

LOWER WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET WORKSHOP  
OCTOBER 19, 2017  
6:00 P.M.

The Lower Windsor Township Board of Supervisors held their budget Workshop at the Township Community Building 2425 Craley Road, Wrightsville. The meeting was called to order by Vice Chairman Gerald Kellner at 6:00 p.m. with a pledge to the flag. Also present at the meeting were Supervisor Donald Schock; Township Manager Sande Cunningham; Zoning Officer Monica Love; Secretary/Treasurer Linda Zimmerman and Chief Tim Caldwell. Also in attendance were Roadmaster Kim Miller and Building Maintenance Supervisor Todd Taylor. Chairman Miller arrived at 6:05 pm. Patrons in attendance: 4

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS:

1. BUDGET DISCUSSION: Ms. Cunningham presented a power point summarizing the 2018 budget. The Board discussed the following items:
  - a. Police Vehicles: Chief Caldwell noted that 2 current vehicles are over 100,000 miles and have several costly maintenance bills. The Board agreed on the purchase of the 2 vehicles with a limit of \$32,000 for each vehicle.
  - b. Squad Room Flooring: Chief Caldwell expressed this is just a discussion item and he is not looking to do this in 2018. The Board asked him to look at options and present a design for the upgrades when ready.
  - c. Laptop Computer Mobile Cart: Chief Caldwell noted this would be for the evidence room. The Board was ok with the purchase for 2018 out of the police general expense.
  - d. Bunker Shields: Chief Caldwell requested 1 bunker shield for the police department. The Board is ok with a purchase of 1 shield with a view port at a cost not to exceed \$1300 and ok to purchase the hooligan tool as well. Supervisor Kellner expressed to the Chief to consider asking businesses or community organizations to donate funds for these types of purchases.
  - e. Clearing Barrel: The Board was ok with fabricating something in house.
  - f. Garage Door Motor: The Board is not in favor of this for 2018.
  - g. Traccs System: This is an e-file system for the police vehicles for traffic citations. We buy 3 and get 2 for free through a grant. The Board was ok with the purchase for 2018.
  - h. Office Chairs – Board is ok with purchase out of the general police budget for 2018.
  - i. PBT: Chief Caldwell expressed these can be obtained through a grant.
  - j. CVAC: The Board talked about increasing the CVAC donation for 2018 by \$6500 by using a portion of the fire company donations and decreasing their donation by \$6500.
  - k. Kyle Lentz Inspection license: The Board is ok with asking Kyle to perform customary maintenance and inspections on the police vehicles and to send him to school if in need of obtaining additional schooling to do this.
  - l. Cinder Bin: The Board reviewed the quote from Kohler & Kohler and suggested we put \$40,000 in the Capital Improvement & Purchases Fund in 2018 and additional money in the next 2 to 3 years so we can replace the cinder bin completely.
  - m. Public Works Sign: The Board was ok with purchasing a sign using plastic letters but not to spend more than \$1200.
  - n. AED for Public Works Bldg: The Board was ok with this purchase in 2018.
  - o. Street Sweeper: The Board discussed using a contractor to do the sweeping and asked Mr. Miller to call around for pricing.
  - p. Smoke Alarm repair: The Board discussed looking at relocating the existing system to an accessible area and asked Mr. Taylor to check if this could be done.
  - q. HVAC repair: Mr. Taylor provided the Board with a quote from Spangler Boyer for \$27,250 to fix the HVAC system. Motion by Supervisor Kellner, seconded by Supervisor Schock to

- authorize the work pending advice from Solicitor Herrold that this repair does not require us to bid out, motion carried.
- r. Flagpole lights: The Board was ok with fixing this year if money is available. If not, put in 2018 budget for \$1500.
  - s. Motion Detector Lights: The Board was ok with this safety feature for the park and asked Mr. Taylor to install.
  - t. Gutter Guards: The Board wanted an updated quote and was ok to budget the amount out of the highway building maintenance line item in 2018.
  - u. Lights in Gym: The Board was not in favor of completing this in 2018.
  - v. Turf Pro Field Groomer: The Board was ok with this purchase in 2017.
  - w. LED Lights for Office: The Board agreed with Mr. Taylor to hold this item for future years.
  - x. Water Meter Replacement: Mr. Taylor expressed this is no longer needed.
  - y. Painting of Offices: The Board is ok with painting of the office hallway and conference room in 2018 with the highway department doing the work.
  - z. Lower Level Doors: A Grant was submitted for the automatic doors but was not awarded the grant. The Board is not in favor of installing these doors without grant money.

Shorty requested additional money in the General Fund street maintenance line item. The Board will keep it at \$30,000. Discussion continued regarding the Taylor Road pipe project with Ms. Cunningham explaining that she received word from John Klinedinst that our DEP permit would be issued shortly. The Board inquired if this work will be done this year. Shorty would like to wait till 2018.

Ms. Zimmerman inquired what percentage increase is the Board recommending for wages. They would like to remain at a 2% increase. Mr. Kellner asked to convene to an executive session after the meeting to discuss personnel issues.

Ms. Zimmerman informed the Board that PADOT is requiring a letter from the Board stating that they approved the 5 year winter maintenance contract and have the Chairman sign. Motion by Supervisor Kellner, seconded by Supervisor Schock to authorize the Chairman to sign the letter acknowledging the 5 year contract, motion carried.

PERTINENT BUSINESS: None

Meeting adjourned at 8:00 pm

Respectfully submitted,

Linda J. Zimmerman  
Secretary-Treasurer