

Lower Windsor Township



York County, PA

Established 1838

Spring/Summer 2024

Lower Windsor Township and FEMA Community Assistance Visit

**In January of this year, the Township successfully resolved
the FEMA Community Assistance Visit (CAV).**

We now move into the day-to-day enforcement of Floodplain Regulations and meeting FEMA's expectations for the future. As part of the resolution of the FEMA CAV we have come to an agreement to address the riverfront requirement for property owners to raise their electric meters and panels above the Base Flood Elevation (BFE). PPL is installing switches so that the grid along the river has the capacity to be powered down in emergency situations. Three devices are currently installed, two more are required. The Township Board of Supervisors has agreed to spend \$10,000 to install the two additional manual switches while we continue to seek grant funding for the full automation of all five switches, which will cost a total \$225,000 (5 @ \$45,000 each).

PLEASE NOTE: The decision to cut the power to any area will be a joint decision made by the Emergency Management Coordinator, Fire Chief, Police Chief, and the Township Manager, in emergency situations, and will **not** be made lightly.

Also, as part of this project, we will be making a concerted effort to pinpoint residents with access and functional needs, so that IF a high-water event is imminent and the power is cut off, those customers would be assisted in a timely manner. (See page 6 for the functional needs form.) We recommend all residents and lease holders sign up for our Savvy Citizen App for notification alerts.

Of course, it is our hope that with the innovative technologies and river monitoring that a deliberate power outage will never be needed, but feel it is the best remedy to the electric services that have been installed in violation of Ordinances over the last 40 years.

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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

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.

National Night Out

National Night Out was established by Matt Peskin in the western suburbs of Philadelphia, PA, and has been held annually since 1984. In the United States, the event is sponsored by the National Association of Town Watch. National Night Out began simply with neighbors turning on their porch lights and sitting in front of their homes. The first National Night Out involved 2.5 million residents across 400 communities in 23 states; while the National Night Out 2016 involved 38 million residents in 16,000 communities across the United States.

The Lower Windsor Township Police Department has taken part in National Night Out over the past few years and the officers and township staff enjoy it. We also extend this event to some of the local businesses and organizations to take part. This year's National Night Out is Tuesday, Aug. 6, 2024.

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 drainfield.
4. Once in the drainfield, 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 drainfield. Divert rain and surface water away from it. Plant trees and bushes away from the drainfield, 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.

Lower Windsor Area Historical Society



The Lower Windsor Area Historical Society’s mission is to document and preserve our local history and to educate others about our heritage. Toward this end we produce several newsletters a year with stories about local businesses,

schools, families, and other events. In addition, there are exhibits at the Martinsville Schoolhouse which functions as a museum of local history. The Schoolhouse Museum will be open on the third Sunday from 1-3 pm beginning April 21th through October 20th, other times by appointment or by chance. We have changing exhibits, so there is always something new to see. There are displays on local businesses, the cigar factories, local bands and sports teams, as well as information on Long Level and the Susquehanna & Tidewater Canal, and all the one-room schools in the township – and lots of class pictures – come find pictures of your ancestors. If you would like to visit the museum at other times, please call or email to make arrangements (717-246-8735; or HistSoc38@comcast.net). Also check us out on Facebook.

This year marks 70 years since the one-room schools in the township closed and Canadochly opened so we will have extra displays about the schools in the township. It also the 110th anniversary of “The Great Bull Run Flood”!

We are always looking for information and stories about local business and families, etc., so if you have information, artifacts, pictures or tales you would like to share or donate please contact us. We are especially interested in items from the 1950’s – 1980’s.

Crimewatch and Facebook

The police department would like to remind everyone that we do have a couple of social media outlets including Facebook, as well as our website via Crimewatch. The department releases arrest information to the public as a tool to inform the public and also to show our transparency. All arrests are public information and there is a disclaimer that includes that people are innocent until proven guilty. We also request that there is no slander or statements that are inflammatory. These comments will be removed and people will be banned from Facebook.

Happy 40th Birthday

Lower Windsor Twp Police Department!

2024 Appointments

Board of Supervisors:

George Yakubowski, Chairman; Phil Rohrbaugh, Vice – Chairman; Barry Strayer - Supervisor.

Board of Auditors:

Tina Robertson, Chair; Sue McKinsey Vice-Chair; and Michael Benes, Secretary

Zoning Hearing Board:

Chuck Barnes, Chair; Fred Uffelmann, Vice-Chair; Bill Neff, Secretary; Richard Kraus, Member; and Steve Kaufhold, Member.

Planning Commission:

Hollis Bedell, Chair; Kelly Skiptunas, Vice-Chair; Rachel Sollenberger, Secretary; Marzena Wolnikowski; Member, Becky Pfeiffer, Member.

Sewage Enforcement Officer:

Adam Anderson, Site Design Concepts.

Engineer: Adam Smith, C.S. Davidson

Zoning Hearing Board Solicitor:

Gavin Markey

Solicitor:

Andy Herrold

Zoning Officer:

Monica Love

Animal Enforcement:

Michelle Klugh, Klugh Animal Control Services

EMC:

Chris Eaton, Emergency Management Coordinator; Kurtis Timmer, Deputy

Tax Collector:

Dawn Fitch

Safety Committee:

Todd Taylor, Chair; Michelle Lutz, Secretary; Members; Chief Thomas, Sande Cunningham and Kyle Lentz.

First Day of Spring

Tuesday, March 19, 2024

First Day of Trout

Season

Saturday, April 6, 2024



Lower Windsor Twp Residents, Savvy Citizen® is now available!

Lower Windsor Township would like to introduce Savvy Citizen. Savvy Citizen is a free notification system for Apple and Android users that will enable the township to send information about important township news and events directly to residents’ mobile devices. Residents may access Savvy Citizen by downloading the smartphone app, visiting the website below or scanning the QR code with your phone’s camera.



For more info:
SavvyCitizenApp.com
Sign up and become a savvy citizen!



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.

Susquehanna Area Senior Center & Connect Community

The Susquehanna Area Senior Center supports senior adults by offering daily programs, social connections, access to services, and engaging events in a safe environment. It provides a welcoming space for adults aged 60 and above to share experiences and passions.

Our certified Silver Sneakers-trained teachers lead fitness programs, including Pickleball, shuffleboard, free throw basketball, and indoor and outdoor walking. If you enjoy singing, you can join "The Joy of Singing," a newly formed group that sings for fun and travels to other centers and nursing facilities. We also have guitar and other musical offerings. Bingo is held every Tuesday and Friday.

Have fun playing games, doing puzzles, or attending our special programs for entertainment, as well as our day and multiple-day trips. For more information, please visit our website or call us. We offer quilting, knitting, sewing, and other creative activities, too.

We also serve a free meal daily for those aged 60 and above from 10:15-11:15 AM. However, it is important to sign up at least two days in advance for meals. In addition, we have other food programs, including the Catholic Harvest Pantry and Senior Food Box Program. To register or for more information, please call the center at 717.244.0340 x1.

We regularly organize affordable day and multi-day trips to interesting and educational destinations, such as Williamsburg, Virginia Beach & Historic Norfolk, May 6-10, 2024 (deadline April 18), New Orleans (October 12-20, 2024), and Myrtle Beach (November 4-9, 2024).

Take advantage of our opportunities for socialization during lunch, musical programs, and visits to local attractions, museums, historical sites, and Veterans events. If you need transportation, it can be arranged through the Rabbit Transit Shared Ride Program.

2427 Craley Road, Wrightsville PA

717.244.0340

Patricia Wilkerson, Executive Director

Police Department

SHOP WITH A COP

The 2023 Shop With A Cop (SWAC) event was very well attended and almost every officer took part in this event that brings officers and members of the community together. This year we had 16 children out of the 20 selected take part in the event. What happens with this event is, once a child is selected, they come to the police department on the day of the SWAC. Local volunteers come to the department and supply breakfast to the children and families. The families are

then transported to the store (Target) and they shop with the police officers (if needed). Then, after shopping with the police officers everyone is bussed back to the police department. The Officers, Officer's families, Township Staff, Eastern York National Honor Society, and volunteers assist with the wrapping of gifts. The local catering company "Buser Farms" provides lunch for the families and volunteers. The Police Department is extremely lucky that local businesses and residents generously give funds for this event. Thank you to all who donate and volunteer, without you, this would not be possible.

Coffee with a Cop

When: Friday, April 26, 2024

Where: Lower Windsor Township Building (Police Training Room)

Time: 9-11am

National Night Out

When: Tue. August 6, 2024

Where: Rexroth Park

Time: 5-7pm

Welcome New Hires



Officer Michael Yeager - Officer Yeager came to the Lower Windsor Police department with experience from other departments. Officer Yeager started his police service in western Pennsylvania and retired from Masontown police department in 2021. Officer Yeager then started working most recently at the Fort Indiantown Gap Police Department and now with Lower Windsor Township Police Department.

Jaime Newcomer (part time office Admin) - Jaime was added to the admin team to assist with the increased amount of paperwork needed for the department (Molly Miller is NOT retiring). In the last couple of years we have had an increase in the amount of reports and information that needs to be preserved. Newcomer has worked as an administrative support, dispatcher, EMT and trainer in scope and NCIC. Newcomer is a Township resident and most recently worked at York and Berks County 911 dispatch centers.

Zoning Department

Hiring a Contractor

Once you hire a contractor, but three weeks BEFORE work is scheduled to begin, the homeowner or the contractor MUST apply for a permit. Building permits can take up to fifteen business days, because they are reviewed by a third party, Commonwealth Code Inspection Services, Inc.

If the contractor applies for the permit, the homeowner should ask the contractor for the permit, so that it may be posted in the window of the residence. If the contractor does not get a permit, the homeowner is still legally responsible to obtain one.

Please welcome our new Permit Assistant

Andrea Hodge was hired as the Permit Assistant in August 2023 to help with the record number of building and zoning permits received in 2023. Andrea has worked as admin support for residential builders, general contractors, and the travel tourism industry. Three generations of Andrea's family are Township residents. Her most recent positions were in hospitality.

Welcome Andrea.

Permit Questions

If you have a question as to whether a permit is needed for the work that is to be done, or if you have a problem with the actual permit, contact Zoning Officer, Monica Love, at 717-244-6813.

Swimming Pools

Any pool with the ability to hold water deeper than 24 inches requires a permit and inspection from Lower Windsor Township. This includes 'big box store' pool kits.

Consider the following building permit guidelines BEFORE you make a pool purchase.

- Swimming pools must be completely enclosed by a four foot high fence or wall with a self-closing locking gate. This does not apply to above ground pools having a minimum solid wall height of four feet and having a retractable ladder, or those having less than twenty-four inches of water. The fence or wall must be erected and inspected before the pool is filled with water.
- All pools shall be set back five 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 adjoining property.
- Pools MAY NOT use extension cords to connect the pump. A single twist-lock receptacle may be located between five and ten feet from the pool. A 120 volt convenience outlet shall be located within ten feet and twenty feet of the pool. All receptacles serving the pool and all outdoor receptacles shall be GFCI protected.

These regulations apply to all pools with water that is or can be 24" inches or deeper.

Trees and Shrubs

Bushes and trees along the roadway and sidewalks are required to be trimmed up fourteen feet high from the pavement or concrete. This allows traffic to use the full width of the street and keeps pedestrians on the sidewalk. Also, if your shrubs or plantings are near your neighbor's driveway, please trim them back to avoid unsafe conditions.

Township policy is to send a friendly request to trim the trees or shrubs away from the street or sidewalk. After a few weeks without action, you may get a notice of violation and even a fine. The trees and/or shrubs will be trimmed by the Highway Department (which may not be the prettiest result).

IMPORTANT REMINDERS:

Business Registry - Lower Windsor Township is updating its business registry. If you own a business, even a home business, contact Andrea Hodge Permit Assistant at 717-244-6813, to update your contact information and registry.

Email: ahodge@lowerwindsor.com

OLDS (On-Lot Disposal System)

Residents in septic pumping District #3 were notified via a postcard mailing in January, that 2024 is the year to have their septic systems pumped and inspected by December 31, 2024. If you did not receive a postcard and think you should have, please contact the Township office at 717-244-6813, to verify your pumping district.

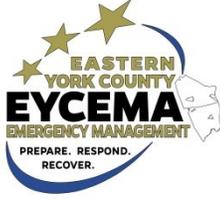
District # 3 consists of all properties west of Prayer Mission and Snyder Corner Roads and South of East Prospect Road. **Noncompliance WILL result in penalties!**

Election Day

The General Primary Election will take place on Tuesday, April 23, 2024. Polls open from 7:00 a.m. - 8:00 p.m.

Emergency Operations Center

Christopher Eaton, EMC
Cell: (717)968-7014
EYCEMA.DEPUTY@gmail.com



Emergency Operations Center

44 Walnut Springs Road
York, PA 17406
(717) 434-1307

Access and Functional Needs Registration

The Eastern York County Emergency Management Agency is in the process of updating our Access and Functional Needs registry. The registry is updated every two years. If you have registered previously please register again so we can ensure your information is correct.

The following categories are captured in the form:

- Physical disability, use of wheelchair, walker, etc.
- Visual impairment
- Hearing impairment
- Home Medical Care (oxygen, bed bound, etc.)
- Non-English speaker
- Intellectual and Developmental disabilities
- Group Homes
- Other

This registration is used to assist in community planning for mass evacuation. We also share the list with our first responder partner so that they are aware of those individuals that may need assistance during a disaster or localized emergency.

When you register, if you provide an email address, we will provide information that you can use to prepare for an emergency. Our goal is to assist you in preparing for 72 hours self-sustainment per the National recommendation. After we send you the information, we can assist you in developing contact lists and developing your 72 hour sustainment list.

This registry is voluntary. If you would like to register use this link to register electronically, <https://forms.gle/oQUCjzt6cmoc8d48A> If you want a paper form or have problems registering, contact EYCEMA at eyce-ma.deputy@gmail.com or call the Township @ 717-244-6813.

Highway Department

2024 Road Projects

The Road Master and Township Engineer have prepared their *proposed* list of road projects for 2024. As time and funds permit, the following work is anticipated in Lower Windsor Township.

Guide rail: Smyser Road

Road Work: Prayer Mission Road, Snyder Corner Road, Adams Road, Almoney Road, Cabin Creek Road

Signs: Snyder Corner Road

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.

Welcome to our Highway Department Alex Spence. Alex was hired onto the road crew in October 2023. Previous work positions for Alex include construction industry and he most recently worked for Horst Excavating. Alex and his family live in the Hellam area. Congratulations Alex on joining our crew.

East Prospect Fire Company

Upcoming Events:

Saturday, May 25th – Memorial Weekend Chicken BBQ held in conjunction with East Prospect Yard Sale Event. Serving begins at 11AM. Preorders recommended. Watch for details on our FB page.

Community Outreach:

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

We also have the green reflective signs available for purchase, the cost is \$15. Signs are rectangular and can hold up to 5 numbers printed on both sides. These signs are valuable to assist responders in locating your home quickly in an emergency. For either of these services please email 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 to fill out an application.

For either of these services please email secretary@ep42fc.org or call Linda Fauth @717-873-7140.

Eastern York Recreation Authority

March 19th marked the first day of spring, and with almost 500 registered for youth baseball, soccer and softball, players are ready to take the fields! This winter, EYRA added youth basketball (grades 3-6) to our schedule, and with 12 teams, our gym had an abundance of action. We also registered 60 for the Skill Builders (K-2) basketball program! New programs are being added this spring and summer. See the list of upcoming activities for the next few months.

Community Support -

It's hard to believe EYRA has been operating for over five years! We have accomplished so much, and our wish list continues to grow. The initial DCNR grant ended in December 2022. Thankful for the support from our contributing municipalities - Hallam Borough, Hellam Township and Lower Windsor Township – and the continued community support, the momentum continues. We are grateful for recent assistance from Berkshire/Hathaway, Brookfield Renewable, Church of the Open Door, Columbia Fraternal Assoc., Cornwell Tools, Cycle Works, Den's Service Center, DICK'S Sporting Goods, Flinchbaugh's Market, Giant Co., Give Local York, GoodSports, The Groff Family, Hellam Township, KRB Machinery, Nathan Kauffman Farming, Pitch In for Baseball & Softball, Republic Services, River Supply, Sheetz, Susquehanna Dodge, Tomlinson Bomberger, UPMC, Wecker's Flooring, WeeUsables Consignment, Wrightsville Social Club, Yorklyn Construction, York County, and anonymous donors to provide the benefits of recreation. Monetary and in-kind donations and grants helped fund a new playground at Barshinger Fields, softball trophy collection, new shed roof, sports equipment, new lines on the Lower Windsor Township gym floor, and fresh paint to the softball dugouts at Rexroth Park.

For the third year, we will be participating in Give Local York (GLY) on May 2 and 3. Please consider supporting EYRA during this annual campaign at www.givelocalyork.org. Every dollar donated will be enhanced with bonus funds provided by GLY sponsors - making donor dollars stretch further! Donations are also appreciated throughout the year at www.gly365.org.

Lower Windsor Township
2024 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 15- 20, 2024.**

TIMES: Mon thru Fri, 7:00 a.m. - 3:30 p.m. Sat, 7:00 a.m. - 9:30 a.m. at Modern Landfill, 4400 Mt. Pisgah Road.

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

Mark Your Calendar.

Visit www.easternyorkrec.com for program descriptions, fees & registration information.

Early April – Fall '24/Spring '25 Soccer Registration & Evaluations

- April 3 – EYRA Board Meeting
- April 6 – Opening Day of Baseball
- May 1 – EYRA Board Meeting
- May 1 – Hellam Horseshoe League Begins
- May 2 & 3 – Give Local York
- May 6 – Beginner/Improver Line Dancing
- June 3 – Improver Line Dancing Workshop
- June 4 – 7 – Soccer Camp (u13+)**
- June 5 – EYRA Board Meeting
- June 7 – Candy Picasso Class (Ages 5-13)
- June 7 – Youth Field Hockey Clinic (K-6)
- June 11 – Charcuterie Boards (Ages 18+)

June 11 – 14 – Soccer Camp (u9-u12)

- Late June – Fall Baseball & Softball Registration
- July 19 – Youth Field Hockey Clinic (K-6)
- August 9 – Youth Field Hockey Clinic (K-6)
- TBD – Porch Leaner Boards and also Ceramics.**

The Township offices will be closed on the following dates:

March 29, May 27, July 4, and September 2, 2024.

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 13, 2024. 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. **ITEMS WILL NOT BE ACCEPTED AT ANY OTHER TIME.**

Can Emergency Services see your Building Number?

In 2008 the BOS passed an Ordinance requiring all buildings to have an address to post and maintain the street number on the building. These numbers must be no less than 4' high and of contrasting color and located so they are visible from the road. Reflective is best.

On buildings more than 100 ft from the road or where landscaping conceals them, the numbers must be posted at the end of the driveway nearest the road. Where more than one building is located along a private road or access drive, each address must be posted at the entrance of the street **and** at each individual drive or front yard.

See a Dead Deer?

Starting March 1, 2024, if you see a dead deer on your property or roadway, please contact Tom Marsh at 484-571-2092 or email marshwildlifemanagement@gmail.com. There is no charge for removal as it is part of the PA State Game Commission program.

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

2024 Spring Sitings

April 2 - Lower Windsor Township Building, upper level, 5:00 - 7:00 p.m.

April 4 - Susquehanna Area Senior Center, Lower Windsor Township Building, lower level, 11:00—1:00 p.m.

April 11 - Craley Fire Company from 5-7pm

April 13 - Eastern York HS (PAC Lobby) 9-11am

Office Sitings

57 New Bridgeville Rd.

April 12 - 8:00 a.m. - 12:00 p.m.
4:00 p.m. - 6:00 p.m.

April 15 - 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.

2024 Fall Sitting Schedule

Lower Windsor Township Building

Tuesday, August 20th
5-7 pm

Susquehanna Senior Center

Thursday, August 22nd
11 am-1 pm

Eastern York High School (pac lobby)

Saturday, August 24th
9-11 am

Craley Community Fire Company

Thursday, August 29th
5-7 pm

Additional office hours (my office)

July 31st; August 28th & 30th
September 30th; October 25th
November 29th; December 30th
8 am-12 pm & 4-6 pm
Saturday, December 28th
9-11 am

**Make checks payable to:
Dawn R. Fitch, Tax Collector**

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 9th. Money orders and cashier's checks can still be mailed or put in the drop box beside the office door up until December 31st. I also accept credit card payments until December 31st. 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 31st. 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