

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 7, 2014 Continuation of September 15, 2014 Recessed Meeting

The meeting of the Windsor Township Board of Supervisors was reconvened at 6:05 p.m. by Chairman Dean Heffner.

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist, Jeremy Trout and Jennifer Gunnet.

Mrs. Gunnet advised that she had been asked if the Emergency Management Department volunteers were covered under the Township's workmen's compensation policy. Upon researching this, she found that Act 182 of 2002 declared that local coordinators of emergency management are to be considered Township employees and are entitled to receive compensation if injured while actually engaged in his/her duties as Emergency Management Coordinator. The balance of his volunteer staff are not covered. Mrs. Gunnet had contacted our insurance agent and was advised that there is a Municipal Volunteer Workers Accident Insurance Program available to provide coverage to the remainder of staff. The insurance program is not a true workmen's compensation policy but a disability, accidental death/dismemberment and medical expense policy. It was the consensus of the Board to provide this coverage at a cost of \$1,020 per year effective immediately.

There was a lengthy discussion on the information pertaining to the proposed 2015 budget. Below is a listing of some of the matters discussed:

- The software for the HVAC system was discussed. Due to the system being obsolete, a quote will be obtained for new software.
- The 2015 health insurance rates were received. Our premiums are increasing by 1.4%. Mrs. Gunnet added that the Health Reimbursement Account is still working well.
- The upgrading of the concession stand at Freysville Park was discussed. It was noted that a license and inspections would be required. The concession stand would be treated like any retail food establishment. It was the consensus of the Board to continue selling only pre-packaged products.
- Police coverage by the York Area Regional Police Department is increasing by 11.27% for 2015. This amounts to an increase of \$175,770.
- The York Area Regional Police Department mailed letters requesting donations toward the cost of purchasing AED units for the police cars. The Board agreed to fund one (1) AED unit at the cost of \$2,200.
- Donations toward the ambulance companies and the 4th of July fireworks will remain the same for 2015.
- The GIS work approved through C.S. Davidson was discussed. The budget limits for 2014 will be met with the additional costs being budgeted in 2015.
- There was a discussion on meeting the Penna. Department of Environmental Protection MS4 regulations. It was noted that an intern may be needed to do data entry. Another

compliance issue is the cleaning of inlets and pipes on Township roads. The removal of debris has to be documented by weight. Information on a pull behind vacuum trailer was discussed. Mr. Heffner asked if every inlet and pipe needed to be cleaned every year. He was advised that the Township would be divided into sections and a section would be cleaned each year. It was noted that documentation is also needed if an inlet or pipe is cleaned before or after a storm event. The purchase is to be included in the 2015 budget.

- The construction of a garage/carport at the Administrative Office was discussed. It was the consensus of the Board to investigate the cost of a carport.
- Mrs. Gunnet advised that the 18 month time between wage increases is due in April of 2015. It was the consensus of the Board that the average increase would be 2%.
- The maximum amount of sick days that can be accumulated is 150. The Board had tabled this discussion previously and asked that Mrs. Gunnet provide them with some options. It was the consensus of the Board to amend the personnel policy to provide two (2) additional personal days when the maximum amount of sick days is exceeded by 1/2 a day to five (5) days and three (3) additional personal days when the maximum amount of sick days is exceeded by 5 1/2 days to ten (10) days. A resolution will be prepared.
- The frequency of publishing newsletters was discussed. It was the consensus of the Board to mail a newsletter in the fall of each year to all households.
- Mrs. Gunnet requested permission to transfer a portion of the interest earned in the Solid Waste Fund to General Fund to help offset the potential increase in expenditures.
- During last winter, there was a heating problem at the Public Works Building as cold radiated from the concrete block walls. Estimates will be obtained to insulate the exterior walls in the lunch room and office areas.
- Repair of the end wall on Barshinger Rd. was discussed. Mr. Trout noted that he had budgeted \$14,000 in 2014 for the repair. The quotes he obtained were for well in excess of that amount. It was the consensus of the Board to carry the \$14,000 over to the 2015 budget and increase the amount accordingly to equal the quotes.
- Mr. Trout discussed the purchase of several vehicles and pieces of equipment. The Board was hopeful that the DEP 902 Grant for the purchase of the one man leaf truck will be approved. In the meantime, half of the purchase price is to be budgeted in 2015 with the balance budgeted in 2016. Mr. Trout will obtain costs to replace the 2003 Suzuki Vitara with either an Explorer style vehicle or small pick-up truck. The replacement of the Bandit chipper, 2000 F450 dump truck and F250 crew cab will be delayed until 2016.
- Funds to oil and chip roads will again be budgeted from General Fund.
- 2015 will be Year 4 of the Pump Station Rehabilitation Plan.
- The loan from the Solid Waste Fund to the Sewer Reserve Fund was discussed. It was the consensus of the Board that the interest rate for the loan would be 2% with a term of 30 years.
- There was discussion regarding the expansion of the walking trail and purchase of additional playground equipment at Freysville Park. Mrs. Gunnet noted that the Recreation Fund balance would not support these expenditures.

- The disposal of the brush collected during the woody waste collections was discussed. The brush is currently stockpiled at an off-site storage site approved by PennDEP. It is then picked up by H&H Excavating, who is a PennDEP approved recycling facility, and ground into mulch. Mr. Trout presented information on a "Beast" grinder. It was also noted that portable scales would be needed as the ground brush needs to be weighed in order for the Township to get credit for it being recycled. The purchase of both the "Beast" and portable scale was delayed until 2016.
- Mrs. Gunnet advised that the estimated amount of Liquid Fuels Funds for 2015 has not been received yet. The amount received in 2014 will be used for the 2015 budget.

Since there were no citizens present, Mr. Heffner did not ask if there was any public comment.

Mr. Heffner asked the Board members if they had any additional comments. No one did.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary