

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
Pre-Budget Workshop

September 25, 2017

The meeting of the Windsor Township Board of Supervisors was called to order at 9:10 a.m. by Chairman Dean Heffner.

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

Mrs. Gunnet advised that she approached Peoples Bank regarding a check fraud prevention program that they offer called Positive Pay. With this program, the Township would supply Peoples Bank with a listing of the check numbers and amounts of checks issued on Peoples Bank checking accounts. When the check was routed back to the bank, they would verify the check number and amount before withdrawing the funds from our accounts. Peoples Bank has agreed to waive the fees involved with the program. The Board was in agreement with participating in the program.

Mrs. Gunnet advised that recently she received a call from a resident of Chatham Creek who stated that he just purchased one of the new recycling carts from the Township. When he took it home, his neighbor saw it and advised that he had ordered a recycling cart from Republic Services at no cost. He asked how this was possible. She explained that in the past Republic Services has delivered recycling carts to residents in error. They had previously been advised not to deliver any garbage or recycling carts unless advised so by the Township Office. The caller stated that it was not fair for some residents to have a free cart and others have to pay for one. Mrs. Gunnet contacted a representative with Republic Services to again remind them that they were not to deliver any carts unless contacted by the Township. Republic Services has offered to collect the recycling carts that were issued in error. After a discussion, the Board agreed that the recycling carts delivered in error should be collected. Mrs. Gunnet will contact Republic Services and let them know the Board's wishes.

There was a lengthy discussion on the proposed 2018 budget. Below is a listing of some of the matters discussed:

- Due to increased costs for police and fire protection as well as participation in the York County Regional Chesapeake Bay Pollutant Reduction Plan in order to meet our PennDEP requirements for MS4, a tax increase is necessary. Mrs. Gunnet provided the Board with several different real estate millage rates and the additional revenues that each would generate. It was the consensus of the Board to increase the real estate millage rate from .6 to .85 for 2018. This can be adjusted during future budget meetings.
- Mrs. Gunnet advised that the cost for the medical insurance for 2018 will increase between 8% and 9%. It was noted that the claim refund as of June 30, 2017 is \$37,714 which is subject to change depending on the amount of claims filed between now and the end of the year.

- The 2018 draft budget for the York Area Regional Police Department is proposing a 3% increase. No additional police protection units (PPU) will be purchased.
- The 2018 draft budget for the Windsor Area Recreation Commission indicates a 2% increase.
- The Township share of the fire company workmen's compensation premiums was discussed. Mrs. Gunnet is requesting calculations on how the Township's share was determined. So far this year, approximately \$5000 has been saved by doing this.
- 2018 is the final year of the 5 year contract with the six (6) fire companies that offer fire protection to the Township. The contract calls for a 5% increase.
- 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 puts the next wage increase in April of 2018. It was the consensus of the Board that the increase would be budgeted at 2%.
- The donation for 4<sup>th</sup> of July fireworks was discussed. It was noted that the Township has contributed \$500 per year for many years. It was consensus to increase this to \$1000.
- There was a question asked regarding the former Red Lion VNA which is now Wellspan VNA. It was noted that since it is part of the Wellspan umbrella, does the Township want to continue making a donation. Mrs. Gunnet will contact them and ask some questions.
- The donation for the Kaltreider-Benfer Library was discussed. The last donation increase was in 2014. The library is a place where many people visit to use the computers. It was suggested that the donation be increased by the cost of a computer.
- The need for diamond-tex at the Yorkana baseball field was discussed. It was noted that the Township diamond-tex budget for the Township was not totally used this year. The Board directed that a load of diamond-tex be purchased with the funds not spent in the 2017 budget.
- Mrs. Gunnet advised that she had previously advised the Board that the knox boxes in the fire company equipment do not operate properly with the new 911 radio system and are no longer being supported by the manufacturer. Since the Township purchased the original knox boxes for the fire companies, the Township will purchase the replacement knox boxes. Mrs. Gunnet advised that she was approached by York Area Regional Police who stated that York Township recently updated their knox boxes and provided three (3) to the department. The Board agreed to purchase three (3) knox boxes for the police department.
- It was noted that the 1998 GMC dump truck may need to be replaced as there is a frame issue and it may not pass inspection. It was noted that if the dump truck is included in the budget then other expenditures will have to be eliminated. Mr. Trout will check with the inspection station for a final determination on the truck.
- Maintenance to the Administrative Building was discussed. The building is 18 years old. The carpeting is wearing and the walls are in need of painting. In conjunction with this work, it was noted that now would be the time to make any changes to the office layout.

This will be investigated. These expenses will be funded through the Capital Reserve Fund.

- The Fire Hydrant real estate tax millage will remain at .1 mills.
- At this point, the elimination of the Beaverson Pump Station will not be completed this year. The Township share of the project will be carried over to 2018.
- The elimination of the Windsor Manor Pump Station was discussed. Mrs. Gunnet advised that a meeting is scheduled for Oct. 5 with Keystone Custom Homes. It is possible that this work could be started in 2018.
- The quarterly sewer bill was last increased in February of 2016. At this time, an increase is not proposed.
- 2018 should be Year 7 of the 7 Year Rehabilitation Plan. However, due to various delays, it is not. 2018 will be the 7<sup>th</sup> and last year that a transfer is made from the Sewer Reserve Fund to the Sewer Capital Reserve Fund. In future years, the rehabilitation expenses will be paid from the Sewer Capital Reserve Fund.
- Republic Services will be making the third and final donation towards the Community Center in 2018.
- The addition of the left turn lane at Ness and Windsor Rds. is still underway. 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 estimate for the liquid fuels funds for 2018 is \$629,064.
- Various road projects were discussed for 2018.

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

The meeting adjourned at 12:45 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary