

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
PROPOSED 2024 BUDGET WORKSHOP

November 14, 2023

1. The meeting of the Windsor Township Board of Supervisors was called to order by Chairperson Kathy Kerchner at 9:07 a.m.

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

2. A discussion on the proposed 2024 Budget was as follows:
 - There was a lengthy discussion on the health insurance plan for 2024. It was the consensus of the Board to continue with the health plan that the Township has for the employees where the employees would pay 9% of the COBRA amount through payroll deductions and that the Health Reimbursement Account (HRA) be terminated at the end of 2023.
 - It was also the consensus of the Board that employees would receive an average of 4% wage increase.
 - At a previous meeting, it was discussed that half of the profit from the recreational programs could be transferred to the Recreation Fund. The Board wanted to follow through on this yearly until such time as the Community Center is constructed. The first transfer is to take place at the end of this year.
 - Mrs. Gunnet noted that recently the Internal Revenue Service (IRS) has made a ruling that if any agency files more than 10 forms with them that the forms have to be transmitted electronically. The webinar regarding this suggested that this be done by a payroll company or CPA firm. It is anticipated that this will cost \$1000. This will be added to the budget.
 - Various purchases were discussed. It was noted that the quote for a camera system at the administrative building seemed excessive. The amount was decreased and other vendors will be contacted.
 - The rehabilitation of the banks at Freysville Park were discussed. Mr. Trout advised that he met with Brian Hinton of Kimberly Lawn Care. Mr. Hinton suggested that the growth retardant be discontinued as the growth retardant limits root growth. He also suggested that the areas of concern could be hydroseeded. The banks are worse at the tennis courts. However, the tennis courts are proposed for rehabilitation in 2024 and work on the banks could be tied to that project. Addition, there was a discussion on a different style of mower to use on the banks when the Deweeze is replaced.
 - There was a discussion on the replacement of the HVAC system. At the present time, there are no issues. A brief discussion was held on having a mechanical engineer evaluate it.
 - Mr. Trout advised that the service body for the truck for the Sewer Department will not be available until March or April of 2024. It was the consensus of the Board to roll over that cost to 2024.

- Mr. Allison noted that the 2024 Budget includes a \$24,000 transfer to the Recreation Fund from the Capital Reserve Fund.
- It was noted that the York County Solid Waste Authority is increasing the tipping fee for 2024 from \$72/ton to \$79/ton. The budget was adjusted accordingly.
- Mrs. Gunnet advised that the Solid Waste Fund includes costs to establish a yard waste facility. Recently the owner of Mighty Oak Mulch on Snyder Corner Rd. in Lower Windsor Township has reached out to Mr. Trout about having leaves from leaf collection and brush from woody waste collections be disposed of there. Documentation has been received to verify that they are a PennDEP approved composting facility. This now gives us an alternative disposal location. It was noted that leaves would continue to be taken to the composting facility at Modern Landfill as long as that is available to us. The funds for a yard waste facility will be removed from the budget.

Mr. Sechrist left the meeting at approximately 11:50 a.m.

3. The following items related to the Windsor Township Employee Handbook were discussed:
 - PTO – This has been put on hold. It was noted that further research on this is needed. No action was taken.
 - Sick Leave – 2022 & so far in 2023 – The information was given to the Board. It was noted that the 2022 information is in days and the 2023 information is in hours. There was a discussion on the requirement for a doctor's note when an employee uses three (3) consecutive sick days. The Handbook is to be amended removing the requirement for the doctor's note.
 - Disability Insurance – It was noted that the requirement for an employee to use all of their accumulated sick leave, vacation days, personal days and comp time prior to the short term disability claim being submitted has been found to be a Township policy and not an insurance plan requirement. On the motion of Kathy Kerchner seconded by Kim Moyer, an employee must use all of their sick leave prior to submitting a short term disability claim and that it is the employee's decision on whether vacation days, personal days and comp time are used prior to the submission of a short term disability claim. Motion carried. Two votes yes.
 - Comp Time – No action was taken on this.
 - Chain of Command – The Board was given a copy of the Manager's Ordinance. It was the consensus of the Board for employees to follow the chain of command.
4. At 12:05 p.m., the Board recessed into an Executive Session to discuss a potential land purchase.

The meeting reconvened at 12:12 p.m. On the motion of Kim Moyer seconded by Kathy Kerchner, an offer is to be made in accordance with the discussion during the Executive Session. Motion carried. Two votes yes.

5. There was no public comment.
6. Ms. Kerchner asked if Mr. Moyer had any comments. Mr. Moyer advised that he didn't have anything. Ms. Kerchner asked how often the existing ordinances were reviewed to bring them up to today's standards. A discussion followed. Ms. Kerchner also asked that research be done to see how other municipalities award vacation days.
7. The meeting adjourned at 12:16 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary