

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Budget Workshop

November 2, 2015

The meeting of the Windsor Township Board of Supervisors was called to order at 6:00 p.m. by Chairman Dean Heffner.

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

Mrs. Gunnet distributed copies of an invitation from the Leo Independent Fire Company for their appreciation dinner on Saturday, November 21, 2015. She asked that the Board let her know if they are able to attend.

The Board was given information prepared by Atty. Rausch regarding a possible amendment to our Personnel Policy pertaining to sick leave. The change would be that if an employee used all of his/her allowable leave in a calendar year, then any additional time off for sickness shall be without pay and will be considered absenteeism and subject to disciplinary action regardless of whether or not a statement from a physician is provided. A discussion followed. The question was asked how this applies to someone on extended sick leave due to a non-work injury or illness. Mrs. Gunnet advised that the section on "Unpaid Absences" addresses extended sick leave. The amendment would apply once that employee was released to return to work with no restrictions. It was the consensus to prepare a resolution for adoption at the next meeting.

There was a lengthy discussion on the information pertaining to the proposed 2016 budget. Below is a listing of some of the matters discussed:

- The proposed budget does not reflect an increase in the real estate tax or fire hydrant tax.
- The increased office co-pays as suggested at the previous budget meeting were given to Benecon. With the increased office co-pays, the health insurance premiums would increase by 2.5% instead of the 4% increase with the current co-pay amounts. It was the consensus of the Board to proceed with increasing the office co-pays.
- Various capital purchases were discussed. It was questioned whether smaller pieces of equipment could be purchased. Mr. Trout will check into this. It was noted that construction of a garage at the Administration Building and enclosing the salt bin at the Bahn's Mill facility are not repair items and could be paid from the Capital Reserve Fund. The Board agreed that these items would be paid from the Capital Reserve Fund.
- As noted at the pre-budget meeting, the York Area Regional Police Commission is trying to not have an increase for 2016. This will be determined at the November meeting of the Commission.
- Mrs. Gunnet distributed a quote from another vendor for a Building Permit Program. She thought that this program was preferred and will consult with the Zoning Department and make the needed change to the budget.

- The budget amounts in the Sewer Reserve Fund reflect the quarterly invoice increase to \$112.00 effective February 1, 2016.
- At the pre-budget workshop, there was discussion regarding the purchase of a utility billing package. Mrs. Gunnet provided the Board with a five year cost comparison if we continue outsourcing the data entry and the two (2) utility billing program quotes that were received. She noted that the staff liked the Muni-Link program best. The budget will reflect this.
- It was pointed out that changing our electric generation company to Direct Energy being administered through APPI has resulted in a substantial savings.
- The costs for the elimination of the Beaverson Pump Station have been included in the 2016 budget. Due to permit delays and purchasing of right-of-ways, this project will not start in 2015 but hopefully will get underway in 2016.
- 2016 will be Year 5 of the 7 Year Sewer Pump Station Rehabilitation Plan. We are still operating one (1) year behind.
- There was a discussion regarding the blended rate per ton being paid by Republic Services. It was the consensus of the Board to have 8% of the Host Community funds received from Republic Services be deposited into the Capital Reserve Fund in lieu of the previous out-of-state waste fee.
- Mrs. Gunnet reported that the reimbursement paperwork for the DEP 902 Grant has been submitted. Hopefully the funds will be received in 2015.
- It was noted that there are several line items in the proposed budget that may change depending on when Republic Services will make various payments. Mark Pedersen of Republic Services advised that he will let me know as soon as he knows when the payments will be made.

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 7:46 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary