

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
October 4, 2021
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday October 4, 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 (absent)
Ron Deckman (absent)
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

Due to lack of quorum, Minutes from the September 13, 2021 Council meeting could not be approved. A separate meeting will be held on Monday October 11, 2021 at 6:00 pm to approve action items for the October meeting along with being a budget planning meeting.

Citizens & Inquiries:

- Suzie Gohn (38 N Blacksmith Ave) attended the meeting to get information about placing a mobile home on her property. Ms. Gohn stated that she has approximately 6 acres of land and would like to place a mobile home on the property to be used by her kids. Solicitor Doug Myers quickly reviewed the Zoning Ordinance and stated that this would not be allowed. Ms. Gohn could go through the process of having her property subdivided and Ms. Gohn was given information about this process. Steve also explained that if she would put a mobile home on the property, it would require a separate water and sewer line hookup which will cost \$2,500 (each) and a permit would need to be obtained from PennDot as they would also have to re-pave a small section of the road once water and sewer hookups were done. It was explained to Ms. Gohn that an addition can placed on the property but it would need to be physically attached to her house. A building permit would need to be obtained by the Borough and also Common Wealth Code Services. If she decided to go with this option, a separate water and sewer line would not be needed.
- Zach Feeser (73 W Main St) attended the meeting to discuss problems with parking. Mr. Feeser questioned why 74 W Main St was allowed to block off several parking spaces in front of the house. Mr. Feeser stated that the workers would park their vehicles on Main St and also block off parking spaces which is inconsiderate of residents who need to park on Main St. Mr. Feeser also stated that the sidewalk was torn up and the mess at 74 W Main St looks terrible. Matt explained that at last month's Council meeting, members approved workers to block off a few spaces during the week for certain time frames. This would allow workers to safely move materials in and out of the house and would also allow delivery trucks to safely drop off materials. The parking spaces are not to be blocked off during the weekend or after 5 pm during the week. Mayor Markel apologized to Mr. Feeser and acknowledged that the property has been an unsightly mess while it is being renovated and proper permits were not obtained for construction. Larry stated that it was very irresponsible of the Borough to allow these things to happen and was very resolute that the signs will be taken down immediately after the expiration date which is October 8th.

Codes Enforcement Officer:

- Bob stated that he was beginning to inspect rental units. He went into a house to complete an inspection when the tenant stated that someone in the house had the Covid virus. Bob immediately left and is hesitant about doing rental inspections as he doesn't want to take the chance of contracting the Covid virus. Matt asked if there were other solutions so the units can be inspected without compromising Bobs safety. Bob will look into this.

- Bob asked for some advice from the Solicitor regarding a problem with the rental unit at 114 W Main St. The tenant has not paid the quarterly water, sewer and garbage bill. Several notices were mailed to the tenant that the water service would be turned off by a certain date if payment was not made. A letter was also mailed to the landlord. The landlord advised the Borough to shut off the water service. Bob asked Doug if this was permissible because technically, landlords are required to provide working utilities. Doug stated that if both the tenant and landlord have been notified that the water service will be shut off for non-payment of services, this is allowed.
- Bob stated that the vacant home at 17 W High St has an infestation of wasps. Bob has been contacting Wells Fargo to get this problem taken care of as neighbors have been complaining about it.
- Bob stated that the property at 115 E Main St has not been rehabbed yet as the insurance companies are arguing over who is responsible for payment of repairs.

Mayor:

- Larry Markel stated that there needs to be more done to enforce dog owners to clean up after their pets. Larry has witnessed that the tenants in the apartments close to his house are allowing the dogs to defecate and the owners are not cleaning it up. Larry feels that the problem has gotten worse over the years. Steve stated that this has been a problem for him for a very long time as he has had to walk in, around and through dog waste in order to read water meters. Steve stated that he sees people in the park allowing their dogs to defecate and it's not cleaned up. Donna stated that she often gets phone calls from residents about neighbors allowing the dogs to defecate in yards and owners don't clean it up. This creates a problem when it's hot outside and windows are open, the smell is awful. Larry stated that he was in the park on Sunday and someone had their dog with them even though park signs clearly state that dogs are not allowed in the park. Larry would like to have an Ordinance that states landlords must provide adequate property for the dogs to use and owners are responsible for cleaning it up. The Solicitor will look into this and report back at the November Council meeting.

EMA: Nothing to report

Engineer:

- John reported the following:
 - ✓ The E. Gay St project is nearing completion. John presented a payment request from Barnes & Barnes to be approved and signed off on. Due to lack of quorum, the payment request will need to be approved at the Oct 11th meeting.
 - ✓ John stated that he needs to get a traffic count for the E High St and Water St projects. He is planning on submitting a funding request in November.
 - ✓ The CDBG funds are available for the E High ST project. The funds that are available now will only cover a small portion of the project. John recommended that Council waits to start the project until funds become available to cover the cost of the entire project. This would push the project out to be done in 2023 but the benefit would be that the entire project can be done at one time vs doing a portion of the project each year for the next 3 years. Council members were in agreement with this.

Solicitor:

- Doug provided the Deed for 74 W Main St. Council members discussed signing over the Deed to Mr. Almanza at last month's meeting. Doug stated that once Council members sign the deed and turn it over to Mr. Almanza, they won't have leverage with Mr. Almanza to finish the project in a specified amount of time. Doug stated that Council members can put conditions on the property that must be met even though the Deed is being signed over. Once the Deed is signed over to Mr. Almanza it will be his responsibility to have it legally recorded. Doug also advised that someone from the Borough inspect the property before signing over the Deed to ensure that it meets proper standards. Due to lack of quorum, the approval to sign the Deed will wait until the special meeting on October 11th.

- Doug reported that the York Co Planning Commission approved the revisions to the Zoning Ordinance which will allow a vehicle repair shop to operate at 99 School House Lane. The Planning Commission offered an opinion that it would be advisable for the Borough to add language into the Ordinance which states that junk vehicles cannot be collected on the property. Council members agreed with this and asked Doug to add this to the Ordinance. Due to lack of quorum, the Ordinance cannot be approved. The Ordinance will need to be advertised again so it can be approved at the November Council meeting.
- Doug stated that he reviewed the Resolution to dissolve the Windsor Ares Recreation Committee (WARC). He stated that the Resolution is pretty straight forward and approves of Council members signing it. Due to lack of quorum, signing of the Resolution will need to wait until the special meeting on October 11th.

Council Members:

- Council members were informed that Living Word Community Church asked if they could do a community service project in the Borough within the next month or so. Members of the church would like to come into the Borough and clean up trash sitting along the road and streambank area. This would take place on a Saturday and volunteers would stay about 2-3 hours. Council members discussed what areas may need to be cleaned up. They decided that the intersection of W Gay St and Heindel Ave would be a good place to clean. Donna will reach out to the church to get the process started and Steve will speak with the volunteers to inform them where the trash should be placed so he can have it picked up on a Monday.
- Matt stated that the property behind his house which is owned by Max Kopp is being used for riding 4 wheelers. Matt stated that Max Kopp probably is not aware of this and would not allow it. Matt stated that it has become a significant problem with people riding 4 wheelers in the Borough. Larry Markel stated that he had to call the police on a resident who was driving a riding mower throughout the Borough on the public road. Steve noted that when it snows, there are many people out riding on 4 wheelers which could create a problem for him when he plows the snow. Matt would like to create an Ordinance which would prohibit the use of 4 wheelers in the Borough. Doug will work on this.
- Matt stated that he would like to get prices for a closer and a different knob for the back door of the Borough office. Matt stated he would feel more comfortable if the door would automatically lock when it closes. He also stated that the door has to be firmly pulled or pushed when closing it so he would like to modify it by adding a closer. Matt requested that Steve get prices for this.
- Matt asked Doug to review the new Right-To-Know mandates requiring that the Council Agenda needs to be posted at least 24 hours prior to the meeting. Matt stated that it can be difficult for Donna to prepare the agenda and get it posted within the specified time frame. In addition, it was noted that the Engineer, Codes Enforcement Officer and Solicitor should be providing their agenda's to Donna to post with the Council agenda. Doug will report back to Council members next month.
- Matt discussed using the Constable for trick-or-treat on Halloween night. He feels that it would be good to have 2 Constables patrolling the town from 6-9 pm. Matt also questioned if the Constable should be attending the events that the Lions Club is hosting. Larry feels that it would be good for the Constable to attend the Christmas party.
- Matt stated that there is a clogged storm drain located at the rear of the Lions Club building. Matt wasn't sure who owns the property but stated it does not belong to the Borough. Matt is concerned that storm water will affect the Lions Club building and property. Matt asked Steve to clean out the storm drain because it is clogged with tree branches and debris. Steve stated that he would need to hire a company to clean it out as he doesn't have the necessary equipment.

Secretary-Treasurer: Nothing to report

Maintenance: Nothing to report

Bills: General Fund & Liquid Fuels

Due to lack of quorum, payment of invoices will need to be approved at the special meeting to be held on October 11, 2021.

Recess: *On a motion from Ron Deckman and second from Brenda Kramer, Council members voted to adjourn the meeting at 8:45 pm.*

The Windsor Borough Council meeting reconvened on October 11, 2021 at 6:00 pm. The following were present: Matt Dietz, Rebecca Whiteley, Brenda Kramer, Ron Deckman, Larry Markel and Donna Martin.

Council Members:

- *On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously approved payment of the current invoices.*
- *On a motion from Ron Deckman and second from Rebecca Whiteley, Council members unanimously approved the September 13, 2021 Minutes.*
- Council members reviewed the Resolution (provided by Windsor Township) to dissolve the Windsor Area Recreation Committee. One change was made in the Resolution which allows families of the Red Lion School District to pay the same discounted fee to participate in programs as Windsor residents. *On a motion from Ron Deckman and second from Brenda Kramer, Council. Members unanimously approved signing the Resolution.*
- Council members briefly discussed signing the Deed for 74 W Main St over to Mr. Almanza. *On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously approved signing the Deed over to Mr. Almanza.*
- Council members needed to approve John Runge submitting a payment request from Barnes & Barnes for the E. Gay St project. *On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously approved submitting a payment request.*
- Council members reviewed a list of projects that Steve would like to get approval for so he can begin working on them. The projects would be paid from the ARPA stimulus money the Borough received. The following was discussed:
 - ✓ Digital read water meters – Steve stated that many of the water meters are very old and don't properly register water consumption. There are also some water meters that are located in very inconvenient spots and makes it difficult for him to read the numbers. ARPA funds can be spent on water infrastructure. Steve feels that by purchasing digital water meters, it would make his job a little easier along with providing benefits such as capturing the correct water consumption, providing notices /alarms when a meter is not functioning correctly, providing beneficial reports, etc. Steve would like to purchase 50 meters and the software. The cost is approximately \$20,000. *On a motion from Ron Deckman and second from Rebecca Whiteley, Council members unanimously approved this purchase.*
 - ✓ Fire hydrants - Steve stated that there are about 4 fire hydrants that need to be replaced as they cannot be repaired due to the age. The total cost of the fire hydrants along with labor and installation is approximately \$28,000. *On a motion from Ron Deckman and second from Brenda Kramer, Council members unanimously approved purchasing the fire hydrants.*
 - ✓ Storm Box cleanout – Steve stated that storm boxes along the upper creek, at W First AVE and at the parking lot at the playground needs to be cleaned out. He will need to hire a company to do this. The cost will be approximately \$15,000. *On a motion from Ron Deckman and second from Rebecca Whiteley, Council members unanimously approved the cleanout of the storm boxes.*

- ✓ Steve stated that work needs to be done on the drainage at the ballfield. The cost will be approximately \$5,000. *On a motion from Ron Deckman and second from Rebecca Whiteley, Council members unanimously approved this request.*

- Council members reviewed the 2022 General Funds budget. The following was discussed:
 - ✓ Tax mills are currently 2.7. Taxes have not been increased since Jan 2016. Council members feel that tax mills should be increased for 2022. Donna stated that with each .1 increase, it will add an additional \$4,500 into the budget and an additional \$10 would be added to a resident's tax bill. Council members agreed to raise the tax mills to 2.8
 - ✓ The fire dept is asking for an annual payment of approximately \$35,7710. This year, the fire dept received \$5,000 from State Aid, a donation of \$5,000 from the Borough and tax revenue of \$9,385. Council members do not feel that the budget will support giving a total donation of \$35,000 but will increase the annual donation from \$5,000 to \$7,000. In addition, by increasing the tax mill by .01, they will receive an extra \$353 in tax money.
 - ✓ Donna stated that the contract for trash services with Penn Waste will expire in March of 2022. A new contract will most likely increase the cost of trash service. Donna also stated that the York Co Solid Waste Authority is increasing their rates by 3.7%. As of today, there is a surplus of \$3,000 for trash service (income over expenses). Council members will consider increasing trash fees.
 - ✓ Donna stated that if Council members want to increase their stipend, this would be the time to do it because there are 4 positions that will be on the November ballot. Council members will increase their stipend to \$50 each per meeting.
 - ✓ Council members discussed using Constable services for community events and also to attend Council meetings. Council members designated \$2,000 for Constable services.
 - ✓ Council members added in a donation of \$3,000 to the Lions Club.
 - ✓ Council members went into an Executive session at 7:35 pm to discuss employee pay raises. Council members unanimously approved a \$500 pay increase for Bob Huska and a 4% increase for Steve and Donna.

Council members unanimously approved adjourning the meeting at 8:00 pm.

Respectfully Submitted

Secretary-Treasurer