

**LOWER WINDSOR TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2024 – 01

AN ORDINANCE OF LOWER WINDSOR TOWNSHIP, YORK COUNTY, PENNSYLVANIA, AMENDING THE CODE OF LOWER WINDSOR TOWNSHIP BY REPEALING ARTICLE II [TAX CERTIFICATION FEE] AND ARTICLE III [FEE FOR DUPLICATE TAX BILL] OF CHAPTER 415 [TAXATION] OF THE CODE OF LOWER WINDSOR TOWNSHIP AND REPLACING IT WITH A NEW ARTICLE II ENTITLED “SERVICE CHARGE FEES”, ESTABLISHING SERVICE CHARGE FEES FOR TAX COLLECTOR WRITTEN CERTIFICATIONS AS TO THE PAYMENT STATUS OF REAL ESTATE TAXES FOR TOWNSHIP LANDS, ESTABLISHING FEES FOR RETURN CHECK CHARGES, AND ESTABLISHING A FEE FOR THE MAILING OF DUPLICATE TAX BILLS.

WHEREAS, Lower Windsor Township, York County, Pennsylvania (“Township”) is a Township of the Second Class duly organized and existing under the Second Class Township Code (“SCTC”); and,

WHEREAS, the Township has adopted the Code of Ordinances of the Township of Lower Windsor (“Code”); and

WHEREAS, the Board of Supervisors (the “Board”) of the Township previously enacted Chapter 415 [Taxation], Article II [Tax Certification Fee] and Article III [Fee for Duplicate Tax Bill] of the Code to provide for procedures and fees related to tax certifications and the preparation and mailing of duplicate tax; and

WHEREAS, the Board wishes to amend the title of Chapter 415, to incorporate all administrative fees in a singular Article; and

WHEREAS, the Board intends to amend Chapter 415, Article III to include fee

provisions for duplicate tax bills, duplicate tax payments receipt, and returned checks in order to offset Township Tax Collector expenses in handling and processing the same; and

WHEREAS, the Township, by and through its duly elected Board of Supervisors, deems the fees or charges hereinafter mentioned to be fair, reasonable and necessary for the ongoing proper management, care, and control of the Township and its finances; and

WHEREAS, the Board intends to adopt and amend such fees from time to time by resolution.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED as follows:

- 1) The Code of Lower Windsor Township is hereby amended by deleting and repealing in its entirety Chapter 415, Article II, entitled "Tax Certification Fee".
- 2) The Code of Lower Windsor Township is hereby amended by deleting and repealing in its entirety Chapter 415, Article III, entitled "Fee for Duplicate Tax Bill".
- 3) The Code of Lower Windsor Township is hereby amended by adding thereto a new Chapter 415, Article II, entitled "Administrative and Service Fees" to read as follows:

Article II

ADMINISTRATIVE AND SERVICE FEES

§ 415-16. Fee for Tax Collector's Written Certification of Reality Tax

Payment Status for Lands Situate in Lower Windsor Township.

- A. Lower Windsor Township hereby imposes a service fee of \$25.00 per written certification to be assessed to each person, firm, or corporation requesting a written tax certification from the Township Tax Collector verifying the payment status of real estate taxes levied upon the owners of Township realty.

- B. The service fee mentioned in §415-16(A), above shall be payable directly to the Lower Windsor Township Tax Collector.
- C. The service fee mentioned in paragraph §415-16(A) above, may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.

§ 415-17. Return Check Fees.

- A. Lower Windsor Township hereby imposes a fee of \$20.00 per check returned by a payee bank and due to said bank's failure to honor and pay to the Township Tax Collector the amount of such check. This fee shall be in addition to any bank service charges imposed upon the Tax Collector of Lower Windsor Township as a result of any such returned check. The fees detailed here in shall be assessed against the person, firm, or corporation issuing such check.
- B. The service fee mentioned in §415-17(A) above shall be payable directly to the Lower Windsor Township Tax Collector.
- C. The service fee mentioned in paragraph §415-17(A) above may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.

§ 415-18. Duplicate Tax Bill Fees.

- A. Lower Windsor Township hereby imposes a service fee of \$5.00 per duplicate tax bill issued by the Township Tax Collector.
- B. The service fee mentioned in §415-18(A) above shall be payable directly to the Lower Windsor Township Tax Collector.
- C. The service fee mentioned in paragraph §415-18(A) above may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.

§ 415-19. Duplicate Tax Payment Receipts.

- A. Lower Windsor Township hereby imposes a service fee of \$5.00 per duplicate tax receipt issued by the Township Tax Collector.
- B. The service fee mentioned in §415-19(A) above shall be payable directly to the Lower Windsor Township Tax Collector.

C. The service fee mentioned in paragraph §415-19(A) above may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.

§ 415-20. Reserved

4) **Effective Date.** This Ordinance shall become effective five days following its adoption.

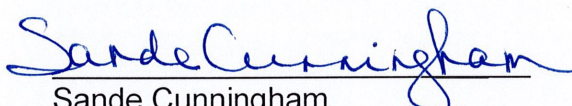
5) **Repealer.** In the event that this Ordinance shall be in conflict with any other duly adopted Ordinance of the Township, or section of the Code, it is hereby ordained that this Ordinance shall govern.

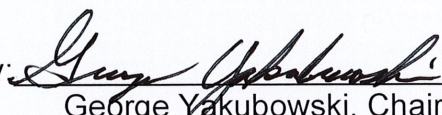
6) **Severability.** In the event any provision, section, sentence, clause or part of this Ordinance shall be held by any Court or administrative tribunal of competent jurisdiction to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of the Ordinance, it being the intent of the Township that such remainder shall be and shall remain in full force and effect.

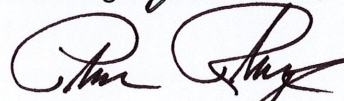
ENACTED AND ORDAINED this 13th day of June, 2024.

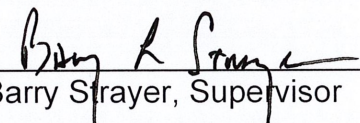
ATTEST:

**LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS**


Sande Cunningham,
Township Manager

By: 
George Yakubowski, Chairman

By: 
Phil Rohrbaugh, Vice Chairman

By: 
Barry Strayer, Supervisor