

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 13, 2020

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, Jennifer Gunnet and Jeremy Trout.

There was a lengthy discussion on the proposed 2021 budget. Below is a listing of some of the matters discussed:

- The Real Estate Tax of .85 mils for 2020 has generated very close to the budgeted amount.
- The Fire Tax of .15 mils for 2020 has generated a little more than anticipated.
- The 2021 health insurance premium rates were received last week. The premium decreased by 1.7%. The employees pay 9% of the COBRA rate as a payroll deduction.
- The dental and vision insurance premiums will be remaining the same for 2021.
- The life/disability insurance rates will be the same for 2021.
- The York Area Regional Police Department is proposing a 2% increase in the PPU rate.
- Mowing of the grass at the police station will continue in 2021.
- The Equipment Replacement Schedule was discussed. Mr. Trout noted that the 2004 Sterling is proposed for replacement. He added that parts are getting hard to get. It was noted that 2022 could possibly be a big year for equipment replacement. The schedule may be revised as necessary.
- The purchase of a chipper was discussed. It was noted that this could be paid from the Solid Waste Fund as it is considered recycling.
- It was noted that Oil & Chip was not done in 2020. The Board agreed to include \$150,000 for Oil & Chip in the General Fund budget. It is also a possibility that some of it could be paid from the State Liquid Fuels Fund.
- The future expansion of the Public Works Bldg. was discussed. LSC Design was the engineer for the original building. They are no longer in business. Mrs. Gunnet was directed to contact John Klinedinst of C.S. Davidson for assistance in obtaining the building plans.
- Mr. Trout requested to be able to purchase an electric gate at the Kendale Pump Station at a cost of \$9,800. The electric gate will allow the vac truck to pull into the pump station without having to wait on Kendale Rd. for the gate to be opened. It was the consensus of the Board to purchase the electric gate from the 2020 budget.
- The paving project at Freysville Park will be carried over to 2021. A section of the parking lot at the Administrative Building was repaired in 2020 so paving of the parking lot will be held until 2022.
- The five (5) year projection for computer equipment was discussed. It was noted that the software operating in our server will have support discontinued on 1/1/2021. A quote

was received for updating the server, providing a means for remote access, backing up of the server and IT management.

- The purchase of a copier was discussed at the 2020 budget meeting but not included in the 2020 budget. It was purchased in 2012. The copier is still operating without issues. The purchase of a copier will be budgeted for 2021 but only purchased if necessary.
- The 2021 draft budget for the Windsor Area Recreation Commission indicates a 2% increase.
- A three (3) year contract with each of the fire companies that serve the Township was signed in 2018 and expires the end of 2021. The yearly scholarship program where two (2) \$1,000 scholarships are awarded is again proposed.
- Our share of the workmen's compensation premiums for the fire companies has decreased by approximately \$30,000 since 2015.
- The ambulance companies that serve the Township will receive a 2% increase in 2021.
- The 2021 budgeted amount for the 4th of July fireworks will increase to \$1,400.
- 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 not yet submitted their 2021 contract.
- 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 and the other organizations will be increased by \$200 for 2021.
- The 2019 and 2020 budgets included funds for the re-programing 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 conducted in 2020 but the findings have not been received. These funds are being carried over to 2021.
- Repairs to various Township owned buildings were discussed.
- The purchase of various small tools were discussed.
- There was a discussion on whether to contract with a cleaning service from April to November or expand the hours of the two (2) part-time seasonal employees. It was the consensus of the Board to contract with a cleaning service. With a cleaning service under contract, the hours for the part-time seasonal employees will remain the same.
- Many years ago, the Township had dropped our membership with PSATS. Mrs. Gunnet advised that PSATS has been very helpful during the COVID-19 pandemic. It was the consensus of the Board to restart our membership in 2021.
- Various furnishings for the Public Works Building were discussed.
- The Fire Hydrant real estate tax millage will remain at .1 mills for 2021.
- The updating of the water main on Springvale Rd. by the Red Lion Municipal Authority has not and may not occur in 2020. The funds for the installation of two (2) fire hydrants will be carried over to 2021.

- The Vehicle & Equipment Fund was discussed. No expenditures have been made from this fund so far this year. Funds from the sale of equipment continue to be deposited into this fund. No expenditures are budgeted for 2021.
- The quarterly sewer bill was increased by \$3.00 in February of 2019. There was not an increase in 2020. The late fee has been waived for the last three (3) quarters due to the high unemployment rate from COVID-19 shut downs. Also, the Penna. Public Utility Commission (PUC) has prohibited the termination of utilities. This has had an impact on funds received from the quarterly sewer bills. It was noted that once the PUC allows terminations to occur, the practice will resume.
- Springettsbury Township refinanced their 2010, 2014 and 2019 General Obligation Bonds which resulted in a substantial reduction in interest. Also, at the last Users Group meeting, it was noted that their 2021 budget will be very close to the 2020 budget.
- The elimination of the Windsor Manor Pump Station was discussed briefly. The Township is still waiting for the bankruptcy court to rule on the easement for one of the property owners. The funds will be carried over to 2021.
- Several purchases of tools and equipment were discussed for the Sewer Department.
- The rehabilitation of the Chapel View Pump Station is being proposed for 2021.
- The design of the Community Center has been completed. Several years ago, Rep. Saylor helped the Township get on the Capital Budget for a \$3,000,000 matching grant through the Redevelopment Assistance Capital Project (RACP). Application was made in August for the funds. No update has been received. Funds will be budgeted from the Solid Waste Fund for construction.
- The engineering for the design of the Community Center has been paid from the Capital Reserve Fund. The engineering for construction and bidding will continue to be paid from the Capital Reserve Fund.
- When the preventative maintenance work was being done on the HVAC system at the Administrative Building in 2019, it was noted that the efficiency of the chiller is dropping as it is 20 years old. The chiller is still operational. This will be carried over in the Capital Reserve Fund.
- Various improvements and repairs were discussed for Freysville Park and Worker's Field.
- In April of this year, the Township applied for a DCNR grant to replace the playground equipment and make stormwater improvements in Windsor Wonderland. The awards are being made in bunches. It is not known yet whether a grant has been awarded to the Township. There was discussion on reconfiguring the design if the grant is not received. Also discussed was the payment of a part of the cost from the Capital Reserve Fund.
- Notice was received from the York County Solid Waste Authority that they will be increasing the tipping fee from \$65/ton to \$67.50/ton in 2021.
- The estimated liquid fuels tax payment from PennDOT is \$574,828.26 which is approximately \$63,000 less than what was received in 2020. It was noted that several projects had not been completed in 2020 and that there should be approximately \$100,000 left in the fund at year end.

- It was noted that there were two (2) postings submitted to the Message Board about eliminating the use of anti-skid and going with all salt for deicing of the roads. It was the consensus of the Board that the current mixing of anti-skid and salt would continue. Usage of 100% salt is not good for the roadway or the environment and is more costly.
- Various road projects were discussed for 2021.
- Mrs. Kerchner advised that the Township has not been able to hire several potential employees due to the hourly pay rates in effect. She has put considerable time into reviewing the latest PSATS payroll survey. She distributed a spreadsheet with potential salary increases. If the increases are approved, then there will need to be some items that will no longer be paid for as well as overtime will be limited. Also discussed was that there are several employees who may be retiring within the next several years and how replacing them would be handled.

Mrs. Gunnet requested an Executive Session be held after the meeting to discuss potential litigation regarding the Chapel View Pump Station meter readings/billing.

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 5:45 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary