

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

Budget Workshop

November 2, 2020

The meeting of the Windsor Township Board of Supervisors was called to order at 1:00 p.m. by Vice-Chairperson Kathy Kerchner.

Those present: Dean Heffner (2:20 p.m.), Kathy Kerchner, Rodney Sechrist, Jennifer Gunnet and Jeremy Trout (1:35 p.m.).

The proposed 2021 Budget was reviewed. The following is a listing of some of the contents of the proposed budget:

Mrs. Gunnet advised that expenditures are greater than revenues in General Fund. There were several expenditures mentioned that could be funded from another fund. The following were some of the expenditures:

- The engineering for the proposed addition to the Public Works Building was discussed. It was decided to remove this expenditure from General Fund and split it into two (2) years from the Capital Reserve Fund.
- It was noted that there were no Oil & Chip projects completed in 2020. Earlier in the year it was mentioned that possibly the amount could be doubled in 2021. It was the consensus of the Board that the cost of Oil & Chip is to be removed from General Fund and \$75,000 budgeted in the State Liquid Fuels Fund. The year-end balance in the State Liquid Fuels Fund will be higher this year than usual as projects were cut this year.
- The purchase of a new dump truck to replace the 2004 Sterling was discussed. It was noted that parts are hard to find. This will remain in the General Fund budget.

The following discussion occurred pertaining to the 2021 budget as a whole:

- The real estate tax of .85 mils and the fire hydrant tax of .1 mils will remain for 2021. The fire tax of .15 mils will remain unchanged and be used to offset the contributions to the fire companies.
- The proposed budget includes a 2% increase for police protection by the York Area Regional Police Department. The 2021 PPU total will remain at 42. Mrs. Kerchner updated the Board on the progress of the merger with Northeast Regional Police Department. She noted that East Manchester Township would like to join as a Charter Member. Mt. Wolf Borough and Manchester Borough would become contracted municipalities. The Charter Agreement is being rewritten.
- It was noted that during the 2020 Budget meetings, it was decided that wage increases would take place yearly compared to the 18-month interval which was previously used. There was a discussion on the wage increases that were proposed by Mrs. Kerchner. She again explained how the amounts were determined. She noted that she realizes that some overtime will be unavoidable. However, overtime is to be closely monitored. She proposed that the job descriptions be updated. Job descriptions will be distributed to the employees for accuracy and updating.
- There was a discussion regarding the replacement of the server and other associated items. Remote access was discussed. Mrs. Gunnet will get clarification on how the remote access will work.
- The Sewer Reserve Fund proposed budget was discussed. Mrs. Gunnet noted that the quarterly sewer bill is proposed to remain at \$115.00 per EDU.

- It was noted that funds are again being budgeted for the elimination of the Windsor Manor Pump Station.
- Funds are being budgeted from the Community Center and Solid Waste Funds for the construction of the proposed Community Center. Rep. Stan Saylor verbally advised that the Township was being awarded RACP funds in the amount of \$1,500,000 and that he was still lobbying for the balance. No written confirmation has been received.
- The proposed expenses from the Capital Reserve Fund were discussed. It was noted that engineering for the Community Center will continue to be paid from this fund. The cost to replace the chiller will again be included in the budget.
- The replacement of the playground equipment and correction of the stormwater issues at Freysville Park were discussed. We have not received notice from the Penna. Dept. of Conservation and Natural Resources that our project had been awarded a grant. Mrs. Gunnet advised that she has budgeted a total of \$180,000 which is our matching share of the grant from the Recreation Fund (1/3) as well as the Capital Reserve Fund (2/3). She added that York County has Marcellus Shale funds available for recreational projects. She sent a letter to the County requesting the maximum amount possible which is \$30,000. She will also be contacting Modern Landfill for a donation. It was noted that these funds will be used as part of our matching funds should the grant be obtained. If the grant is not awarded to the Township, the funds will be used to supplement our budgeted funds.
- Mrs. Gunnet advised that the employees recently completed their recertification for First Aid/CPR/AED. It was determined that the battery and pads in the AED at the Administration Building as well as Public Works Building were expired. York Regional Medical Services were contacted as they had donated them to the Township. Both AEDs are outdated and will need to be replaced. The cost for replacing them is being obtained and could possibly still be paid from the 2020 budget.

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

Mrs. Kerchner asked the Board members if they had any additional comments. No one did.

The meeting adjourned into an Executive Session to discuss potential litigation regarding the Chapel View Pump Station meter readings/billing at 3:00 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary