

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
BUDGET WORKSHOP
OCTOBER 25, 2018
6:00 P.M.

The Lower Windsor Township Board of Supervisors held their Budget Workshop at the Township Community Building at 2425 Craley Road, Wrightsville. The meeting was called to order by Chairman Barry Miller at 6:00 p.m. with a pledge to the flag. Also present at the meeting were Vice Chairman Gerald Kellner; Supervisor Donald Schock; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Zoning Officer Monica Love; Roadmaster Kim Miller; Building Maintenance Todd Taylor; Officer in Charge Sgt. Thomas and Police Secretary Molly Miller. Patrons in attendance: 1

Chairman Miller announced that an executive session was held prior to the workshop to discuss personnel issues.

PUBLIC COMMENT:

1. HOLLIS BEDELL: Ms. Bedell was here representing the Lower Windsor Area Historical Society and summarized the renovation that has been done with the Martinsville Schoolhouse. Ms. Bedell requested funding for the schoolhouse to hook-up electric from the township building to the schoolhouse noting that a quote was given to the Township last year in the amount of \$1,600.00. Ms. Bedell said the Historical Society agreed to fund \$1,000 and is asking the Board to pay the remainder of \$600. The Board will discuss funding later in the meeting. Ms. Bedell also spoke in regards to the library donation asked the Board to support an increase of the donation.

BUDGET PRESENTATION: Ms. Cunningham presented highlights of the 2019 budget.

OLD BUSINESS: None

NEW BUSINESS:

1. BUDGET DISCUSSION:
 - a. Ms. Love is requesting funding for a property management system for the zoning office. This will integrate with the County maps and will track all information on each parcel such as, permits, complaints, stormwater, subdivisions, etc. With this you will also be able to track roadways, pipes, signs, hydrants and will also be able to create specific reports. This system would streamline a lot of information into one area. The Board asked if the server will meet requirements for this program. Ms. Love will check with our IT provider.
 - b. The Board reviewed a spreadsheet of requested items starting with the General Fund:
 - i. PBT's – 2 portable breath testers – Police Dept.
 1. Currently have three
 2. This will allow for one in each vehicle
 - ii. Surface Pro Computer – Admin Office
 - iii. Carpet Cleaning –
 1. Both township office and police department
 - iv. Schoolhouse electric – Bldg. Maintenance
 1. Hook-up the electric to schoolhouse
 - a. Received quote for \$1,600
 - b. LWABS will provide \$1,000 towards cost

- c. State Liquid Fuels Fund:
 - i. Road projects: oil & chip various roads - \$125,000
 - ii. Pipe projects : \$50,000 Gun Club, Pleasant Hill, Hakes Hollow, Furnace
 - iii. Bridges: Meadow Road, Smyser Road, Salem Church Road - \$40,000
 - iv. Paving: Various roads - \$150,000
- d. Capital Improvement Purchases Fund:
 - i. 2019 Dodge Charger – Police Dept.
 - ii. National Incident Based Reporting System – Police Dept.
 - 1. Mandated for 2021
 - 2. Obtain payment options from vendor
 - 3. Need of server upgrade?
 - iii. Cinder bin repair/replace – Hwy Dept.
 - 1. Look at obtaining a quote on fabric type
 - 2. Obtain cost for cinder block
 - iv. Gym floor – repair 2019 and replace in 2021- Bldg Maintenance
 - 1. Repair damaged area in 2019 - \$8,600
 - 2. Keep funding for replacement in 2021
 - v. Gym lights – 10 LED – Bldg Maintenance
 - 1. This will update the remaining old lights
 - vi. Filter system for mechanical pit – Bldg Maintenance
 - 1. Help reduce the sediment in water system
 - vii. Permit management system – Zoning Dept.
 - 1. Can consolidate all parcel information into one system
 - 2. Can track roadways, signs, pipes, hydrants
 - viii. Storm swale along Craley Road – Infrastructure
 - 1. Install a MS4 BMP less than \$5,000

The Board agreed to place these items in the 2019 budget as discussed.

OTHER PERTINENT BUSINESS: None

Meeting adjourned at 7:37 pm

Respectfully submitted

Linda J. Zimmerman
Secretary