

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
September 13, 2021
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday September 13, 2021 by Matthew Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

Matthew Dietz, President
Rebecca Whiteley
Ron Deckman
Brenda Kramer

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Stephen W. Carr, Maint-Supervisor
Doug Myers, MPL Law Firm
Robert Huska, Codes Enforcement Officer
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

Minutes from the August 2, 2021 Council meeting was unanimously approved on a motion from Ron Deckman and second from Brenda Kramer.

Citizens & Inquiries:

- Shawn Gunnett and Jordan Frey from the Laurel Fire Dept attended the meeting to request that Council members consider entering into an annual financial contract with the fire dept. Shawn stated that due to increased operating costs, the fire dept needs additional revenue. Their proposed contract states that the Borough will pay \$54.75 for each house or rental unit in the Borough. In addition, they are also asking that over the next 5 years, the contribution amount be increased by \$3.65 per house or rental unit so that each house/rental unit will pay \$73 per year. Matt stated that Council members will be meeting in October for a budget planning session and will discuss the proposed contract at that time.
- Mike Stern (17 S Camp St) attended the meeting to discuss a problem he had with a storm event that occurred on August 10th. Wind gusts from the storm knocked down several trees that were on his property and also on his neighbor's property. The trees fell onto S Camp St and blocked the road. The Laurel Fire Dept assisted in removing trees from the road. Met Ed also had to cut down some trees as they fell on power lines and knocked out service for many people. Mr. Stern stated that he had to pay a tree removal company \$300 to clear the rest of the trees and debris that was sitting on the side of the road. Mr. Stern feels that the Borough should pay for the clean up of the trees and debris since it was sitting on the side of the road. Matt Dietz stated the Council members will discuss his request and will reach out to him in a letter with their decision.
- Tom Almanza attended the meeting to provide Council members with an update on the work at 74 W Main St. The following was discussed:
 - ✓ Renovation is going slower than anticipated due to the Covid pandemic. The pandemic has affected production and shipping of materials and supplies along with available manpower.
 - ✓ Obtaining necessary permits has been slowed down by the Covid pandemic.
 - ✓ During the demolition phase of the roof and chimney, he encountered additional unforeseen problems.
 - ✓ Tom stated that he anticipates the work to be fully completed by mid-October.
 - ✓ Tom stated that he has invested \$81,000 for materials and labor. The amount could go up if more supplies are needed.
 - ✓ Tom stated that his contractor tore up the sidewalk in front of the house but did not get approval first from the Borough. Tom apologized for the error and stated he realized that having the sidewalk torn up was a safety issue for residents so he placed boards to cover up the rubble and made it passable for pedestrians. Tom will advise the contractor that the sidewalk needs to be repaired as quickly as possible.

- ✓ Tom requested permission from Council members to block off a portion of parking spaces in front of 74 W Main St. Tom stated that with vehicles sitting directly in front of the house, it is very difficult for workers to carry materials into the house without possibly damaging a car. Also, if workers are on the roof, any materials that may fall off of the roof could potentially land on someone's car. When large delivery trucks come to drop off supplies, they need as much parking space as they can get. Tom stated that he would like to block off a few parking spaces during the day when he has workers at the house but will not need to block off spaces in the evening hours or on weekends.
 - ✓ Tom asked Council members to consider releasing the deed to him before an Occupancy permit is issued. Once the Occupancy permit is issued, Tom would like to place the house on the market. He realizes that it could take some time to get the deed in his name so he would like to start this process sooner.
- Jeremy Smith (23 W High St) attended the meeting to get information regarding truck parking Ordinances. Mr. Smith stated he received a few letters from the Codes Enforcement Officer, Bob Huska, about the trucks he parks in front of his house. Mr. Smith stated there are no parking issues on W High St so he feels it should be ok to park his trucks there. Bob stated that when neighbors call him to complain about the trucks, he has to follow what the Ordinance says. Bob stated that trucks with a rating of class 5 or higher are not allowed to be parked on the street. Mr. Smith has a chipper and stated he does not park that on the street because of the size. Bob will provide Mr. Smith with a copy of the Ordinance that pertains to parking large trucks on the street.
 - Curt Kosko from Shentel Communications attended the meeting to discuss services that Shentel offers. The following was discussed:
 - ✓ Shentel Communications offers internet, phone and tv services. Their products are all fiber optic which offers faster speeds.
 - ✓ They have been in business for 119 years and are expanding into the Lancaster and York County areas.
 - ✓ Shentel can offer residential and commercial business services.
 - ✓ They recently entered into a franchise agreement with York Township and Spring Garden Township.
 - ✓ They are discussing their product with Red Lion Borough, Windsor Township, Dallastown Borough and Yoe Borough.
 - ✓ For Municipalities that want to enter into a franchise agreement with Shentel, they will pay Cohen Law Group the fee to draw up the franchise agreement therefore there is no cost to the Borough for the agreement.
 - ✓ The franchise agreement would be very similar to what Comcast offers so the Borough would receive revenue from the franchise fee from Shentel.
 - ✓ There is no cost to the Borough for Shentel to run the fiber optic lines.

Codes Enforcement Officer:

- Bob reported the following:
 - ✓ He mailed several letters to Scott Formica (9 N Penn St) regarding the apartment his brother is living in behind the house but is not getting a response. Bob stated that he informed Mr. Formica in the letters that the water service in the apartment would need to be disconnected (at the owners expense) and then inspected by Steve Carr to ensure it has been disconnected properly. This would ensure that no one can live in the apartment. Steve stated that he has not seen anyone using the apartment since June. The resident is being charged for double services (water, sewer and garbage).
 - ✓ Bob stated that he is working on completing the rental inspections.
 - ✓ Bob reported that the house at 76 N Penn St currently cannot be used as a rental unit due to a severe mold problem. The owner was notified that documentation will need to be provided from a qualified mold remediation company certifying that the home has been properly remediated.
 - ✓ Bob requested that Council members create a policy for homeowners that repair or replace their sidewalks. At this time, there is no permit required for sidewalk repair/replacement. Contractors at 74 W Main St tore up the sidewalk and left it in disrepair for 2 weeks which became a safety hazard for pedestrians. Bob stated that having

a policy in place will be helpful for future situations. Council members briefly discussed this and asked Doug Myers to create an Ordinance with some of the following requirements: homeowners will need to apply for a permit, list of construction specifications to be followed, safety guidelines to ensure pedestrians are protected, traffic control considerations, time length for project and inspection requirements when the project has been completed. Doug will have this available for next month's meeting.

- ✓ Bob stated that he had an abandoned vehicle on Church St towed away on 9-11-21.

Mayor:

- Larry Markel presented 2 awards to Nate Neff, manager of the Windsor Cardinals ball team. Nate was recently named Manager of the Year by the Susquehanna Baseball League. Also, Nate has faithfully managed the team for 22 years. Nate thanked the Mayor for the awards and also thanked Council members for supporting the baseball team over the years by providing the ball field and keeping it in such good shape. Nate stated that he plans to manage the team as long as possible.

EMA: Nothing to report

Engineer:

- John reported the following:
 - ✓ The ACOE is continuing to review data to determine if they can move forward with additional studies for Fishing Creek.
 - ✓ Work has begun for the East Gay St project.
 - ✓ John will have bid documents and plans for the Water St project to be reviewed at the October meeting.
 - ✓ John stated that the Water St and High St projects will qualify under the Dirt, Gravel & Low Volume grant. Applications are to be submitted by November 24th.
 - ✓ John will be completing and submitting the annual MS4 report by Sept 30th.

Solicitor:

- Doug stated that the York Co Planning Commission will be reviewing the proposed changes to the Zoning Ordinance that Council members submitted for the auto repair shop at 99 School House Lane. The meeting will be held on Sept 21st at 2:00 pm. This will be a Zoom meeting.

Council Members:

- Council members were provided with a copy of the Resolution to dissolve WARC. The Resolution identified all issues that was discussed at the August Council meeting. Matt asked the Solicitor to review the Resolution. Council members will decide at the October Council meeting if they want to accept or reject the Resolution.
- Council members discussed the request from Mr. Stern at 17 S Camp St to be reimbursed for tree removal & debris services. Council members stated that since the trees were on his property and the neighbor's property, it is their responsibility to clean up trees, branches and limbs from the side of the road (per the Borough Ordinance).
- Council members discussed Tom Almanza's request to block off parking spaces in front of 74 W Main St. Council members decided that they would give Tom permission to block off one spot until Oct 8th and if additional space is needed, he can block that off when necessary. Some "No Parking Signs" were provided and Tom will need to post them and take them down at the end of the day. Parking spaces can be blocked off from Monday through Friday from 8-5. Tom anticipates that the work will be completed by October 8th.
- Council members discussed Tom Almanza's request to release the deed to him for 74 W Main St. The Solicitor advised that Bob Huska and another Council member should inspect the house before the October Council meeting. If the condition of the house is satisfactory to them, Council members can approve to release the deed at the October meeting and Doug can start the process right away. Council members were in agreeance with this plan.

- Council members discussed the proposal from Shentel Communications. Council members feel that it would be beneficial for residents to have options with internet, phone and cable. *On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously approved moving forward with this project.*

Secretary-Treasurer:

- Donna provided copies of the 2022 Preliminary Budget for Council members to review prior to the budget planning session which will be scheduled in October.
- Donna stated that over the last 2 months she has been busy with completing several types of audits which include:
 - ✓ Water and Sewer Authority audit – although the Authority pays SEK to complete the audit, Donna has to provide forms, reports and a variety of information which can be time consuming. Donna also has to enter the numbers into the DCED database and file the actual report.
 - ✓ Workers Comp Audit
 - ✓ MS4 Audit – Donna and Steve met with auditor Carrie Wilt. She reviewed the MS4 files and reports in the office then inspected outfalls. Waiting to receive Ms. Wilt's report.
 - ✓ Local Highway Finance report – this audit examines certain fund categories related to road repairs, equipment repairs, storm box cleanout and how Liquid Fuels funds were spent.
- Donna stated that she will be out of the office for the week of Sept 27th for vacation.

Maintenance: Nothing to report

Bills: General Fund & Liquid Fuels

On a motion from Ron Deckman and second from Rebecca Whiteley Council members unanimously agreed to pay the current invoices.

On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 8:50 pm.

Respectfully Submitted

Secretary-Treasurer