

WINDSOR TOWNSHIP BOARD OF SUPERVISORS  
PROPOSED 2024 PRE-BUDGET WORKSHOP

SEPTEMBER 25, 2023

The meeting of the Windsor Township Board of Supervisors was called to order at 9:01 a.m. by Chairperson Kathy Kerchner.

Those present: Kathy Kerchner, Kim Moyer, Rodney Sechrist (left meeting at 3:00 p.m.), Jennifer Gunnet, Jeremy Trout, Kipp Allison, Chris Shaffer, Joe Kerchner, Troy Dehoff and Chief Timothy Damon (arrival at 1:35).

There was a lengthy discussion on the proposed 2024 budget. Below is a listing of some of the matters discussed:

- Various purchases of equipment, materials and building/grounds improvements were discussed for Township owned property as well as Freysville Park.
- The Board was advised that it has been difficult to get responses from vendors when quotes have been requested.
- Repairs to the Lombard Rd. pole barn were discussed that would make it more aesthetically compatible with the Community Center. It was the consensus of the Board to hold off on the improvements until 2025. It was asked what was currently stored at the Lombard Rd. building. Rectangular recycling bins and various other equipment is stored there now. Once the Community Center is complete, mowers, etc. for maintenance of the grounds will be stored there.
- Mr. Shaffer advised that he is suggesting a small shade canopy and a couple of picnic tables be added to Windsor Wonderland next to the gaga ball pit. Ms. Kerchner asked if the installation of a piece of at grade equipment for smaller children would be better. It was the consensus to pursue the purchase of a piece of at grade equipment.
- The purchase of a lift for indoor and outdoor access at the Public Works Building was discussed. Mr. Sechrist advised that he has such a piece of equipment that he no longer uses and would be willing to donate it to the Township. The Board thanked him for his generosity.
- Various purchases of equipment, materials and stormwater pipe repairs related to the Highway Department were discussed.
- It was noted that a complaint was received about the condition of a detention pond in Kendale Heights on Sunset Circle. Upon inspection of the detention pond, it was found to be in need of repair as there are exposed holes in the pipes. The detention pond is on private property. The property owner will be contacted regarding the repairs.
- A yard waste facility and stone storage area were discussed. It was noted that the K-blocks for the stone storage area have already been purchased. A site plan will be needed. Authorization was given to pursue these areas.
- The rehabilitation of the tennis courts at Freysville Park was discussed. The rehabilitation would include the removal of the existing fencing as well as the tennis court surface and base. The end result would be two (2) tennis courts and four (4) pickleball courts. The estimated cost of the rehabilitation is \$270,000. A grant

application in the amount of \$40,000 has been submitted through the York County Open Space/Marcellus Shale Legacy Fund program. Awards will be made in December 2023. This would be a Capital Reserve Fund expenditure.

- A quote was finally received to place turf inside the batting cage at Workinger Field. The estimate was approximately \$25,000. The Board decided to not do this project. Mr. Shaffer advised that he has been in contact with the Red Lion School District as they are planning to replace the turf on Horn Field. The School District advised that it shouldn't be a problem to get a section of turf from them.
- It was asked if the recreation buildings could be keyed alike to eliminate a separate key needed for each facility. The Board authorized the Department Heads to work on this.
- The proposed expenditures for the Sewer Department were discussed. The majority of the expenditures were yearly maintenance that is performed on the sewer mains.
- There was a discussion regarding increasing the staffing of the Highway, Building/Grounds and Sewer Departments in either 2025 or 2026. Mr. Dehoff relayed his thoughts that this would free up the department heads to do paperwork. The Board asked that a listing be made of what the department heads do each day and how much time is spent in the office compared to being in the field.
- The real estate and fire tax rates were discussed. Mrs. Gunnet was asked to contact the tax collector to find out the percentage of real estate tax bills that have been paid.
- The wages for employees was discussed. Mrs. Gunnet advised that the Board members has the results of the PSATS Salary Survey. She added that only 20 municipalities in York County participated in the survey and quite a few of our positions were not listed with any results. No decision was made on wages.
- The preliminary increase to our health insurance plan is 19%. The final determination will be distributed tomorrow. Employees pay 9% of the COBRA amount as a payroll deduction. Mrs. Gunnet will be asking Benecon for options to reduce the premium.
- The dental insurance, vision insurance and life insurance premiums will remain the same for 2024.
- It was noted that the 5 year projection for computer equipment did not have a computer to be replaced in 2023 but funds were budgeted in case there was an unexpected issue. As of today, there hasn't been anything. The Board authorized that one of the computers slated for replacement in 2024 be moved to 2023.
- Mr. Allison noted that Kyocera is recommending that an extended warranty be purchased for the server which will take it to the end of its life expectancy.
- Managed IT through Kyocera will continue. This also includes the monthly fees for Microsoft 365. It was noted that there will be a \$14 per month increase in the fees.
- The 2024 fire company expenses will be in accordance with their 2022-2026 contract.
- There was a discussion regarding the fire company picnic that was held. Comments were made at the picnic that it would be nice to do this on a yearly basis.
- It was the consensus of the Board to increase the donations by \$2950 over the 2023 amount for both the Red Lion Area Ambulance and the First Capital Ambulance.
- The donation for fireworks is to remain at the 2023 rate.

- Mr. Allison advised that the Township continues to be a part of the York County Stormwater Consortium and that due to a PennDEP permit extension there will again not be a consortium fee for 2024. It was decided to maintain the expenditure.
- Stormwater pipe repairs will continue in 2024.
- The Animal Control Officer was discussed. The 2024 contract from Klugh Animal Control has not been received. Ms. Klugh had advised that she wasn't sure what the future held for her. It was noted that discussions are underway with the York County SPCA regarding having that agency offer animal control services. If they decide to do this, the soonest would be in 2026. Staff will continue to monitor this.
- It was the consensus of the Board to maintain the donations to local service organizations and the library at the 2023 level.
- "Savy Citizen" was discussed. This is another form of notification to residents. Residents would download the app and receive messages such as burn bans, snow emergencies, leaf collection, etc. The base cost is \$4000 per year. Mrs. Gunnet was asked to contact other municipalities to see what their participation rate is.
- It was noted that there are no surveillance cameras at the Administrative Building. Luckily there have not been any incidents. A quote is to be obtained.
- A letter from South Central PA Search & Rescue had been provided to the Board. They are a non-profit volunteer organization housed at Hellam Township that provides search and rescue services for missing persons. Chief Damon had been contacted regarding this organization. He advised that the department has used them and there are no other organizations like this around. The Board agreed to donate \$500.

At 12:40 p.m. the meeting was recesses. The meeting was called back to order at 1:20 p.m.

- Chief Damon joined the meeting to discuss the number of police protection units (PPUs) for 2024. It was noted that the Township is owed 3991 hrs. of police service as of the end of August which is approximately 7 PPUs. A discussion ensued. On the motion of Kathy Kerchner seconded by Kim Moyer, the PPUs for 2024 will be reduced by 1.5. Motion carried. Three votes yes. A letter will be sent to the department regarding this.
- Mr. Allison advised that the last of the American Rescue Plan Act funds will be transferred to General Fund in 2024 to help offset the cost of Public Safety. The funds are required to be spent by December 31, 2024.
- The quarterly sewer bill was increased by \$5.00 in early 2022 to \$120.00 per quarter. The necessity of increasing the quarterly sewer bill will be discussed further once the year end financial numbers have been determined.
- A grant to rehabilitate the Chapel View Pump Station has been received. We are still waiting to see the status of the Chapel Church interceptor grant. Both of these projects will be paid through the Sewer Capital Improvements Fund. Funds will be reimbursed to this fund from the grants.
- The Taylor Estates, Phase 1 pump station is in need of rehabilitation. These expenses will also be paid from the Sewer Capital Improvements Fund.

- Funds from the Community Center Fund will again be budgeted to be transferred to the Solid Waste Fund once construction of the Community Center begins.
- There was discussion at the September 18, 2023 Board meeting regarding the addition of left turn arrows at the Freysville intersection. TRG was contacted regarding the cost of a left turn phasing analysis. They provided an estimate of not to exceed \$2000. They will be able to have the analysis completed and a report to the Township which can be used as part of our application for a Green Light Go grant. On the motion of Kathy Kerchner seconded by Kim Moyer, the Board authorized the left turn phasing analysis. Motion carried. Two votes yes.
- It was noted that the curb and sidewalks at the Tax Collector's entrance are uneven. The concrete slabs are not cracked. It was suggested that a procedure to raise the concrete be used. This will be checked.
- The balance in the Recreation Fund was discussed. Monies will not go into this fund unless new homes are constructed. Ms. Kerchner asked if half of the difference between recreation program revenues and recreation program expenditures could be transferred to the Recreation Fund. This will be explored farther.
- The Solid Waste Fund will again be budgeted to receive the \$6,000,000 through the RACP program as well as the expense for the Community Center.
- Equipment/furniture for the Community Center was discussed. It was suggested to wait until we have construction of the Community Center underway. These expenditures would be from the grant monies from DCED. The monies need to be spent by June 30, 2025.
- The York County Solid Waste Authority has advised that they will be increasing their tipping fee in 2024. The fee will increase from \$72.00 per ton to \$79.00 per ton.
- The estimated allocation for the liquid fuels tax is \$609,507.74. Since the streets in Kensington were not adopted by the deadline, they will be billed for the amount of the allocation that was not received.
- A question was asked about the salt contract. Mrs. Gunnet advised that we have a very good supply of salt going into this winter. A significant amount of salt will need to be used before more is purchased. We have until June 30, 2024 to purchase our required amount.

There was no one present for public comment.

Neither of the Board members had any comments.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Jennifer L. Gunnet, Secretary