

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP AND ROAD INSPECTION
October 12, 2009

The recessed meeting of the Windsor Township Board of Supervisors was called to order at 9:03 a.m. by Chairman Paul Smith.

Those present: Paul Smith, Jan Smith, Dean Heffner and Jennifer Gunnet.

Mr. P. Smith stated that he feels that all of the budget line items should be the same as the 2009 budget with the exception of wages, utilities and insurances. Both Mr. J. Smith and Mr. Heffner agreed.

There was a discussion regarding the interfund transfers and the proposed interfund transfers that were included in the 2009 and 2010 budgets. It was requested that an accounting report be made for each interfund transfer and proposed interfund transfer. It was also requested that a listing of expenditures from both the Solid Waste Fund and Capital Reserve Fund be compiled.

Mrs. Gunnet advised that there is not a real estate tax increase proposed for General Fund. However, in accordance with the pre-budget workshop, the millage rate for the Street Light assessment fee will be increasing from .2 mills to .25 mills. This will equate to a \$15.00 increase on a \$300,000 home. Also in accordance with the pre-budget meeting, the quarterly sewer rental amount will increase to \$95.00. The last increase was in February of 2008.

All of the funds were discussed and revisions made to numerous line item amounts. It was noted that the balance in the Community Playground Fund will be transferred to the Recreation Fund before the end of the year thus eliminating this fund from the 2010 Budget.

Mrs. Gunnet advised that the 2010 proposed budget figure for the York Area Regional Police Department is what was quoted by Chief Gross. She added that she has not received any revised figures.

There was a discussion regarding the acceptance of payments via credit cards. Mrs. Gunnet advised that she set in on a meeting with our Tax Collector, the School District and a credit card company. There is a fee charged for each transaction that is based on the amount of the charge. The fee would be the Township's responsibility. Mrs. Gunnet was asked to check with the Recreation Director to see how much they are paying in fees.

A discussion was held regarding the skid loader and attachments that the Township recently purchased. On the motion of Paul Smith seconded by Jan Smith, the skid loader and attachments are not to be loaned out to any other municipality and a letter be given to the Public Works Director and Highway Lead stating this. Motion carried. Three votes yes.

The vehicle maintenance records that had previously been distributed to the Board were discussed. It was noted that there is information that is missing or out of order. Mr. P. Smith was authorized to assist the employee handling this with the maintenance records.

Mrs. Gunnet advised that BENECON, our health insurance administrator, is projecting that there will be a 9% increase in the 2010 premiums. She added that the health insurance refund we received for 2008 claims was smaller than the 2007 claims refund and that the 2009 claims

refund will be even smaller. There was a discussion on the amount that employees contribute toward health insurance and the office copay. A question was asked if there would be a savings to the Township to increase the office copay. Mrs. Gunnet contacted BENECON and asked that question. She was advised that the savings would not be great. The Board asked that there be an actuarial study performed to determine the projected savings. On the motion of Jan Smith seconded by Dean Heffner, the employee payroll deduction for health insurance will be the following: Single - \$6.50/week plus the existing \$15.00/month deduction. Two party - \$12.50/week plus the existing \$15.00/month deduction. Family - \$25.00/week plus the existing deduction. This will be effective January 1, 2010. Motion carried. Three votes yes.

Mr. P. Smith asked if the employees were notified that they should not be clocking in early as this could create a liability issue for the Township. Mrs. Gunnet advised that she is working on revising the Personnel Policy as time permits and this is one of the revisions proposed. It was the consensus of the Board that this should be addressed immediately.

The employee performance evaluations and wages were discussed. It was noted that performance evaluations on all employees will need to be completed by February 1, 2010. On the motion of Paul Smith seconded by Jan Smith, a wage increase on April 1, 2010 will apply to all employees that are under the market study amount as approved by the Board. Motion carried. Three votes yes.

On the motion of Jan Smith seconded by Dean Heffner, the October 1, 2010 wage increases will be discussed at least sixty (60) days prior to October 1, 2010. Motion carried. Three votes yes.

Mr. P. Smith advised that he would like to see the Township send out requests for proposal for Township Engineer. Mrs. Gunnet advised that she will take care of this.

There was a discussion on the presentation by Anthony Rathfon of PennDEP. The Board advised that they would like to meet with him to discuss the issues that were raised at that meeting. The Board gave suggested dates and Mrs. Gunnet will attempt to schedule a meeting.

It was the consensus of the Board to postpone road inspection until spring.

Mr. J. Smith thanked Mrs. Gunnet for the work that goes into compiling the Budget.

The meeting of the Windsor Township Board of Supervisors adjourned at 2:50 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary