

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
2010 PRE-BUDGET WORKSHOP AND MEETING WITH PUBLIC WORKS EMPLOYEES

September 22, 2009

The meeting was called to order by Chairman Paul Smith at 12:33 p.m. at the Windsor Township Public Works Building located at 970 White Oak Rd., Windsor.

Those present: Paul Smith, Jan Smith, Dean Heffner, Jennifer Gunnet and Jeremy Trout.

Mrs. Gunnet advised that she obtained clarification on the cost for the Township Engineer to update the Act 537 Plan. The total cost of the project is estimated at \$115,980. Of that total, \$91,180 is engineering costs. The balance is for sampling and testing of wells, etc.

There was a lengthy discussion on how expected revenues and expenditures in each of the funds compare to the budgeted amounts. It was noted that the ambulance contracts with Yoe Ambulance and Red Lion Ambulance expire in 2010. Negotiations will need to take place next year.

Mr. Trout asked about the hiring of a third person for the Sewer Department. He noted that there is some work that is not getting done because of not having enough time. It was the consensus of the Board that it would not be included in the 2010 budget and be reconsidered in 2011. The Board also advised that the third employee, when hired, would be an unskilled person.

Mrs. Gunnet advised that she received information from Chief Gross that the preliminary budget figure for the York Area Regional Police for 2010 is \$1,336,426. This is a 4.7% increase over 2009. It was the consensus of the Board that a letter be sent to Chief Gross asking that they trim expenditures from the preliminary budget to keep it in line with the 2009 figure as a 4.7% increase is unacceptable.

The quarterly sewer rental rate was discussed. Mrs. Gunnet advised that the rate has been at \$90 per quarter since February of 2008. At a recent Springettsbury Township Users Group meeting, Springettsbury Township advised that their proposed 2010 budget for the wastewater treatment plant has increased by 14%. This increase is due to the mandated updates to the treatment plant that are required by the Chesapeake Bay Strategy. She added that Springettsbury Township still has funds left over from the original borrowing for the improvements but will have to borrow an additional \$21million. There was a lengthy discussion on whether to increase the quarterly sewer rental. It was the consensus of the Board to increase the quarterly rate to \$95 effective with the February 1, 2010 billing.

At 2:05 p.m., the pre-budget workshop recessed and the meeting with the Public Works employees began. The Public Works employees present were: Mark Livingston, Ron Howard, Lonnie Miller, Jeff Player, Rick Dietz, Mike Diehl, Joe Kerchner, James O'Dell (2:35) and Troy Dehoff (2:35).

There was a brief discussion regarding the Open House being held on October 3rd. All of the employees will be in attendance.

Mr. P. Smith asked the Board members if they had anything that they wished to discuss with the Public Works employees. No one did. He then asked if the Public Works employees had anything they wished to discuss.

Rick Dietz advised that the beds on the GMC and 1997 F350 trucks are rusting at the splash guards. He added that the 1997 F350 has had engine issues in the past. It has been repaired previously but the issues are returning. It was asked if only the splash guards need to be replaced or the entire bed. Mr. Dietz advised that they would not know that until they cut the splash guards off. Mr. P. Smith asked that the vehicle maintenance reports be printed. The Board asked that quotes be gotten to purchase a bed only and also to purchase the bed and have it installed. It was noted that the International truck will be in the same situation.

Mr. Diehl thanked the Board for authorizing the purchase of the skid loader and accessories. Mr. J. Smith asked how long it would be until delivery. Mr. Trout advised that Cleveland Brothers sold the machine that we had for the demonstration. They will need to order another one or get one from another dealer. He is waiting to hear back on when delivery will be.

Mr. Diehl asked how funds are deposited into the Vehicle & Equipment Fund. Mrs. Gunnet explained that there is a set list of accounts in General Fund that have the difference between what was spent and the budget amount transferred to the Vehicle and Equipment Fund. This will vary every year and some years there may not be a transfer if those designated accounts are over budget.

There was a discussion on traveling to another municipality to view a leaf loader in operation. Mr. Trout advised that he will do as much as he can to coordinate dates/times with the Board members. Mr. J. Smith asked the employees which style of leaf loader they think will work best for the Township. It was the consensus of the employees that the one offered by ODB would be better than the one where the beds can be swapped. It was noted that if another bed and plow are put on it, all of the hydraulics will be susceptible to damages caused by salt. They added that the chipper door that is on the vehicle from ODB would be useful when they are tree trimming instead of removing a chipper from another vehicle.

Mr. P. Smith asked that a daily log of the number of loads of leaves collected be maintained during this year's collection season.

Mr. P. Smith asked if the Public Works employees were aware of the letter that was received from the Bethlehem Cemetery Association regarding the stormwater improvements that were completed at the intersection of Bethlehem Church Rd. and Springvale Rd. They advised that they were.

It was noted that the warranty inspection for the Public Works Building will take place on October 1st. It was asked if the employees were aware of any issues regarding the building. Mr. Dietz advised that when they are using the welder or the plasma cutter, they are kicking out the breaker. In checking, he found that a 30 amp breaker was installed and it should have been a 50

amp. Mrs. Gunnet advised that she will check the minutes from the design meetings to see if there was a discussion on what amp breaker was to be used. They added that the cover on one of the outside lights will not remain on. Mr. Trout advised that he has that on a list that he has already compiled.

Mr. J. Smith asked how mowing along the roads went this summer. Several of the employees stated that letting the weeds get higher took more time to mow and caused issues with the mowers. Mr. Heffner stated that he feels the height of the grass should be considered and not the number of times it is mowed.

Mr. O'Dell discussed with the Board the possibility of hiring a third person for the Sewer Department. Mr. P. Smith advised that this had been discussed during the pre-budget workshop but would not be in the 2010 budget. He added that it would be reconsidered for the 2011 budget but that person would be classified as unskilled.

A question was asked why the Board has requested to see a schedule of work that is planned for the week when they don't usually stick to it because of other issues that come up. Mr. P. Smith advised that maybe instead of a schedule it should be a report. He added that it is not a problem if they do not adhere to the schedules.

Mr. J. Smith advised that he appreciates the involvement of all of the Public Works employees that has occurred within the past year. He added that their input has been very valuable. Both Mr. P. Smith and Mr. Heffner agreed.

Mr. Trout stated that he agreed with the Board and added that the Public Works employees have been very professional while working on road projects. He also added that the Sewer employees have also done a lot of maintenance at the pump stations and are taking the initiative to trouble shoot potential problems.

At 2:53 p.m., the Public Works employees left the meeting and the Board reopened the pre-budget workshop.

Mr. Trout advised that the Board has information on the replacement of the Husson Rd. bridge in conjunction with North Hopewell Township. He noted that North Hopewell Township would like to do the project with local forces. The estimated construction time is four weeks. There was a discussion on whether the Public Works Dept. should be tied up for that period of time with one project. The Board asked that Mr. Trout get an estimate of what the costs would be should the project be bid to compare with the cost of using local forces.

The proposed road projects were discussed. It was the consensus of the Board that more oil and chip should be done as a cost savings measure compared to blacktopping the streets. Mrs. Gunnet advised that she contacted PennDOT Municipal Services to see if the mileage figure for

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2010 has been calculated for the liquid fuels monies. She was advised that it had not but should be close to the 2009 rate.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary