

# **Windsor Township BOS Reorganization Meeting Agenda**

**January 5, 2026**

CONVENE & TEMPORARY CHAIRMAN SELECTION

ORGANIZATIONAL ACTIVITIES:

1. Election of Chairman – Jerry Davis
2. Election of Vice Chairman – Polly Hartman
3. Accept Resignation Letter – Craig Long
4. Appoint New Supervisor – George Rogosky
5. Swearing in New Supervisor - Geroge Rogosky
6. Appointment of Secretary-Treasurer – Jennifer Wassell- Bonser
7. Motion to authorize Davis, Hartman, Rogosky and Wassell-Bonser to be the only authorize check signers on the M & T checking account.
8. Appointment of Roadmaster – reappoint Ben Sonon
9. Appointment of Codes Enforcement Agency – RMW Inspection LLC  
Approval of Fee Schedule
10. Appointment of Zoning Officer – Ryan Wessner
11. Appointment of Assistant Zoning Officer – Matt Davenport
12. Appointment of Solicitor for the Board of Supervisor's – Masano/ Bradley  
Approval of Fee Schedule
13. Appointment of Solicitor for the Planning Commission - Masano/ Bradley  
Approval of Fee Schedule
14. Appointment of Solicitor for the Zoning Hearing Board – TBD
15. Appointment of Zoning Hearing Board and Planning Commission members.
  - Motion to reappoint Scott Thren to the Zoning Hearing Board. We need a person to replace George Rogosky -TBD
  - Motion to reappoint Kyle Hunsberger as an Alternate to the Planning Commission
16. Appointment of Deputy Tax Collector – reappoint Debra Heckman
17. Appointment of Engineer and Surveyor – Boyer Engineering Associates  
Approval of Fee Schedule
18. Appointment Primary SEO - H & B Site Services  
Approval of Fee Schedule
19. Appointment Secondary SEO - JB Environmental Services LLC,  
Approval of Fee Schedule
20. Appointment of Planning Commission Consultant – Boyer Engineering Associates
21. Appointment of Planning Commission Secretary – Jennifer Wassell- Bonser
22. Appointment of Vacancy Board Chairman – reappoint Kevin Hartman
23. Appointment of Fire Marshal – reappoint Troy Hatt
24. Appointment of Emergency Management Coordinator – reappoint Jerrod Emes
25. Delinquent Tax Collector – Berk's County Tax Claim Bureau
26. Selection of Depositories for Township Funds – The Pennsylvania Local Government Investment Trust (PLGIT) and M&T Bank

27. Determination of Meeting Times & Dates- 7 PM on the second Tuesday of each month – Special Jan 13<sup>th</sup> 2026 meeting.
28. Determination of the Amount of Treasurer's Bond-Recommendation \$750,000
29. Approval of Delegates for State Supervisors' Convention & Selection of the Voting Delegate – We will not be attending this year
  
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 Employee of \$2,225.00 Bi weekly pay, this includes health care insurance, with no dependents, is also fully provided by the township.
  2. Part time Secretary-Treasurer (30 hours a week) - \$23.00/hr.
  3. Part time CDL driver (as needed) - \$23.00/hr.
  4. Part time Equipment Operator and/or General Labor (as needed)- \$22.00/hr.
  5. Part time CDL Snow Plow Driver (as needed) - \$30.00/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

Motion to go into Executive Session to discuss personnel matters

ADJOURNMENT