

**Windsor Township BOS Reorganization Meeting
Agenda
January 5, 2026**

CONVENE & TEMPORARY CHAIRMAN SELECTION
ORGANIZATIONAL ACTIVITIES:

1. Election of Chairman –
2. Election of Vice Chairman –
3. Accept Resignation Letter –
4. Appoint New Supervisor –
5. Swearing in New Supervisor –
6. Appointment of Secretary-Treasurer -
7. Motion to authorize -
to be the only authorize check signers on the M & T checking account.
8. Appointment of Roadmaster –
9. Appointment of Codes Enforcement Agency –
Approval of Fee Schedule
10. Appointment of Zoning Officer –
11. Appointment of Assistant Zoning Officer -
12. Appointment of Solicitor for the Board of Supervisor's –
Approval of Fee Schedule
13. Appointment of Solicitor for the Zoning Hearing Board –
Approval of Fee Schedule
14. Appointment of Zoning Hearing Board and Planning Commission members -
15. Appointment of Deputy Tax Collector –
16. Appointment of Engineer and Surveyor –
Approval of Fee Schedule
17. Appointment Primary SEO -
Approval of Fee Schedule
18. Appointment Secondary SEO -
Approval of Fee Schedule
19. Appointment of Planning Commission Consultant –
Approval of Fee Schedule
20. Appointment of Planning Commission Secretary –
21. Appointment of Vacancy Board Chairman -
22. Appointment of Fire Marshal –
23. Appointment of Emergency Management Coordinator –
24. Delinquent Tax Collector –
25. Selection of Depositories for Township Funds –
26. Determination of Meeting Times & Dates- 7 PM on the second -
of each month – Jan 2026 BOS business meeting -
27. Determination of the Amount of Treasurer's Bond-
28. Approval of Delegates for State Supervisors' Convention & Selection of the
Voting Delegate –
29. Motion to go into Executive Session to discuss personnel matters

30. Establishment of **Hourly Rates for Part Time employees, Salaries for Full Time employees** and Wages for Working Supervisors Determined by the Board of Auditors

1. Road Master Full Time Salary of \$XXXX.00 Bi weekly paid, this also includes health care insurance, with no dependents is also fully provided by the township.
2. Part time Secretary-Treasurer (30 hours a week) - \$XX.XX/hr.
3. Part time CDL driver (as needed) - \$XX.XX/hr.
4. Part time Equipment Operator and/or General Labor (as needed)- \$XX.XX/hr.
5. Part time CDL Snow Plow Driver (as needed) - \$XX.XX/hr.
6. Part time Working Supervisor (as needed) - \$XX.XX/hr.

PUBLIC COMMENT PERIOD:

JOB DESCRIPTIONS:

CHANGE IN CULTURE GOING FORWARD:

SUPERVISOR'S ROLE

SECRETARY-TREASURE ROLE

PROFESSIONAL SERVICES ROLE

ADJOURNMENT