

WINDSOR TOWNSHIP BOARD OF SUPERVISORS
PROPOSED 2025 PRE-BUDGET WORKSHOP

October 14, 2024

The meeting of the Windsor Township Board of Supervisors was called to order at 9:00 a.m. by Chairperson Kathy Kerchner.

Those present: Kathy Kerchner, Kim Moyer, Stan Saylor, Jennifer Gunnet (9:15 a.m.), Kipp Allison, Jeremy Trout, Chris Shaffer, Joe Kerchner, Troy Dehoff and Mike Diehl.

There was a lengthy discussion on the proposed 2025 budget. Below is a listing of some of the matters discussed:

- It was suggested that a sidewalk be installed in the mulch area between the parking lot and Windsor Wonderland. It was the consensus that our employees would perform this work.
- Various purchases for recreation were discussed.
- The property owner on Freysville Rd. that Freysville Park surrounds has asked that the trees around her property be trimmed as they overhang on her property. There was a discussion on whether to trim the overhanging branches or cut down the trees. It was noted that the trees were originally planted to provide screening. Later the property owner installed a solid stockade fence. It was noted that there are challenges with trimming the branches inside the fence. Mr. Trout was directed to contact the property owner and advise that the Township will totally remove the trees. If the property owner does not wish for that to happen, then they will be responsible for trimming the branches inside the fence.
- The pavilion at Freysville Park is in need of having the vinyl facia and metal on the underside of the pavilion replaced. It was also discussed about the possibility of spray painting the entire building. A grant through the Marcellus Shale Legacy Fund could be applied for to assist with the cost.
- It was suggested that the basketball courts be coated and lined so as to be uniform with the new tennis/pickleball courts. It was noted that the basketball courts were re-paved in 2021. It was decided to hold this until the 2026 budget.
- The construction of a small pavilion/gazebo at the tennis/pickleball courts was discussed. There was a discussion of where it would be placed. It was the consensus to get a quote for the installation.
- The wooden bridge that is part of the walking trail below the basketball courts is deteriorating. Prices to replace the decking and railing with composite materials is to be obtained.
- Various purchases of equipment and repairs to Buildings were discussed. One of the purchases is a used bucket truck to be able to access areas of the building as well as signage at traffic signals. It was noted that in order to purchase used equipment/vehicles, there would have to be a bid. It was further noted that the sale of equipment/vehicles would be done through Municibid.

- Repairs to the Husson Rd. and Circle Drive bridges were discussed. It was noted that the Husson Rd. bridge is a jointly owned bridge between the Township and North Hopewell Township. North Hopewell Township will be contacted to see if they have funds in their 2025 budget to cover the work. For the Circle Drive bridge, brackets were installed a couple of years ago which brought up the rating for the bridge. Now other brackets are in need of replacement. Replacement of the bridge was discussed. It was noted that installing new brackets will extend the life of the bridge.
- The Kendale Heights detention pond repairs were discussed. The detention pond is located on a vacant lot that is owned by an adjoining property owner. There is a note on the plan that makes the lot owner responsible for repairs and maintenance. The property owner has not been responsive. The Township will more than likely have to make the repairs and lien the property.
- Various purchases were discussed for the Highway Department.
- The daily work hours for the Highway Department was discussed. The employees are requesting to change their hours from 7:00-3:30 to 6:30-3:00 during the winter months and maintain the 6:00-2:30 hours during the summer. The Sewer and Building/Grounds employees would remain at 7:00-3:30. It was consensus of the Board to change the hours for the Highway Department.
- The purchase of longer forks for the forklift were discussed. The anticipated cost is between \$1000 and \$1500. On the motion of Kathy Kerchner seconded by Kim Moyer, the purchase was approved as there are funds in the 2024 Budget to cover this purchase. Since the Sewer Department would be using also, the cost is to be split between the Highway and Sewer Departments.
- A question was asked if more CDL employees could have their Class B licenses updated to Class A. Mrs. Gunnet will get in touch with Andy Blair who provides CDL training to see what is involved.
- Mike Diehl advised that he had planned to request an additional person for the Highway Department. He noted that two employees are lost to mowing a couple of times a summer as well as two employees are needed to operate the leaf trucks in the fall. He noted that he would rather see a rate increase for the existing employees than hire another person. Ms. Kerchner asked what outsourcing of work would be save should another employee be hired. Mr. Saylor asked that a list be compiled of the work that needs done.
- Mike Diehl noted that a former employee, Todd Dettinger, had advised that he may be interested in being assigned a snow plow route. He will reach out to him for confirmation.
- The woody waste collection side has been moved from inside the salt shed to one of the stone storage areas, which is in the open and subject to weather conditions. A price for a roof over the woody waste area is to be obtained.
- It was noted that the only equipment purchase in the Sewer Department is the replacement of the 2014 aluminum trailer.

- There was a discussion regarding the hiring of an additional employee for the Sewer Department. Troy Dehoff advised that his department is able to do complete day to day projects but that makes other projects wait to get done. He noted that there was a huge savings at the Taylor Estates Pump Station by having the project done in house. However, it takes longer to complete the projects.
- The year round cleaning of the buildings was discussed. In the past, the cleaning service was suspended for the months of December, January, February and March. Mr. Kerchner was asked how long it takes to clean the buildings. He advised that it would take one day for each building each week. It was the consensus to engage the cleaning service for the entire year.

The meeting recessed at 12:30 p.m and reconvened at 1:00 p.m.

- The Administrative purchase requests are for a new refrigerator with an ice machine, the purchase of the closeout module in CityShare and the purchase of a module in MuniLink that allows residents to pay their sewer bill on the website similar to other utilities. Also, a new desk will be needed in the Manager's office and new folding tables.
- It was noted that the 2025 increase for York County Regional Police will be 4.53%. They will be using reserves to balance their budget.
- It was noted that in 2023 the Fire Tax offset 37.9% of the fire company costs. When the fire tax was created, the Board had desired that it offset 35% of the fire company costs. No action on increasing the tax will be taken until 2026.
- Mrs. Gunnet advised that our health insurance increase is projected to be 19.6%. The Board was given different renewal options. It was noted that Medicare Part D regulations change in 2025. Our current prescription plan is not compliant with Medicare Part D. More options will be obtained.
- A wage increase was discussed and options given.
- The yearly contribution to the Red Lion Ambulance Assoc. and First Capital EMS were discussed. Mrs. Gunnet was requested to obtain copies of their yearly IRS 990.
- Animal sheltering was discussed. The SPCA of York County is looking to have municipalities fund more of the operations. A committee is being formed to come up with a way to address budgeting concerns moving forward.
- Donations to the Golden Connection Center, Susquehanna Senior Center and Community Outreach will be increased in 2025.
- Mr. Saylor advised that he feels that the Township should contribute \$2.00 per resident to Kaltreider Benfer Library which would bring the contribution to \$35,706.
- The cost to heat the Public Works Building will be higher this winter as the cost of propane increased. Mr. Saylor noted that he would like to see a notation added to the propane bid that the propane supplied to us be American propane.
- It was noted that the Township had committed to participating in an audit of the franchise fee from Xfinity. It was noted that we will also be receiving a franchise fee from

GloFiber. It was questioned what services are subject to the franchise fee. Mrs. Gunnet advised that she will check on this.

- All of the exterior doors have a roof over them with the exception of the door in the Public Works Director's office. A cost to construct is to be obtained.
- The Recreation Department is trying to look forward to the expenses at the Community Center. Currently the difference between revenues and expenditures without the inclusion of salaries should be adequate to cover the cost of utilities at the Community Center. It was the consensus of the Board that this is sufficient as this is a service to the residents of the Township.
- A quote in the amount of approximately \$100,000 was received for the chiller. The Board asked that the vendor be asked the lead time to receive the chiller.
- It was noted that the York County Solid Waste Authority will be increasing their tipping fee to \$83 in 2025.
- Modern Landfill has advised that they plan to reduce the daily tonnage of waste that they received by half to prolong the length of time that the landfill will be in operation.
- Mrs. Gunnet asked for approval to apply for a PennDEP grant to replace the 2011 lead loader. The grant is a 90/10 split. Authorization was given.
- The allocation of State Liquid Fuels funds will be approximately \$604,800 in 2025. We have been advised that the funds will be reduced by 2% each year going forward.
- It was asked what the cost per mile was for the Pave-In-Place projects. Mrs. Gunnet advised that she would check this.

There was no public comment.

There were no Supervisor comments.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary