

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 9, 2018

The meeting of the Windsor Township Board of Supervisors was called to order at 1:00 p.m. by Chairman Dean Heffner.

Those present: Dean Heffner, Kathy Kerchner, Rodney Sechrist (1:05), Jennifer Gunnet and Jeremy Trout.

There was a lengthy discussion on the proposed 2019 budget. Below is a listing of some of the matters discussed:

- The tax increase for 2018 appears to be sufficient to cover the added expenses for police and fire protection as well as the fees from the York County Stormwater Consortium.
- The Fire Tax was discussed. During the 2018 Budget discussions, the Board had considered the millage rate for the tax at .15 mils. That would be \$15.00 on a property assessed at \$100,000. This tax is anticipated to generate approximately \$160,000. These funds would be deposited into General Fund and used to offset fire company contract costs.
- The 2019 health insurance premium increase was received last week. The increase is 6% which is less than the 2018 increase. The employees pay 9% of the COBRA rate as a payroll deduction. As of July 31, 2018, our claim surplus is \$72,000.
- The 2019 draft budget for the York Area Regional Police Department is proposing a 5.5% increase. There was a discussion as to the Township using more police hours than we are paying for. Chief Damon is recommending that the Township increase our PPUs from 40.5 units to 42 units. It was the consensus of the Board to increase the PPUs to 42 units.
- The 2019 draft budget for the Windsor Area Recreation Commission indicates a 2% increase.
- A new three (3) contract with each of the six (6) fire companies was signed in 2018 with the new contribution amounts taking effect in 2019. The new contracts also create a yearly scholarship program where two (2) \$1000 scholarships are awarded.
- The contribution to the Red Lion Ambulance and the York Regional Emergency Medical Services is to increase by 2%.
- It was noted that in accordance with the 18 month interval between wage increases, the next wage increase will take place in October of 2019. It was the consensus of the Board that the increase would be budgeted at an average of 2.5%.
- The donation for 4th of July fireworks was discussed. It was noted that the Township had contributed \$ 1,000 in 2018. It was consensus to increase this to \$1,200 in 2019.
- 2018 was the first year for the new MS4 fee, which is \$118,000. This amount will continue for a five (5) year period.
- Klugh Animal Control has submitted their contract for 2019. The contract indicates a \$1.00/hr. rate increase.

- The donations for the Golden Community Center, Susquehanna Senior Center, Community Outreach and Kaltreider-Benfer Library were discussed. An increase will be allocated to all.
- In 2018, the knox box system in the fire equipment was upgraded. The fire companies are requesting that a knox box be budgeted for their command vehicles. The Board approved the inclusion of this for the five (5) fire companies that have a first due area within the Township.
- In 2018, it was discussed that the 1998 GMC dump truck may need to be replaced as there is a frame issue and it may not pass inspection. It did pass inspection but the same issues are present this year. It was the consensus of the Board to purchase a new dump truck but not a new backhoe.
- Maintenance to the Administrative Building is underway. New chairs and possibly a couple more filing cabinets may be needed.
- The Fire Hydrant real estate tax millage will remain at .1 mills.
- The Vehicle & Equipment Fund was discussed. Mrs. Kerchner suggested that the funds received from the sale of equipment be deposited into this fund. Both Mr. Heffner and Mr. Sechrist agreed with the suggestion.
- Mrs. Gunnet advised that the 2019 Budget will have a new line item in the Sewer Reserve Fund for the late fee.
- At this point, construction on the East York Interceptor has been completed. With the wet weather, the contractor is behind on restoration. The Beaverson Pump Station has been partially dismantled. Buchart-Horn is hopeful that the contractor will complete all of the required work in 2018 which would allow a settlement to occur. We will know if this will occur closer to the date of the next budget meeting.
- The elimination of the Windsor Manor Pump Station was discussed. Mrs. Gunnet advised that she is waiting for a revised cost estimate from C.S. Davidson.
- The quarterly sewer bill was last increased in February of 2016. Mrs. Gunnet is recommending that there be an increase to the quarterly sewer bill. There was a discussion on the amount. It was suggested that the increase be \$3.00/EDU.
- 2018 is Year 7 of the 7 Year Rehabilitation Plan. However, due to various delays, it is not been completed in seven (7) years. 2018 is the 7th and last year that a transfer will be made from the Sewer Reserve Fund to the Sewer Capital Improvements Fund. In future years, the rehabilitation expenses will be paid from the Sewer Capital Improvements Fund.
- There was a discussion on the purchase of a vac truck from the Sewer Reserve Fund. The cost of the vac truck is equal to the yearly cost of lining manholes and mains. It is being proposed that no lining would be undertaken in 2019 and that those funds be used for the purchase of the vac truck. It was noted that the vac truck could also be used by the Highway Department to clean inlets and clogged stormwater pipes to assist with our MS4 requirements. The Board was concerned about the operation of the vac truck and felt that operation of the truck should be limited to those individuals that have undergone the

necessary training. Mr. Trout was given the discretion to decide who those individuals should be.

- The elimination of the Windsor Manor Pump Station is planned for 2019. We are waiting for the cost estimate from C.S. Davidson.
- As mentioned before, all of the remaining pump station rehabilitation projects will be paid from the Sewer Capital Improvements Fund in 2019.
- With the help of Representative Saylor, the proposed Community Center is listed as a possible project in the State Capital Budget. In order for the project to be approved in 2019, it needs to be shovel ready by May 2019. It was the consensus of all those present that this isn't possible. We don't want to rush into something and not have it be the way we want. Also, Windsor Area Recreation Commission is not able to operate a community center at this time. Mrs. Gunnet advised that she is waiting for a budget figure from C.S. Davidson on design and land development costs. It was the consensus of the Board that the engineering costs would be paid from the Capital Reserve Fund.
- The addition of the left turn lane at Ness and Windsor Rds. is still underway. All of the right-of-ways have been obtained with the exception of one. The remaining property owner is scheduled to sign off later this week. The cost of the project will be split between the Red Lion Area School District, Keystone Custom Homes and the Township. Keystone Custom Homes will be responsible for construction.
- The work on the ADA doors through the CDBG may not be completed in 2018. A portion of the costs will need to be carried over to 2019.
- Paving of the parking lots at the Administrative Office and Freysville Park were discussed. Mr. Trout felt that the paving of the parking lot at Freysville Park could be completed with the assistance of Lower Windsor Township. It was the consensus of the Board to repair the areas of the parking lot at the Administrative Office and possibly pave the parking lot in 2020.
- Mrs. Gunnet advised that \$9500 was budgeted in 2018 for the replacement of the camera system at Freysville Park. The work has not been completed. It was the consensus of the Board to not pursue this.
- The host community fees paid by Modern Landfill are more than anticipated.
- Earlier this year the Township applied for a PennDEP 902 grant to purchase a one-man leaf truck. The announcement is anticipated to be made within the next couple of weeks. Our share of the purchase price will need to be budgeted should we be awarded the grant.
- The estimate for the liquid fuels funds for 2019 is \$637,731.
- Various road projects were discussed for 2019.

The proposed baseball field at Kensington was discussed. None of the Board members were in favor of having the field constructed on the Kensington development property due to the banks and walls that would be needed as it would be the Township's responsibility to maintain them. It was also discussed that possibly land at the Public Works Building could be used. If this occurred, fencing would have to be installed around the facility. Keystone Custom Homes has pursued several properties with negative results. The last option is to have the developer pay a

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fee in-lieu of recreation for each of the lots. The Board will think about this and a decision will be made at their October 15, 2018 meeting.

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

The meeting adjourned at 4.36 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary