

WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS

PROPOSED 2022 PRE-BUDGET WORKSHOP

October 4, 2021

The meeting of the Windsor Township Board of Supervisors was called to order at 9:00 a.m. by Chairperson Kathy Kerchner.

Those present: Kathy Kerchner, Dean Heffner, Rodney Sechrist, Jennifer Gunnet, Jeremy Trout, Kipp Allison and Jim Pritchard.

Mrs. Gunnet advised that M&T Bank is the developer for Laurel Vistas, Phase 1. Their solicitor has approached Atty. Rausch with a proposal to turn over the letter of credit that the Township is holding plus approximately \$50,000 so that the Township can complete the improvements in Phase 1. This is only approximately \$20,000 more than the quote that was received to do the work. They are also asking that they be absolved of any further involvement with the development. It was noted that they currently have an open NPDES Permit with PennDEP. The Township cannot absolve them of this. It was the consensus of the Board for Atty. Rausch to proceed with the negotiations and get the best offer possible.

There was a lengthy discussion on the proposed 2022 budget. Below is a listing of some of the matters discussed:

- The proposed fire company contracts were discussed. In order to maintain the same percentage of funding to offset the contracts, the fire tax would have to be increased from .15 mils to .25 mils. It was noted that extra funds are proposed for SAFER (\$20,000) and Laurel Fire Company (\$15,000) which are to be paid in 2021. The yearly increases would be in accordance with the percentages that the fire companies had proposed. Another contract item was the payment of \$20,000 to each of the fire companies for each year of the five (5) year contract that is to be used for retention and/or the expenses associated with a driver. It was noted that the Township would be mirroring the retention program used by York Township. It was the consensus of the Board to move forward with the preparation of the contracts with the four (4) fire companies.
- The purchasing process was discussed. Currently, if a purchase is included in the budget, it can be ordered as long as the purchase price is in line with the budget. The purchase is followed up with approval by the Board. Also, unbudgeted purchases over \$1000 must be authorized by the Board. It was the consensus of the Board to require approval for any purchases over \$1000 regardless of whether they are budgeted or not. Mr. Trout advised that sometimes the price quotes are only good for a short period of time. It was decided that if that was the case, he should contact the Board members independently for approval and obtain a formal approval at the next Board meeting. This applies only to new purchases and not repair and/or maintenance costs.

- The real estate tax of .85 for 2021 has generated very close to the budgeted amount.
- The Board was undecided on the budget amount for wage increases as the PSATS Salary Survey had not been released yet. It was suggested that 6% be budgeted.
- The 2022 health insurance premium rates were received. The premium will be increasing by 6.5%. It was noted that the actuarial company used a 30 month lookback period instead of the usual 18 months due to COVID. The employees pay 9% of the COBRA rate as a payroll deduction.
- The dental insurance premiums will increase slightly for 2022.
- Mrs. Gunnet advised that she contacted Benecon to see what vision insurance is offered in conjunction with other cooperatives. She was provided with several Highmark/Davis Vision plans of which Option F very closely mirrored our current vision plan with Highmark/Davis Vision. Our current plan and the Option F plan were compared by Highmark/Davis Vision personnel and found to be identical. Switching to the Option F plan would save approximately \$124 next year. She added that by having the plan through the cooperatives administered by Benecon, we will enjoy the advantage of better rates going forward due to the size of the cooperatives. It was the consensus of the Board to change from our stand alone vision policy to Option F effective 1/1/2022.
- The life/disability insurance rates will be the same for 2022.
- The York Area Regional Police Department is merging with Northeastern Regional Police Department effective 1/1/2022. The newly formed department will be the York County Regional Police Department. There is not an increase proposed for 2022.
- Mowing of the grass at the police station was discussed. The Township will continue to pay for this service in 2022.
- The replacement of computers was discussed. Two (2) computers are proposed for replacement as per the schedule. Another computer is being added due to issues that have occurred. Mrs. Kerchner asked if laptops would be purchased. Mrs. Gunnet advised laptops are proposed. Also proposed are additional monitors for the Zoning Department as they switch back and forth between different programs and websites when providing information to residents.
- In 2021, the Township entered into a contract with Kyocera (formerly Quality) for Managed IT. It has worked very well. There will not be a price increase for 2022 but there will be an added cost due to adding the two (2) WARC computers to our network.
- The dissolution of WARC was discussed. It was noted that several revenue and expenditure accounts will need to be added to the 2022 budget. The WARC Quick Book program will be continue to be used for tracking of registrations and program expenses. The transitioning of the existing WARC employees was discussed briefly. This will be discussed in further detail at future meetings.
- It was noted that in previous budgets, the donations to the two (2) ambulances that serve the Township has increased by 2%. It was the consensus of the Board to increase the donation to these organizations by 2.5% for 2022.
- The Township makes a contribution for the July 4<sup>th</sup> fireworks that are set off in Red Lion. The amount will be increased to \$1600 for 2022.

- 2022 will be the last year for the York County Regional Stormwater Consortium agreement. There is a possibility that there will be a year or two where there won't be a fee due to the delay in having the DEP permit approved.
- The replacement of stormwater pipes was discussed. It was noted that stormwater repairs are eligible for funding through the American Rescue Plan Act (ARPA) funds. This will be discussed further.
- It was noted that the 2022 contract from Klugh Animal Control has not been received yet. The 2021 costs may be over budget. This will need to be increased in 2022.
- The contract for the SPCA was discussed at the last Board meeting. The payment of two (2) years of fees will be included in the 2022 budget.
- Each year a transfer is proposed from the Solid Waste Fund to General Fund. It will be determined in December if a transfer is required.
- Donations to Golden Connection Center, Susquehanna Senior Center, Community Outreach and the Kaltreider-Benfer Library were discussed. It was the consensus to increase each donation by \$200.
- The purchase of a copier was included in the 2021 budget but not used. There was a scanning issue with it a couple of weeks ago that was a result of a change in security protocols by Comcast. A technician was able to make adjustments to restore the scanning feature but was not sure if any further adjustments could be made should security protocols change again. The purchase of a copier will again be proposed in 2022.
- In 2021, the Township contracted with a cleaning service to clean the Administrative Building as well as the Public Works Building from April 1 to November 30. This allows the Building & Ground employees to concentrate on outside work. This has worked well. It was the consensus of the Board to again contract our cleaning of the buildings for the same time period.
- Mrs. Gunnet noted that PSATS has provided valuable information during COVID and with the ARPA funds. She recommended that our membership be continued. The Board agreed.
- It was noted that the estimate for the addition to the Public Works Building is approximately \$900,000. It was the consensus of the Board to proceed with the project. The expense would be paid from the Solid Waste Fund.
- Mrs. Gunnet advised that she is asking that the Personnel Policy be updated as this has not been done for several years. She will contact Atty. Rausch regarding this.
- The table in the Board Room has been repaired by Jerry Pilachowski. Mr. Pilachowski advised that the delamination will continue as particle board was used instead of plywood. He estimates the replacement of the counter to cost approximately \$2000.
- Various expenditures for Building and Grounds were discussed. Mr. Sechrist advised that he has a utility trailer and a weed trimmer that he would like to donate to the Township.

- Various purchases for the Highway Department were discussed. Mr. Trout asked to be able to budget \$150,000 for oil & chip from the General Fund budget. \$75,000 had typically been budgeted for this. The Board was agreeable to this.
- The replacement of the 2011 Ford F-350 dump was discussed. This vehicle has a touch screen system that controls the bed, spreader and plow. Replacement parts have become an issue as the original manufacturer has gone out of business. It was asked what the cost of a new touch screen and related parts would be. Mr. Trout estimated it to be between \$6000 and \$7000. It was the consensus of the Board not to replace this truck in 2022.
- At the last Board of Supervisors meeting, there was a discussion with Scott Gingrich of Alliance Fire & Rescue about future changes to the first due service areas of the fire companies that serve the Township. York Township used a GIS program to determine which fire company was most appropriate to be responding to what areas of the Township. Chris Kraft investigated whether CSDatum would be able to perform this same task and found that it could for a cost of approximately \$1600. It was the consensus to use CSDatum to determine the first due service areas for the fire companies that serve the Township.
- The fire hydrant tax millage appears to be adequate at .1 mills for 2022.
- The ARPA funds were discussed. There had originally been discussion to use a portion of the funds for the upgrade of the Chapel View Pump Station as well as repairs to various stormwater issues. It was the consensus of the Board that the upgrade of the Chapel View Pump Station should be paid from the Sewer Capital Improvements Fund and that repairs of stormwater facilities be paid from ARPA funds.
- Mrs. Gunnet noted that there was a presentation on the use of ARPA funds at a recent conference she attended. The speaker advised that these are federal funds and bidding is required. COSTARS vendors can be used if they are lower than the bids that are received but the bidding must still occur.
- Mrs. Gunnet added that an allowable ARPA expense is reimbursement for revenue loss. She used a template provided by PSATS and GFOA to determine the amount of revenue loss. She would like to use the firm of Maher Duessel to verify the calculations. The revenue loss funds can be used for any expense that the Township would propose.
- The Vehicle & Equipment Fund was discussed. No expenditures have been made from this fund so far in 2021.
- The quarterly sewer bill was increased by \$3.00 in 2019. It may be necessary to increase the quarterly bill as the expenses have been incurred this year to elimination of the Windsor Manor Pump Station. It was noted that approximately \$125,000 in work remains which will need to be carried over to 2022.
- It was noted that the invoices from Springettsbury Township have not been received yet. Springettsbury Township is proposing only minor increases for 2022.
- Various expenditures for the Sewer Reserve Fund were discussed. Several purchases were eliminated.

- There was a discussion on replacing the 2009 Ford F350 utility body with a transit van. It was noted that the utility body is rusting. It was the consensus of the Board to keep the truck and have the utility body repaired or replaced.
- The funds in the Community Center Fund will be transferred to the Solid Waste Fund for use in paying Community Center expenses once the construction is underway as the Township is being advised to only use one (1) fund to pay expenses.
- Engineering costs for both the Community Center and addition to the Public Works Building have been paid from the Capital Reserve Fund. Additional engineering costs will be incurred in 2022.
- The rehabilitation of Windsor Wonderland was discussed. An application has again been made to DCNR for a 50-50 grant. No word has been received yet as to whether the Township has been awarded the grant. The recent heavy rain events have caused water to pond under and around the equipment. The Board felt that funds should be budgeted in 2022 for the rehabilitation of Windsor Wonderland regardless of whether or not a DCNR grant has been received. It was noted that 1/3 of the costs was budgeted from the Recreation Fund and 2/3 were budgeted from the Capital Reserve Fund.
- Various expenditures from the Recreation Fund were discussed. It was noted that a couple of months ago, a York Area Regional Police officer requested that footage from the cameras at Freysville Park be checked in relationship to an incident that occurred at the Park. The footage was not of good quality which made it not usable. Four (4) of the existing cameras were installed in 2011 with two (2) more added in 2014. Choice Security is advising that six (6) new digital cameras can be purchased and installed for \$5300. The DVR for the cameras would require an internet connection. Comcast has determined that they can do a standard installation for \$99.95. Purchase of the new cameras was authorized to be included in the 2022 budget.
- The remnants of Hurricane Ida and another rain storm have caused a section of the walking trail along the Lion's Gate property line to be eroded. It was suggested that a portion of the walking trail be paved each year. Mrs. Gunnet advised that she received an email from a resident requesting this same thing. Mr. Trout advised that he had taken some measurements and estimates the paving to cost \$11,000. The Board was in agreement to pave a portion of the walking trail each year starting with the areas that are frequently damaged by storms.
- The purchase of a second Sand Pro was discussed. It was the consensus of the Board to not make this purchase.
- Mrs. Gunnet advised that she had been approached by an Eagle Scout to replace the wood on the player benches at both Field #1 and #2. The Eagle Scout did not choose to do this project. The anticipated cost to replace the player benches with composite wood is \$750.
- The Solid Waste Fund was discussed. It was noted that interest received will be lower than projected as interest rates are not good. Also, the host fees from Modern Landfill may not reach the budgeted amount.

- Payment of the construction costs for the Community Center and addition to the Public Works building are proposed to be paid from the Solid Waste Fund. A revised estimate for construction of the Community Center has been received. The revised amount is \$9,557,116.50. It was noted that expenses such as engineering and land purchases are included in the estimate. Once the \$3,000,000 from the Redevelopment Assistance Capital Project (RACP) have been applied, the Township costs are estimated to be \$4,361,116.50. It was noted that the cost of building materials is very volatile which may change the costs. Mr. Heffner stated that he has concerns regarding the future of Modern Landfill and the future receipt of host fees.
- Mrs. Gunnet advised that the 2021 budget did not include funding of loans to the fire companies. This will be reinstated in 2022. It was recommended that \$300,000 be used.
- A notice has been received from the York County Solid Waste Authority that there will be an increase in the tipping fee in 2022. The fee will increase from \$67.50/ton to \$70.00/ton.
- PennDOT has provided notice that the estimated Liquid Fuels tax funds to be distributed to the Township is \$583,566.30 which is approximately \$10,000 less than what was received in 2021.
- Various road projects and expenditures from the State Liquid Fuels Fund were discussed.
- A discussion on personnel was held. Mrs. Kerchner expressed her dissatisfaction with the leadership of the Township Manager and Public Works Director. Mr. Heffner disagreed and noted that the information that she is being provided is not accurate.

There was no one present for public comment.

None of the Board members had any additional comments.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Jennifer L. Gunnet  
Secretary