

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
Pre-Budget Workshop

October 5, 2015

The meeting of the Windsor Township Board of Supervisors was called to order at 12:35 p.m. by Chairman Dean Heffner.

Those present: Dean Heffner, Jo Anna Shovlin, Rodney Sechrist and Jennifer Gunnet.

Mrs. Gunnet updated the Board on road closures due to the rainfall on September 30 2015. She noted that the largest area of damage was on Husson Rd. where the pipe under the Voytek driveway became clogged again and caused the creek to run onto Husson Rd. After Hurricane Lee, Attorney Rausch sent Mr. & Mrs. Voytek a letter regarding the replacement of the pipe. To date, the size of the pipe has not been increased. It was the consensus of the Board that the road would remain unpaved until such time as the size of the pipe is increased.

Mr. Heffner asked if the Board members had thought about the request presented by Atty. Malone at the last meeting regarding the adoption of streets in a development before 95% of the homes have been built. It was the consensus of the Board that they would consider the request subject to adequate notes being placed on the Building Permit regarding damages to the street. This will be reiterated at the October 19th meeting so that Atty. Rausch can give his input on how the notes on the Building Permit should read.

Mrs. Gunnet reported that the fully executed agreement for the 902 Recycling Grant has been received from DEP. DEP is requesting that they be provided with the name of the Project Officer. On the motion of Dean Heffner seconded by Jo Anna Shovlin, Jennifer Gunnet was appointed as the Project Officer. Motion carried. Three votes yes.

There was a lengthy discussion on the information pertaining to the proposed 2016 budget. Below is a listing of some of the matters discussed:

- We will know the health insurance rate increase for 2016 later this week. A concern regarding the Cadillac Tax was brought up. It was noted that according to the actuary at Benecon, the Township would not be affected until 2021. There was a discussion regarding increasing the office visit co-pays. The Board gave Mrs. Gunnet suggested office co-pays to be given to Benecon for an estimate. She noted that the Health Reimbursement Account is working well.
- Mrs. Gunnet advised that currently there is a formula to determine the employee payroll deduction for health insurance. She requested that the Board replace the formula with a percentage. The percentage will be 9% of the COBRA rates.
- There was a discussion on the wage increase scheduled for 10/1/16. It was the consensus of the Board that the average increase would be 2%. Also the Board discussed those employees who were affected by the Market Study.

- Mrs. Gunnet advised that the York Area Regional Police Commission is trying very hard to not have an increase for 2016.
- It was noted that an update to our financial package is available. Also, the Zoning Department is investigating software programs to assist with the issuance of Building Permits as well as tracking them. During the course of checking, it was noted that an upgrade to Microsoft 2013 will be needed. The Board felt the Building Permit program should be obtained and the necessary upgrades made.
- The Windsor Area Recreation Commission budget for 2016 indicates a 1 1/2% increase.
- The construction of a garage at the Administrative Building was discussed. Quotes are to be obtained for a garage and a carport type structure.
- Mrs. Gunnet advised that the Public Works employees are transitioning to new uniform shirts that have the reflective striping. This will require an increase in the budget amount.
- The transfer from the Solid Waste Fund to General Fund was discussed. Mrs. Gunnet reported that the transfer would not occur until December and only be in the amount needed.
- The donations to the Red Lion Senior Center and Susquehanna Senior Center were discussed. These donations will be increased in 2016.
- The buildings at the Bahn's Mill location were discussed. It was noted that the small garage along the road needs a new roof. There was also a discussion regarding enclosing the front of the old salt shed in order to store the leaf trucks there. Mr. Heffner questioned how the cold/heat would affect the electronics on the trucks. This will be discussed further with the Public Works Director.
- The Public Works Department is running out of space at the Public Works Building. An addition to the building was discussed. It was noted that LSC Design would have all of the information as they had designed the existing building. A quote is to be pursued.
- The purchase of various pieces of equipment for Public Works were discussed.
- In light of the sewer main construction projects that have been undertaken, the Board discussed an increase to the quarterly sewer bill. The last increase was in February of 2013 where it increased \$7.50. It was the consensus of the Board to increase the quarterly fee to \$112.00 beginning with the February 2016 billing cycle.
- 2016 is Year 5 of the 7 Year Rehabilitation Plan. We are still running one year behind on projects.
- 2016 will be the first full year of payments on the loan from the Solid Waste Fund regarding the Panorama Hills project.
- The elimination of the Beaverson Pump Station was discussed. The engineers are estimating that the Township's share of the work will be \$1.9 million. Construction of the project was scheduled to begin this year but permitting issues will delay construction until 2016.
- Mrs. Gunnet advised that currently the data entry for the quarterly sewer bills is sent once a month to a third party company for processing. The only way the staff can tell if a quarterly bill has been paid is to go through the paid stubs by hand. This is time consuming and residents or settlement companies are not always given accurate information as to whether the bill has been paid. A request was made to purchase a utility billing package. It was the consensus of the Board to obtain quotes.

- There was a discussion regarding the expansion of the walking trail at Freysville Park. The Board authorized this to be explored.
- Mrs. Gunnet noted that the fully executed DEP 902 Grant agreement has been received. She will be making a disbursement request for reimbursement for the leaf truck. She added that DEP has another grant round open. However, the Township is not eligible as we received a grant last year.
- It noted that PennDOT is estimating that the Township will receive \$562,000 in liquid fuels taxes.

Since there were no citizens present, Mr. Heffner did not ask if there was any public comment.

Mr. Heffner asked the Board members if they had any additional comments. No one did.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary