in fines!)

- Remember to mow the grass! Once grass or weeds get higher than 12 inches it is a violation.
- Keep trash, junk and debris cleaned up on your property.
- Bushes and trees must be trimmed back along the roadway, especially at intersections.

**Let's Work Together to Keep Lower Windsor Looking GREAT!**

### **IMPORTANT REMINDERS:**

**Business Registry** - Lower Windsor Township is updating the business registry. If you own a business – even a home business, please contact the Zoning Officer to update your contact information and registry. Call Monica Love at 717-244-6813 or email [MLove@lowerwindsor.com](mailto:MLove@lowerwindsor.com)

### **OLDS (On-Lot Disposal System)**

In January of 2025 residents in District 4 were notified this is the year to have their septic tank pumped and inspected in accordance with Ordinance 2001-01. **District 4** covers all properties north of East Prospect Road and west of Cabin Creek and Cool Creek Roads. If you received a notice and have not yet had your system pumped/inspected, please do so by December 31, 2025. If you did not receive a notice, but think you should have, please contact the Township to verify your address. If you have a holding tank, you must have it pumped annually. **This is a PA State Mandate, non-compliance WILL result in penalties.**

**Facility Rentals:**

Did you know our pavilions have electricity and charcoal grills? The large pavilion can hold up to 120 people, while our small pavilion can hold up to 60 people. Rentals for the 2025 Season will start on January 2, 2025 and continue until October 31, 2025. To book, call 717-244-6813.



**Lg.  
Pavilion**



**Sm.  
Pavilion**

**Township Resident Rates:**

\$25.00 (per day) for the Small Pavilion

\$50.00 (per day) for the Large Pavilion

**Non-Residents Rates:**

\$45.00 (per day) for the Small Pavilion

\$70.00 (per day) for the Large Pavilion



**Social Hall Rates:**

The social hall is available for weddings, banquets or any special event and holds up to 160 people. We provide the chairs and tables. Alcoholic

beverages are **NOT** permitted in the social hall or on Township property. This is also a non-smoking facility.

Security Deposit - \$150.00 **PLUS**

Township Resident Rate - \$50.00/hour

Non-Resident Rate - \$75.00/hour

**Proof of residency is REQUIRED.**

**Susquehanna Senior Center**

**All Things Susquehanna Area Senior Center**

\*We are now **on Facebook** as Susquehanna Area Senior Center follow us for events, activities, etc.

**\*Volunteers Needed!!\*** We are looking for dependable volunteers with transportation to deliver meals to home-bound seniors in our area. We deliver meals on Mondays starting 9a.m. You may volunteer as little as once every other month to weekly.

**\*Cash Bingo Event\*** April 26<sup>th</sup>, open to the public, doors open at 10:30a.m., bingo begins at 12:00 p.m. Lots of chances to win. Bingo, raffles, specials and food. Tickets are limited & pre-purchasing is recommended.

**We are located at 2427 Craley Road Wrightsville, PA 17368**

We serve local seniors 60 years + with activities, fitness, pickleball, games, crafts, lunches, trips and more. Stop by for a tour and to sign up (Monday – Friday 8a.m.-2 p.m.).

Any questions, please call Stephanie at 717-244-0340.

**Highway Department**

**2025 Road Projects**

The Road Master and Township Engineer have prepared their *proposed* list of road projects for 2025. As time and funds permit, the following work is anticipated in Lower Windsor Township.

**Road Work:**

Cabin Creek and Prayer Mission Roads (half completed in 2024). Jamison, Snyder Corner, Pleasant Hill Roads and Riverview Drive.

The highway department employees will be trimming back any vegetation that hinders the clear sight distance at intersections, as well as any vegetation within the public right-of-way. This also includes intersections where Township roadways intersect with state roads.

**Highway Dept. New Hire**

Welcome to our Highway Department Brian Ort. Brian was hired onto the road crew in October 2024. Previous work positions for Brian include working for the East Penn Railroad and working as a Commercial Plumber for 25 years. Brian and his family live in the Spring Grove area. Congratulations Brian on joining our crew.

## Eastern York Recreation Authority

In November 2024, EYRA celebrated six years of operation, and we continue to grow! We just finished our second season of youth basketball and are preparing for the next sports season. This spring, we added Girls Flag Football Clinics and 19u baseball. We also have Country Line Dancing workshops for all levels.

It's never too late to join any sport! We are looking to see if there is enough interest in Boys Volleyball to offer clinics for those entering Grades 5-9 in the 2025/2026 school year. Clinics would be conducted over the summer by the high school coaches at the Lower Windsor Township gym. Dates and times to be determined.

Boys volleyball plays its scholastic season in the spring. If you are interested, or have questions, please email [eyrecauthority@gmail.com](mailto:eyrecauthority@gmail.com) If you have any program ideas, or would like to instruct a class, please reach out to EYRA at [eyrecauthority@gmail.com](mailto:eyrecauthority@gmail.com) or 717-487-5295. Feel free to follow us on Facebook.

### Upcoming Activities:

Visit [www.easternyorkrec.com](http://www.easternyorkrec.com) for updates and registration information.

**March 5** – EYRA Board Meeting

**March 13** – Create a Suncatcher

**March 24** – Girls Flag Football Clinics Begin

**April/May** – Fall '25/ Spring '26 Youth Soccer Registration & Evaluations

**April 2** – EYRA Board Meeting

**May 7** – EYRA Board Meeting

**June 3** – Hellam Horseshoe League Begins

**June 4** – EYRA Board Meeting

**Late June** – Fall Youth Baseball & Softball Registration

Lower Windsor Township  
2025 Spring Clean-Up Coupon

**TO:** Lower Windsor Township Residents (**proof of residency required**).

**GOOD FOR:** One pickup truck load under 17,000 lbs. Anything over this weight limit must have a sticker from DEP. Contact DEP with any questions at 717-783-9258.

**UNACCEPTABLE ITEMS:** Engines, paints, lawn mowers, tires, white appliances, electronics, batteries, yard waste, chemicals, pressurized gas containers, liquid waste, and electrical components. For further information contact Modern Landfill at 717-246-2686.

**DATE:** Week of **April 14-18, 2025.**

**TIMES:** **Monday - Friday, 6:00 a.m. - 3:30 p.m.** Modern Landfill, is located at 4400 Mt. Pisgah Road. **Just a reminder, Modern Landfill does NOT have weekend hours.**

**ADDITIONAL COUPONS:** Available at the Township office (limit of 2 per household).

**East  
Prospect  
Fire Co.**



### Spring Summer 2025

### Upcoming Fundraising Events

**Saturday, May 24** – 11AM – Annual Spring Chicken BBQ held in conjunction with the Memorial Weekend Yard Sales.

In response to community requests, we are working on a sit down fundraiser in late April. It will be an all you can eat Spaghetti Dinner. Watch for details for both events on our FB page.

### Community Outreach

East Prospect Fire Company still offers free smoke detector checks or replacements to any area resident that requests this service.

The green reflective address number signs are available for a cost of \$15.

For either of these services please email [secretary@ep42fc.org](mailto:secretary@ep42fc.org) or call Linda Fauth @717-873-7140.

### Volunteers Needed

Volunteers are always needed. There are many areas where anyone can help – Firefighter, Fire Police, Fundraising, Community Events, etc. Visit our webpage at [EP42FC.org](http://EP42FC.org) to fill out an application.

The Township offices will be closed on the following dates:

**April 18<sup>th</sup>, May 26<sup>th</sup>, July 4<sup>th</sup>, Sept. 1<sup>st</sup>, Nov 27<sup>th</sup>, Nov 28<sup>th</sup>, Dec 24<sup>th</sup>, Dec. 25<sup>th</sup> & Dec 31<sup>st</sup>, 2025.**



## Welcome to LWT

We would like to welcome Eric Zimmerman who is in charge of Building & Grounds Maintenance. Eric's previous experience consists of warehouse & inventory control work, as well as maintenance.

Eric & his family are residents of Windsor Township. They enjoy spending time on their farm with their dogs.

Please join us in welcoming Eric to our team.

## Brush Drop-Off

The Township's highway department offers brush drop-off for Lower Windsor Township residents. Proof of residency is required.

Brush drop-off is scheduled for the second Saturday of each month through October. The first brush drop-off of this year will be April 12<sup>th</sup>, 2025. It is held from 7:00 am to 9:00 am at the Highway Building located at 111 Walnut Valley Court. Signs will designate the drop-off area and employees will be available to assist. We accept brush, limbs, and any wood that is unpainted, untreated, and free of metal. **ITEMS WILL NOT BE ACCEPTED AT ANY OTHER TIME.**

## Selling your home?

Make sure to have all final permit inspections & septic pumping done prior to your settlement. Don't forget to close out any outstanding zoning or building permits as well. If you are unsure if a permit has been closed, please call the Lower Windsor Township office at 717-244-6813 for verification.

## *Spring Tax Collector Sitings*

**Dawn R. Fitch, Tax Collector**

57 New Bridgeville Road (rear)

Wrightsville, PA 17368

Phone/Fax: 717-246-2751

drfitchtaxcollector@gmail.com

### 2025 Spring Sitings

**April 1<sup>st</sup>**- Lower Windsor Township Building, upper level, 5:00 - 7:00 p.m.

**April 3<sup>rd</sup>**- Susquehanna Area Senior Center, Lower Windsor Township Building, lower level, 11:00 - 1:00 p.m.

**April 10<sup>th</sup>**- Craley Fire Company from 5:00 - 7:00 p.m.

**April 12<sup>th</sup>** - Eastern York HS (PAC Lobby) 9:00 - 11:00 a.m.

### Office Sitings

57 New Bridgeville Rd.

**April 11<sup>th</sup>** - 8:00 a.m. - 12:00 p.m.

4:00 p.m. - 6:00 p.m.

**April 15<sup>th</sup>** - 8:00 a.m. - 12:00 p.m.

4:00 p.m. - 6:00 p.m.

**Call the office for an appointment and additional hours.**

**INTERNET CHECKS MUST INCLUDE BILL #'s**

**POSTMARK DATE, NOT CHECK DATE, DETERMINES WHEN TAX IS PAID.**

**NO POSTDATED CHECKS ACCEPTED!**

**NO EXCEPTIONS!**

**RETURNED CHECKS: A SERVICE FEE OF \$20 WILL BE CHARGED. PLEASE MAKE SURE YOUR PHONE NUMBER IS ON YOUR CHECK!**

**ALL CURRENT** real estate tax bills **UNPAID by December 31<sup>st</sup>**, will be turned over to the Tax Claim Bureau for collection. Additional penalties and interest will be added.

## A note about your taxes

If your taxes are escrowed, it is your responsibility to contact your mortgage company to see if they need a copy of your bill. All original tax bills are sent to the homeowner.

If you need a receipt, include the entire copy of your bill (taxpayer copy and tax collector copy) with a self-addressed, stamped envelope. I will stamp and sign the taxpayer copy and return it to you for you to use as a receipt. **If you do not include both copies of your bill with your self-addressed, stamped envelope, no receipt will be returned to you.** This needs to be done for both the county & township bill and the school bills.

I do not accept any personal checks after December 9<sup>th</sup>. Money orders and cashier's checks can still be mailed or put in the drop box beside the office door up until December 31<sup>st</sup>. I also accept credit card payments until December 31<sup>st</sup>. The website is **all-paid.com**. (please note: there is a non-refundable 2.95% fee that goes to the credit card company.) Cash can be brought to the office during office hours until December 31<sup>st</sup>. I do not recommend sending cash in the mail or putting it in the drop box.

**Please put your phone number on all payments. If there is a problem this is the quickest and easiest way for me to get in touch with you!!!**

Everyone in the township over the age of 18 and under the age of 65 are legally required to pay a school per capita tax. (some exceptions apply). If you have anyone in your household that is not receiving one, please contact me at my office.

**All payments should be made payable to: Dawn Fitch, Tax Collector.**