

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
BUDGET WORKSHOP
OCTOBER 26, 2023
6:00 PM

The Lower Windsor Township Board of Supervisors held their Budget Workshop at the Township Community Building at 2425 Craley Road, Wrightsville PA. The meeting was called to order by Chairman Donald Schock at 6:00 p.m. with a pledge to the flag. Also present at the meeting were Supervisor George Yakubowski (by phone) and Township Manager Sande Cunningham and Secretary-Treasurer Linda Zimmerman. Phil Rohrbaugh was absent. Patrons in attendance: 6

PUBLIC COMMENT:

1. HOLLSI BEDELL: Ms. Bedell requested the Township restart electronic recycling.

NEW BUSINESS:

1. RESOLUTION 2023-19 – GRANT APPLICATION: Ms. Cunningham notified the Board that this is a resolution to acknowledge the application for a Local Share Account Grant for the fire truck for Craley Fire Co. Motion by Supervisor Yakubowski, seconded by Chairman Schock to approve Resolution 2023-19, motion carried.
2. BUDGET DISCUSSION: Ms. Zimmerman noted that she and Ms. Cunningham met with each supervisor individually to review the draft budget. During each discussion we received responses for specific items within each budget that the Board will review tonight.
 - a. PD In-car cameras – Quote of \$28,890 + \$475/per install fee. This is budgeted out of the ARPA Fund. We also applied for a grant for these, if we aren't successful with the grant, we will use the ARPA funds. Board agreed.
 - b. New Police Vehicle – Discussed how to pay for the new vehicle. Either take a loan from the Host Fund, or lease through the Capital Improvement/Purchases Fund or pay outright with ARPA money. The Board agreed to use ARPA Funds.
 - c. Grant Writer – We are currently on a 1-year contract with our Grant Writer that will expire in April of 2024. Would the Board want to continue with the Grant Writer? Cost is \$5,000/month. The Board agreed to continue with the Grant Writer and funding it from the ARPA fund.
 - d. Web Host – We received a quote from Double Dog to redesign and maintain our website at a cost of \$1,980 for the design plus the maintenance of the site. The Board agreed. This will be budgeted out of the General Fund.
 - e. Savvy Citizen – Board agreed to continue with the Savvy Citizen App. This will be budgeted out of the General Fund. Ms. Cunningham also noted that the Police Department would have a link to Savvy Citizen at no cost.
 - f. Highway Truck Cameras – The Board agreed to continue with the dash cameras for the Highway Department trucks. The maintenance cost will be \$1,500/yr. This will come out of the General Fund.
 - g. Flail Mower Attachment – Cost for the new attachment is \$23,500 and will be budgeted out of the Capital Improvement Purchases Fund. . The Board agreed.
 - h. Retaining Wall for Large Pavilion at Rexroth Park – The Board agreed to budget for this out of the In Lieu of Fund. Cost \$2,000. Work can be done by the Highway Department.

- i. Key Fobs/Cameras – This is for the Township building security system. Quote received for \$20,000. This will be budgeted out of the ARPA Fund. Also, applied for a grant for funding.
- j. Zero Turn Mower – Received quotes from Messick’s and Hollinger’s for a mower and bagger system. The Board would like to get quotes for a mulching kit instead of baggers. Staff will request an updated quote to include a mulching kit.
- k. PD Part-Time Asst. – The Police department is requesting a part-time assistant for the police secretary. This assistant will be hired to work up to 30 hours a week. The Board agreed with the need and approved the part time position.
- l. Add road and bridges to Capital Improvement Fund: Mrs. Zimmerman asked the Board if they want to add road/bridges repairs to the Capital Improvement Purchases Fund. However, to do that we would have to amend the Fund uses by resolution to include funding for road and bridge repairs. The Board was not in favor at this time.
- m. Tax increase – We are proposing a tax increase of .2 mills. This will bring the real estate tax to 1.5 mill. This will bring in almost \$93,000 in revenue.
- n. Earned Income Tax Increase – There was discussion about increasing the EIT this year. However, the Supervisors were not in favor of increasing both the real estate tax and earned income tax. Supervisor Rohrbaugh would like to continue discussions on increasing in the future.
- o. Non-Uniform Pay Increases – The Board reviewed the proposed budget numbers for wage increases and approved the increases as proposed. The seasonal part-time employee for the highway department was increased to \$24.00/hour. In the past we have had trouble finding help during the winter plow season at the present rate of \$18.28/hour.
- p. Mrs. Zimmerman noted that funding for several items have been requested through grants and if we are not successful at obtaining those grants, we could use ARPA money. The ARPA funds must be designated by the end of 2024 and expended by 2026.

3. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 6:28 pm.

Respectfully submitted,

Linda J. Zimmerman,
Secretary