

LOWER WINDSOR TOWNSHIP
BOARD OF SUPERVISORS
BUDGET WORKSHOP
OCTOBER 24, 2024
6:30 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 George Yakubowski at 6:30 p.m. with a pledge to the flag. Also present at the meeting were Supervisor Phil Rohrbaugh; Supervisor Barry Strayer; Township Manager Sande Cunningham; Secretary-Treasurer Linda Zimmerman; Chief James Thomas. Patrons in attendance: 3

Chairman Yakubowski announced an executive session was held before the meeting regarding litigation and personnel matters.

PUBLIC COMMENT: None

NEW BUSINESS:

1. RESOLUTION 2024-12 – LSA GRANT APPLICATION: This is an update for application to the LSA Grant. Motion by Supervisor Rohrbaugh, seconded by Supervisor Strayer to adopt resolution 2024-12, 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. Power DMS – Policy and Procedure program for the Police department. Mrs. Zimmerman provided the Board with updated information on the initial cost and maintenance for the program. For 2025 the cost will be \$6,875.00. This is for a one-year contract. The Board agreed with the purchase in 2025 for the police department.
 - b. Aladtec – this is a scheduling program for the police department. The cost is \$2,400 per year with a 5-year contract. The Board agreed with the purchase in 2025.
 - c. New Police Vehicle - Mrs. Zimmerman stated that she has not received interest rates for a lease purchase. The cost would range from \$55,000 - \$60,000. The Board decided to purchase this vehicle and not lease using ARPA funds.
 - d. Police Parking Lot Addition – Ms. Zimmerman stated that we have not received any quotes for the fencing due to not having exact measurements of the proposed addition. Chairman Yakubowski asked to look at solar powered instead of underground wiring card reader. Supervisor Strayer would like to look at other options to place the additional lot. The Board agreed to add to the existing parking lot using Capital Improvement Funds. We will update the Board at the November meeting if we have additional information.
 - e. EYRA Contribution Increase – The EYRA provided their budget with an increase in the contribution rate from \$4 per resident to \$6 per resident. However, at the Rec Authority meeting, Hellam Township agreed to the increase but will reduce their contribution by

the cost to maintain the athletic fields. At that meeting Supervisor Rohrbaugh questioned would it be fair to allow one municipal participant that ability and not another. Mr. Rohrbaugh suggests that our Township do the same and deduct the cost of maintenance of the fields and gym from the contribution amount. Ms. Cunningham has a meeting with Ms. Cirilo next week and will discuss this matter and report back to the Board at the November meeting.

- f. Host Fund Interest – Ms. Zimmerman requested to hold the interest transfer from the Host Fund to the Capital Improvement/Purchases Fund in 2025. Supervisor Rohrbaugh suggested we transfer the Host Fund interest to the General Fund to help alleviate the burden of growing expenses. The Board agreed to transfer all Host Fund interest to the General Fund and reviewed each budget period.
- g. Comcast Audit – Mrs. Zimmerman noted that Cohen Law Group, who facilitated our Comcast Agreement, is offering to conduct an audit of our franchise fees we receive from Comcast. The cost ranges from \$4,720 with 10+ participants to \$5,015 with 6 – 9 participants. We currently have 6 municipalities interested. The Board was not interested.
- h. New Township Building Sign – We received an update for the repair of the township building sign out front for \$3,900 if we repair this year. We also received an updated quote for a new LED digital sign at a cost between \$27,000 - \$33,000. The Board agreed with the repair for the sign for 2025.
- i. Police Dog Survey – Chief Thomas would like to distribute a survey asking the residents if they have any interest in a police dog and help with funding the program. The Board was ok with sending the survey to see if there is any interest for the program. They also voiced concerns with overtime or the loss of donations that would help fund the program. This could be an item to discuss during our 2026 or future budgets.

3. OTHER PERTINENT BUSINESS: None

Meeting adjourned at 7:10 pm.

Respectfully submitted.

Linda J. Zimmerman,
Secretary