

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 4, 2013 Continuation of September 16, 2013 Recessed Meeting

The meeting of the Windsor Township Board of Supervisors was reconvened at 1:00 p.m. by Chairman Paul Smith.

Those present: Paul Smith, Dean Heffner, Rodney Sechrist, Jo Anna Shovlin, Jeremy Trout and Jennifer Gunnet.

Mrs. Gunnet provided the Board with cost information for the paver that was being purchased by Lower Windsor Township as well as the cost to rent a paver for a week and a month. It was the consensus of the Board to not assist with the purchase of the paver.

Mrs. Gunnet advised that the York County Department of Emergency Services is updating the computer aided dispatch (CAD) system for basic life support (BLS) and advanced life support (ALS) ambulance services. The new computer system has two options that can be used to dispatch ambulances. One option would be for the computer program to dispatch the closest proximity BLA and/or ALS service regardless of who a municipality has a contract with. The second option would be to follow the current first, second and third due dispatch lineup and if additional units are needed then the proximity dispatch option would be utilized. Representatives from both Yoe Ambulance Service and Red Lion Ambulance Service have recommended that the Township respond that our wish is to stay with our current list of first, second and third due services and that proximity dispatch be used thereafter. It was the consensus of the Board to follow their recommendation.

There was a lengthy discussion on the information pertaining to the proposed 2014 budget. Below is a listing of some of the matters discussed:

- The use of General Fund monies to oil & chip roads was approved.
- The purchase of a loader was discussed. Half of the cost to purchase a loader was budgeted in 2013 and will be transferred to the Vehicle & Equipment Fund at the end of this year. It was the consensus of the Board to keep the loader for one more year and budget half of the remaining balance in 2014.
- A collector broom attachment for the skid loader was discussed. Mr. Trout advised that it would be very helpful to clean the road at a work site. He had found a used attachment. The Board advised that if it can be purchased for \$4500 then it could be purchased in 2013. Otherwise, it was to be removed from the proposed expenditures for 2014.
- There was a discussion on the replacement of the stake body truck with a service body truck. It was the consensus of the Board to stay with a stake body truck.
- 2014 will be Year 3 of the 7 Year Pump Station Rehabilitation Plan. Mr. Trout noted that we are approximately 6 months to 1 year behind on the proposed improvements. Again this year, any funds remaining in the Sewer Capital Improvements line will be transferred to the Sewer Capital Improvements Fund.

- Mr. Trout discussed the replacement of the 2003 Dodge Dakota with possibly another service body style truck. It was the consensus of the Board to purchase a pick up with tool boxes. They also felt that the Dakota should be kept.
- There was a discussion on the replacement of the pull behind leaf collector. Mrs. Gunnet noted that since the Township received reimbursement for the purchase of the one man leaf truck last year from a DEP 902 Grant, we were not eligible to apply this year. It was the consensus of the Board to wait until 2015 to replace the pull behind leaf collector.
- It was noted that the State Liquid Fuels expenditures are in line with the anticipated funding.
- The 2014 health insurance rates were received. Our premiums are decreasing by .2%. Mrs. Gunnet added that the Health Reimbursement Account is working well.
- The Affordable Insurance Act has fees that will need to be paid in 2014. A new line item will be added to General Fund for these fees.
- A preliminary budget figure has been received from the York Area Regional Police Dept. The preliminary PPU rate for 2014 is \$38,494. The Township purchases 40.5 PPUs.
- The Township is participating in the drafting of a Chesapeake Bay Pollution Reduction Plan (CBPRP) by the York County Planning Commission. A fee will be charged to help fund any projects. By participating in the plan, any credits received from projects whether or not they are in Windsor Township are earned by all of the participants. At this time it is unknown what the fee would be. It was suggested to budget \$50,000.
- Joyce Hemler of Hemler's Animal Control will be retiring at the end of 2013. Interviews have been conducted with three (3) individuals. Mrs. Gunnet noted that one person has not responded with follow-up information. She will keep the Board informed.
- Mrs. Gunnet advised that on several occasions the York Area Regional Police Department Officers have asked to view the video from the cameras at Freysville Park. The most recent one was yesterday. A picture of the suspect was obtained but a better picture of the suspect would have been obtained if there were cameras in other locations. The purchase of additional cameras is to be budgeted.
- It was noted that the Building Permit fee has not increased for many years. It is currently \$6 per \$1000 cost of the project. Discussion followed. It was the consensus to increase the Building Permit fee to \$25 for projects up to \$5000 but maintaining the \$6 per \$1000 cost for projects greater than \$5000.
- Mrs. Gunnet advised that at this time she did not feel that an increase to the quarterly sewer billing was appropriate. This can be revisited once the 2014 budget figures are available.
- The Act 537 Plan lists that sewer will be extended to Cranberry Lane area within five (5) years. The extension cannot take place until the Panorama Hills Pump Station project is completed. It was suggested that the engineering design work be done in 2014 so that the extension can occur once the Panorama Hills project is completed.
- Mrs. Gunnet advised that she spoke with John Holman of Springettsbury Township regarding the Beaverson Pump Station Elimination Study. Mr. Holman advised that staff is recommending approval of the study which should go to their Board of Supervisors for

approval later this month. The Board felt that the engineering work should be budgeted for 2014.

- There was a discussion on the traffic impact fee and the Capital Improvements Plan. It was decided that the individuals/developers who have paid the fee be contacted regarding a waiver of the time limit and a 1% reduction in the fee.

Mr. Smith asked the Board members if they had any additional comments. Mr. Sechrist did not have any comments.

Mr. Heffner advised that after the last meeting he went to the intersection of Rt.624 and E. Gay Street. He did not feel that improvements could be made to E. Gay Street due to the topography of the area and the stream crossing. Ms. Shovlin advised that Representative Saylor had sent a letter to the Red Lion Area School District requesting that the bus stop be moved.

Mr. Smith thanked Ms. Shovlin for attending the meeting which will make her transition to a Board member easier.

Mrs. Gunnet advised that at the Salary Board meeting there was discussion that if Leonard Sematoske received training on plowing snow that he would be considered a Skilled Employee. Mr. Sematoske had plowed snow last winter and has an assigned snow plow route for the 2013-2014 winter. It was the consensus of the Board for him to be considered a Skilled Employee and be paid accordingly.

There was a brief discussion on the costs to replace the Husson Rd. bridge. Mrs. Gunnet was directed to research past minutes for the cost that was given by North Hopewell Township representatives.

The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary