

## WINDSOR TOWNSHIP BOARD OF SUPERVISORS

### PROPOSED 2023 BUDGET WORKSHOP

November 9, 2022

The meeting of the Windsor Township Board of Supervisors meeting was called to order at 9:03 a.m. by Chairperson Kathy Kerchner.

Those present: Kathy Kerchner, Kim Moyer, Rodney Sechrist, Jennifer Gunnet and Kipp Allison.

A discussion on the proposed 2023 Budget was as follows:

- Mrs. Gunnet advised that the proposed 2023 Budget includes the items that were discussed and authorized at the Pre-Budget Workshop.
- She noted that a tax increase is not being proposed for the real estate tax, fire tax or fire hydrant tax. Mr. Moyer asked the difference between the fire tax and fire hydrant tax. This was explained.
- There was a lengthy discussion on a wage increase and a comparison to the 2022 PSATS Wage Survey. The Board requested additional information.
- Mrs. Gunnet noted that this is the first year that recreation revenues and expenditures are included in the General Fund. A determination will be made later this year as to whether registration fees for programs will need to be increased. It was noted that the registration fees will need to be increased once the Community Center is constructed to offset the operation and maintenance. Ms. Kerchner suggested a meeting be held with the Recreation Director to further discuss this.
- It was noted that the agreement was received from DCED regarding the grant for \$1,000,000 and the invoice returned to them requesting the funds. It is not known when the funds would be received. A 2023 budget for these funds was created and named DCED Fund. There was a brief discussion on how these funds would be spent. More discussion will be needed.
- The proposed 2023 Budget indicates that \$650,000 will be transferred from the American Rescue Plan Act Fund to General Fund to again offset the cost of public safety.
- Mrs. Gunnet noted that in February of 2022 there was a \$5.00 increase to the quarterly sewer bill. A determination will be made after the end of the year as to whether another increase is needed as costs are continuing to increase.
- It was noted that some of the Sewer Reserve Fund revenues were lowered as there are not many lots available that would be connecting to public sewer. This would change should Kensington, Phase 3 be approved.
- Mrs. Gunnet noted that rehabilitation to the Chapel View Pump Station and the Chapel Church Interceptor are being budgeted from the Sewer Capital Improvements Fund. The grant writer has submitted grant applications for both these projects to DCED. Mrs. Gunnet updated the Board that she had a conversation with a DCED representative who recommended that these improvements be combined into one application as only one (1)

- application is permitted. This will be done. An application to replace the HVAC system at the Administrative Office was also submitted. That application will be withdrawn.
- The playground equipment was to have been delivered several weeks ago and has not been received yet. Mrs. Gunnet noted that she is hopeful that the expenses can be paid in 2023 so that reimbursement from DCED would also be received in 2023.
- The Recreation Fund was discussed. It was noted that there are not many vacant lots in existence that would pay a recreational fee. It was again noted that this would change should Kensington, Phase 3 be approved.
- Over the summer there was a person attending a sports event at Freysville Park that suffered a heart attack. A request was received to purchase/install an AED at Freysville Park as well as Worker Field. There was a discussion how/where it would be installed so ensure that it would not be tampered with. After a discussion the Board decided to hold off on making the purchases.
- It was noted that the York County Solid Waste Authority is increasing the tipping fee at the incinerator from \$70 to \$72 for 2023.
- The costs associated with construction of the Community Center and the addition to the Public Works Building are again included in the Solid Waste Fund budget. It was noted that earth moving is underway at the addition to the Public Works Building.
- At the Pre-Budget meeting, there was discussion regarding the continuance of the transfer of \$300,000 to General Fund at the end of the year and that if it wasn't needed in General Fund to transfer the funds to the Capital Reserve Fund instead. This was to begin this year. It was suggested that \$300,000 be budgeted to transfer to each fund. The transfer to the Capital Reserve Fund would enable the fund to be a true Capital Reserve Fund. On the motion of Kathy Kerchner seconded by Kim Moyer, a transfer in the amount of \$300,000 is to be budgeted from the Solid Waste Fund to both General Fund and Capital Reserve Fund. If the funds are not needed in General Fund, then that \$300,000 would also be deposited into the Capital Reserve Fund. Motion carried. Three votes yes.
- The liquid fuels payment from PennDOT is estimated to be approximately \$600,000. The payment will be received on March 1, 2023.

Mrs. Gunnet advised that she received a request from Republic Services to change the start time for garbage/recycling collection on Mondays from 6:00 a.m. to 5:00 a.m. The Monday route includes the Longstown area and East Prospect Rd. Due to traffic volumes, they have safety concerns for their employees. Our agreement with Republic Services specifies collection to begin at 6:00 a.m. However, this can be changed if both the Township and Republic Services agree. Mrs. Gunnet asked that if the Board approves this change that Republic Services be required to notify the residents on the Monday route of the collection time change. On the motion of Kathy Kerchner seconded by Rodney Sechrist, the Board approved the collection time change to 5:00 a.m. for the Monday route with the condition that Republic Services notify the residents. Motion carried. Three votes yes.

There was a discussion regarding the potential sale of the property at 195 Shaw Rd. Mr. Allison advised that several years ago the property was evaluated to determine whether the purchase of the property would be suitable for the Township. Due to the topography of the land, the location of a creek and other items, it was determined that it would not be suitable. This will not be pursued farther.

The update of the Personnel Policy was discussed. The proposed changes from the October Board meeting were recapped. Mrs. Gunnet noted that she will be retiring in the next couple of years and would like to give the Township as much notice as possible. She asked a question regarding the change that once an employee has submitted a resignation or retirement notice that no vacation days, personal days, sick days or comp time can be used. The Board suggested that wording be included to give the Board the authority to waive this at the discretion of the Board. There was a discussion to clarify comp time and salaried employees.

It was the consensus of the Board to incorporate the following changes into the Personnel Policy:

- Limit the accumulation of comp time for the hourly employees to a total of 40 hrs. for the year.
- Sick time is to be permitted to be used for the illness of the employee and others.
- Sick time is to be permitted to be used by the hour, in half day increments or in whole day increments.
- The requirement of a doctor's excuse after the use of four (4) sick days anytime within the year is to be removed.
- A doctor's excuse will still be required when three (3) consecutive sick days are used.
- Add wording that gives the Board of Supervisors the discretion to waive the requirement that no vacation days, personal days, sick days or comp time can be used once a resignation or retirement notice has been received.
- Modify the Personnel Policy to reflect that salaried employees can take comp time off if their work is in good standing.

There was no one present for public comment.

None of the Board members had any comments.

The meeting adjourned at 11:05 a.m.

Respectfully submitted,



Jennifer L. Gunnet  
Secretary

