

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Budget Workshop

November 2, 2021

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

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

The proposed 2022 Budget was reviewed. The following were discussed:

- Jeremy Trout and Troy Dehoff discussed the proposed purchase of a utility trailer for the Sewer Department to house the camera. Mr. Dehoff noted that there is a control box that runs the camera, which is not weatherproof. There is also a touchscreen monitor with the control box and attachments to the camera such as different size wheels that are dependent on the size of the pipe being checked. He added that the camera system is in three (3) cases and there is a cable spool unit which holds the cable. He thought the trailer would reduce the number of times that the equipment goes on and off a truck. Mrs. Kerchner asked if it would be possible to purchase a smaller trailer. Mr. Heffner suggested a single axle trailer. There was a discussion on carrying a water tank in the trailer to wash off the camera and cable which would require double axles. It was noted that if the vac truck is on site, water could be used from it to wash off the equipment. A question was asked as to how often the camera would be used. Mr. Dehoff stated that it is hard to answer that question as it fluctuates. It was the consensus of the Board to simplify the trailer and have the cost range from \$6500 to \$7500.
- Mr. Heffner asked Mr. Dehoff about the replacement of relays at the pump stations. Mr. Dehoff advised that they were looking to replace the relays that are most frequently turned on and off. These relays are the ones that operate the pumps. Mr. Heffner noted that all of the pump stations have two (2) pumps. Should a relay fail, the other pump would run. It was noted that if relays are going to be hard to get why would we replace a relay when it is still working. Mr. Dehoff noted that replacing the relays was being proposed as preventative maintenance to reduce the number of annual callouts. He added that they were only looking at the first three (3) pump stations that had been rehabilitated approximately nine (9) or ten (10) years ago. Those three (3) stations are East Prospect, Manor Rd. and Freysville Rd. At this point, Mr. Dehoff left the meeting.
- Jeremy Trout advised that the replacement truck for the 2004 Sterling has been received. He noted that the Sterling has a stainless steel bed on it. The Township owns a 2008 Mack with a steel bed on it. As the beds are interchangeable, Mr. Trout asked if the Board would authorize the exchanging of the beds as the steel bed is not in very good shape. This would include changing the wiring harnesses. He advised that our employees would be able to do the work. It was the consensus of the Board to proceed. At this point, Mr. Trout left the meeting.
- Mrs. Gunnet advised that the funds that would be received from M&T Bank for the improvements in Laurel Vistas will not cover all of the work. It is estimated that the

difference would be between \$20,000 and \$30,000. She asked where these funds should be paid from. It was the consensus of the Board that they be paid from the Capital Reserve Fund.

- There was a lengthy discussion on employee wage increases. It was noted that there will be several new employees in the Highway Department and that the hourly rate has to be competitive. Adjustments will be made to the proposed wage rates.
- Mrs. Kerchner advised that the York County Regional Police Department will begin offering a high deductible health plan (HDHP) with a health savings account (HSA) as of 1/1/22. All new employees will have to enroll under the HDHP plan. Also, existing employees will be given the option to switch to the HDHP plan. It is anticipated to save the department 5%. It was asked if we could do the same. Mrs. Gunnet advised that we could. It was the consensus to investigate this with Benecon in July.
- A discussion was held on the transition of the Windsor Area Recreation Commission employees to becoming Windsor Township employees. The Board was given the salary and benefits for the Recreation Director who is the only full-time employee. It was the consensus that he would be treated as if he was a 10 year Windsor Township employee and that his salary be adjusted accordingly.
- The real estate tax will remain at .85 mils for 2022.
- The fire tax will increase from .15 mils to .25 mils for 2022. This will keep the percentage of the fire company expenses that are offset by the fire tax the same for 2022.
- As per the negotiations with the fire companies, \$20,000 will be paid to SAFER and \$15,000 to Laurel Fire Company out of the 2021 budget.
- \$150,000 has been budgeted for oil & chip projects from General Fund.
- The funds in the Windsor Area Recreation Commission checking and savings accounts will be transferred to General Fund in 2022.
- Revenue and expense line items for the new Recreation Commission have been added to General Fund.
- As per a discussion at a previous Board meeting, the fees for the S.P.C.A. will be doubled in the 2022 budget to include the 2022 fee and the fee for 2023 as their payment date changed.
- The fire hydrant tax will remain at .1 mils for 2022.
- In the American Rescue Plan Act Fund, \$200,000 has been budgeted for revenue loss and \$400,000 for stormwater repairs. It was noted that part of the revenue loss money may be used for the rehabilitation of Windsor Wonderland.
- The rate for the quarterly sewer bill was discussed. It was noted that the last increase was in February of 2019. Recently an invoice was received from Springettsbury Township in the amount of \$412,000. Also, replacement of the Chapel View Pump Station is projected for 2022 and anticipated to cost \$700,000. The bids should be opened in the early part of next year. It was noted that a rate increase may be needed depending on the revenues and expenses for the 4th quarter of 2021. Mr. Sechrist asked if the increase can only be made at the beginning of the year. Mrs. Gunnet advised that it can be increased anytime. It was the consensus of the Board to re-evaluate this mid-2022.

- Mr. Heffner asked which account line in the Sewer Reserve Fund covered the costs from MISSION. Mrs. Gunnet advised that it is the telephone account line as this is the dialer system for the pump stations. Mr. Heffner asked if a separate account line could be created for MISSION. Mrs. Gunnet will make this change.
- Once construction begins on the Community Center, the funds in the Community Center Fund will be transferred to the Solid Waste Fund.
- Mrs. Gunnet noted that the budgeted amount for the rehabilitation of Windsor Wonderland in Capital Reserve Fund is 2/3 of the costs should the DCNR grant not be awarded to the Township.
- The Recreation Fund was discussed. Mrs. Gunnet noted that once the lots in Kensington, Phases 2A & 2B are built upon, there are no approved lots that will be paying the recreational fee.
- Payment of 1/3 of the costs for the rehabilitation of Windsor Wonderland, should the grant with DCNR not be received, had been budgeted from the Recreation Fund. As mentioned earlier, 1/3 of the costs will be paid from the ARPA Fund.
- The 2021 host community fees will be lower than the projected budget amount. The amount budgeted for 2022 was lowered accordingly.
- The York County Solid Waste Authority is increasing their tipping fee by \$2.50 in 2022 which will make it \$70.00/ton. Their monthly bills range from \$40,000 to \$45,000 now.
- Under the advice of the auditors, line items were added for the revenues that the Solid Waste Fund will receive towards the community center. The expenditures for the community center will be for the total cost.
- The transfer from the Solid Waste Fund to General Fund has again been included. It was noted that this was only utilized one (1) time.
- The amount of the liquid fuels tax that is expected for 2022 is less than what was received in 2021.

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

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary