

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday December 6, 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 (absent)
Doug Myers, MPL Law Firm
Robert Huska, Codes Enforcement Officer
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

It was noted that the meeting would be an informational only meeting as there isn't a quorum in attendance so no voting can take place. The Council members that were in attendance agreed that a special meeting would need to be scheduled in December as there are action items that need to be approved. The special Council meeting will be held on December 22, 2021 at 5:00 pm.

Minutes from the November meeting will be approved at the special Council meeting that will be held later in December.

Citizens & Inquiries: None

Codes Enforcement Officer:

- Bob reported the following:
 - ✓ After much discussion with Doug, it was discovered that the Borough does not have the authority by Ordinance to require 2 off street parking spaces for privately owned properties that become rental units. Bob stated that parking problems along Main St are increasing and he gets many complaints about it. Bob stated that oftentimes multi-generation families live in 1 house and have multiple drivers and multiple cars. Some of these houses do not have off-street parking. Also, many residents who have off-street parking simply don't want to park behind their house as they want to be able to park right in front of their house. Doug stated that if a house is sold and becomes a rental unit then some changes can be made in regards to parking requirements. Also, if a rental unit is sold and changed in some way (for example, a 2 unit is changed into a 4 unit rental), parking requirements can be enforced. Doug also stated that if a rental unit has off-street parking, landlords can require tenants to use the off-street parking.
 - ✓ Bob stated that there was a Zoning hearing (Variance appeal) for 73 W First Ave to be used as a commercial/wholesale ice cream manufacturing facility. The Zoning Board approved the Variance for Keith Gordon of Bonkey's Ice Cream. Mr. Gordon will be purchasing the property soon.
 - ✓ Larry Markel asked Doug to further research what can be done for rental units that only have 1 form of exit and entry. Larry stated that there was a house fire last week in York City and a man was unable to exit the house and died in the fire. Larry wants to research what can be done to ensure this doesn't happen to any Borough residents.

Mayor:

- Larry Markel stated that he noticed more houses are participating in putting up Christmas decorations and it makes the Borough look more festive.
- Larry stated that he received positive feedback from some school bus drivers regarding the traffic signal on Main St and Penn St. The traffic signal was recently upgraded to include the emitter for the fire dept and also had a split phase light installed. The bus drivers stated the split phase has helped in keeping traffic running smoothly.

- Larry stated that if the Borough will be giving the Lions' Club donations, it may be a good idea for the Lion's Club to provide a financial statement so Council members know how much financial help the Lion's Club needs. Matt stated that the Lions Club had already discussed that and is planning on attending Council meetings on occasion to provide updates.

EMA: Nothing to report

Engineer:

- John reported the following:
 - ✓ The E Gay St project is fully completed. John needs to have a payment request signed by Council members. This will be approved at the special Council meeting to be held later in December. John stated that he requested additional grant money as the project went over cost. Additional grant money was approved so there is no cost to the Borough for this project.
 - ✓ John stated that an Amendatory Contract for a time extension for the CDBG Water St project needed to be approved and signed by Matt. This will be approved at the special Council meeting which will be held later in December.
 - ✓ John stated that the YCPC sent the approved contract for the High St drainage project which needs to be signed by Matt. Council members will approve this at the special Council meeting to be held later in December.
 - ✓ John, Steve and Larry met with John Barclay regarding the basin repair work that needs to be done. Mr. Barclay stated that he will repair the outlet structure within 45 days after receiving the material. The outlet structure has been ordered. John anticipates the repairs to be done by spring of 2022.
 - ✓ John stated that an ADT traffic count needs to be done for the E High St and Water St projects. John also stated that Matt has to renew his certification for the Dirt, Gravel & Low Volume Road Grant as it's been 5 years since he was last certified. Matt can complete the certification on-line.
 - ✓ John stated that the Walnut Creek Development is anticipated to begin construction later in the month. Phase I will have approximately 30 houses and Phase II will start construction shortly after completing Phase I. The Bond Surety information will be included in the Developers Agreement. John stated that the draft agreement may be ready for Council members to review at the January meeting.

Solicitor:

- Doug stated that 2 Ordinances were prepared and advertised for tonight's meeting. The Ordinances are: to increase the tax mills to 2.8 and to increase the Council and Mayors pay from \$30 to \$50 (monthly). Since there isn't a quorum at tonight's meeting, this may need to be tabled until the January 3, 2022 meeting. The Ordinance will also need to be re-advertised.
- Doug advised Council members that the Deed to 74 W Main St has been officially registered to Tom Almanza and was turned over to him.

Council Members:

- Matt informed Council members that with the election in November, there will be 2 new people joining Council in January 2022. The Council will consist of Matt Dietz, Brenda Kramer, Ron Deckman, Rich Mitzel and Penny Dzubinski.
- A copy of the Fee Schedule was provided for Council members to review. If they want to change any fees, it will need to be done through an Ordinance and is typically done at the beginning of the year.
- Dates for the 2022 Council meetings were provided to Council members. This will need to be approved then advertised at the next Council meeting.
- Flim Warner's term to serve on the Authority will expire at the end of December. Flim is willing to serve another term. Council members will need to approve this at the next meeting. Donna also suggested reviewing Authority member's pay and consider increasing it. Authority members receive \$20 a month. Although Authority's pay comes out of the Water and Sewer budgets, Council members have to approve any pay and increase. Council members will discuss this at the next meeting.

Secretary-Treasurer:

- Donna reminded Council members that the Penn Waste contract expires at the end of March 2022 so a bid package will need to be advertised in February (at the latest). If Council members want to add or change any of the services the Borough currently has, this would be the time to put it in the bid package. Council members will further discuss this at the January meeting.
- Donna received a proposal from Cohen Law Group that needs to be signed. Copies of the proposal were given to Council members. Donna can sign the proposal but needs Council's approval. The proposal will allow Cohen Law Group to create a franchise agreement with Shentel Communications. Council members will discuss this at the special meeting to be held later in the month.

Maintenance: Nothing to report

Bills: General Fund & Liquid Fuels (cannot be approved at this time)

The meeting was adjourned at 7:45 pm.

Respectfully Submitted

Secretary-Treasurer

DRAFT