

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 8, 2019

The meeting of the Windsor Township Board of Supervisors was called to order at 12:00 p.m. by Chairman Dean Heffner.

Those present: Dean Heffner, Kathy Kerchner, Rodney Sechrist, Jennifer Gunnet and Jeremy Trout (12:30).

There was a lengthy discussion on the proposed 2020 budget. Below is a listing of some of the matters discussed:

- The Real Estate Tax of .85 mils for 2019 has generated very close to the budgeted amount.
- The Fire Tax of .15 mils for 2019 has generated a little more than anticipated.
- It was noted that in accordance with the 18 month interval between wage increases, there was a wage increase of 2.5% on October 1, 2019. The Board has a copy of the 2018 PSATS Salary Survey. There was a discussion on why the 18 month interval is being used. It was the consensus of the Board to change to 12 month intervals beginning January 1, 2021.
- The 2020 health insurance premium rates were received last week. The premium decreased 1%, which is a savings of \$3,721.00. The employees pay 9% of the COBRA rate as a payroll deduction. As of July 31, 2019, our claim surplus is \$76,947.00. The HRA continues to do well and was at 39% as of September 20, 2019.
- The dental insurance through United Concordia will be increasing by 2.5% for 2020. We have not received the 2020 rates for the vision insurance.
- The life/disability insurance rates will be the same for 2020. This makes the 11th straight year where Benecon has negotiated the same or reduced rates.
- The York Area Regional Police Department originally proposed a 3% increase in the PPU rate. However, they are negotiating with three (3) municipalities interested in becoming contracting municipalities. If these municipalities become contracted municipalities, there would not be an increase in the PPU rate for 2020. The 3% increase is to be used.
- The York Area Regional Police Pension Plan has been notified by Morgan Stanley that they will no longer be able to be the Plan Administrator. The Penna. Municipal Retirement System (PMRS) has prepared financial information for the transfer of funds from Morgan Stanley to PMRS. There was a discussion on how the financial commitment would be met. It was the consensus of the Board that the commitment should be split into three (3) equal parts by York Township, Windsor Township and York Area Regional. However, since the Board does not know the feelings of York Township and the York Area Regional Police Commissioners, it was suggested that the worse case scenario amount be used for budgeting purposes.

- Mowing of the grass at the police station was discussed briefly. The Board felt that this should be included in the police budget.
- The Equipment Replacement Schedule was discussed. Mr. Trout noted that the current skid loader has rubber tires and becomes stuck very easily when it is used off of blacktop. It was the decision of the Board to sell the current skid loader on Municibid to make sure that we can get the sale price we are looking for before purchasing a new one.
- Another stone storage area is needed at the Public Works Bldg. It was noted that the Township may need to do a land development plan for this.
- The Board agreed to include \$75,000 for Oil & Chip in the General Fund budget.
- The future expansion of the Public Works Bldg. was discussed. LSC Design was the engineer for the original building. C.S. Davidson is to be asked to try and obtain the building plans for the additional area that was originally proposed.
- Both of the paving projects at Freysville Park and at the Administrative Office will be carried over to 2020.
- The purchase of a mower with tracks was discussed for the Sewer Department. Two (2) different models had been demonstrated. It was the consensus of the Board that the Steiner model was to be budgeted.
- The replacement of other equipment and building repairs were discussed.

At 2:25 p.m., the Board, Mr. Trout and Mrs. Gunnet went on the scheduled Road Inspection. Road Inspection included driving the streets that were paved and those that had been oil and chipped this summer as well as looking at the newly constructed Meadow Rd. bridge. Road Inspection concluded at 4:05 p.m.

Discussion continued on the proposed 2020 Budget:

- The five (5) year projection for computer equipment was discussed. Also discussed was the security of our computer network, website and emails. Mrs. Gunnet is to explore this farther.
- The 2020 draft budget for the Windsor Area Recreation Commission indicates a 1% increase.
- A three (3) year contract with each of the six (6) fire companies that serve the Township was signed in 2018 and expires the end of 2021. The yearly scholarship program where two (2) \$1000 scholarships are awarded started in 2019 and was successful.
- Mrs. Gunnet advised that she received a funding request from the Goodwill/Spry Fire Company due to their ladder truck being dispatched to calls within the Township. It was the consensus of the Board that only the contracted fire companies would receive funds from the Township.
- Our share of the workmen's compensation premiums for the fire companies should be less in 2020 as Felton Fire Company has taken over the workmen's compensation policy from Felton Borough and will not be billing the municipalities where they have first due coverage.

- The ambulance companies that serve the Township will receive a 2% increase in 2020.
- The 2020 budgeted amount for the 4th of July fireworks will remain at \$1200 for 2020.
- The Township is still a member of the York County Regional Stormwater Consortium and will again be invoiced for \$118,000 as a part of our MS4 commitment.
- Klugh Animal Control has submitted her 2020 contract which includes a rate increase from \$45.00/hr. to \$46.00/hr. Mrs. Gunnet noted that the Township is billed from the time they leave their facility until the time they return. This amount should be less as they relocated to East Broadway in Red Lion the beginning of October 2019.
- We received a letter from the York County SPCA that they will be increasing their annual fee for 2020 from \$8750.00 to \$9277.12.
- The transfer from the Solid Waste Fund to General Fund was discussed. Mrs. Gunnet advised that she is not anticipating that the transfer will be needed this year. It was the consensus of the Board to continue including this in the budget.
- The donation to the Kaltreider Benfer Library was increased to \$20,000 due to the proposed expansion of the library. The other organizations that receive donations will remain the same for 2020.
- The donation of \$500 to the York County Quick Response Team will continue in 2020.
- Dan Cohen of Cohen Law Group is continuing to renegotiate the cable franchise agreement.
- There was a brief discussion on going paperless with the information that is distributed for the monthly meeting packets. It was decided to not pursue it at this time.
- The 2019 budget includes funds for the re-programming of traffic signals should the study that is being performed by a contractor for the York County Planning Commission find that the program does not match the PennDOT permit. The study was not conducted in 2019 and the funds are being carried over to 2020.
- The Fire Hydrant real estate tax millage will remain at .1 mills.
- The updating of the water main on Springvale Rd. by the Red Lion Municipal Authority did not occur in 2019. The funds for the installation of two (2) fire hydrants will be carried over to 2020.
- The Vehicle & Equipment Fund was discussed. No expenditures have been made from this fund so far this year but the cost of the truck for the Public Works Director will be paid from this fund. No expenditures are budgeted for 2020.
- The quarterly sewer bill was increased by \$3.00 in February of 2019. An increase is not anticipated for 2020.
- Springettsbury Township applied for loans in 2019 and are waiting for the breakdown of the financial costs by municipality.
- Construction on the East York Interceptor had been completed in 2018. However, Springettsbury Township has not been able to have settlement with the contractor regarding the final costs. The contractor was given a deadline to respond or they would be paid the amount that Springettsbury Township feels it should be. Windsor Township will be sent an invoice for our share.

- The elimination of the Windsor Manor Pump Station was discussed briefly. The Township is waiting for the bankruptcy of one of the property owners to be settled.
- The rehabilitation of the Windsor Crossing Pump Station was completed in September. These expenses and the installation of the fence at the Springvale Pump Station are the only known expenses for 2019. No expenses are known for 2020.
- The design of the Community Center has been completed and the estimated cost for construction of the building, construction engineering, sitework, furnishings, contingencies, etc. is being calculated. There was a discussion on design elements that could be listed as alternates that would be deducted from the overall construction costs during the bid process. C.S. Davidson is requesting that a construction budget cap be set. It was the consensus of the Board that the building construction budget cap be set at \$8.2 million. This cap does not include expenses for land purchase and design engineering that have already been completed.
- With the help of Representative Saylor, the proposed Community Center is listed as a possible project in the State Capital Budget with funding allocated in the amount of \$3 million. It was clarified that these funds were only projected for the construction of the building, not sitework. Several questions were asked as to what would the Board's stance be should the funds not be awarded to the Township or only a portion be awarded. It was the consensus that if no funds were awarded that the design would be completed and work would stop. If only a portion of the funds were awarded, the project would proceed and additional funds would be applied for each year. Mrs. Gunnet asked for confirmation of what funds would be used for the construction. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board advised that the construction costs would be paid from the Solid Waste Fund. Motion carried. Three votes yes.
- The balance of the engineering for the design of the Community Center will be paid in 2020 from the Capital Reserve Fund.
- When the preventative maintenance work was being done on the HVAC system at the Administrative Building, it was noted that the efficiency of the chiller is dropping as it is 20 years old. H.B. McClure provided an estimate of \$75,500 to replace it. This is to be budgeted from the Capital Reserve Fund.
- Mrs. Gunnet noted that as the Administrative Building is 20 years old and the Public Works Building is 11 years old, components are beginning to fail such as the chiller. Some of those components should be paid from the Capital Reserve Fund. The only income in the Capital Reserve Fund is interest and 8% of the host community fees. Mrs. Gunnet recommended that the Board increase the share of the host community fee to 9% or 10%. On the motion of Dean Heffner seconded by Kathy Kerchner, the Capital Reserve Fund share of the community host fees is to be increased to 10% as of 2020. Motion carried. Three votes yes.
- One side of the fencing around the batting cage needs to be replaced due to balls being hit against it. The work is proposed for 2020. Once the fence is replaced, signs will be posted to prohibit balls from being hit against it.

- In 2020, the Township is going to be applying for a DCNR grant to repair the stormwater issues at Windsor Wonderland as well as replacing the playground equipment and fencing. The funds would not be used until 2021.
- The Township cannot apply to PennDEP for reimbursement for the cost of the leaf truck until after it is received. Since it hasn't been received yet, the 2019 Budget in the Solid Waste Fund will be off.
- Notice was received from the York County Solid Waste Authority that they will be increasing the tipping fee from \$62/ton to \$65/ton.
- The estimated liquid fuels tax payment from PennDOT is \$624,775.
- Various road projects were discussed for 2020.

Mrs. Gunnet requested an Executive Session be held after the meeting to discuss potential litigation.

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

The meeting adjourned into an Executive Session to discuss potential litigation at 5:29 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary