

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
April 4, 2022
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday April 4, 2022 by Matthew Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

Matthew Dietz, President
Ron Deckman (absent)
Brenda Kramer
Rich Mitzel
Penny Dzubinski

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 March 7 and March 14, 2022 Council meeting were unanimously approved on a motion from Brenda Kramer and second from Penny Dzubinski.

Citizens & Inquiries:

- ✓ Brian Ferree (7 Maryland Ave) attended the meeting to express his frustration with the increased garbage fee. Mr. Ferree stated that he is a retired resident living on a fixed income. The garbage fee increased from \$60 a quarter to \$112 a quarter. Mr. Ferree stated the significant increase will be a financial hardship for not only him but other residents who are on fixed incomes. Matt explained that 2 companies submitted bids for trash service and Penn Waste was the lowest bid. Council members reviewed the option of reducing the number of pick-up days to 1 time a week to see if that would make a difference in the cost. They found that trash service for 1 time a week would only reduce a resident's bill by \$20 a quarter. Council members feel that with the number of families in the Borough, it would not be beneficial to reduce trash service to 1 day a week. Unfortunately with inflation, the rising cost of fuel, increased pay for workers and repair expenses, all garbage companies significantly increased their fees.
- ✓ Tony Porter of Porter Construction attended the meeting to introduce himself and his company. Mr. Porter bid on the Water St project and was the lowest bidder. Mr. Porter provided some information about his company stating that he has been in business for over 12 years doing general construction, has experience with similar projects, completed work for several Municipalities and will provide references for work that he has done.
- ✓ Barry Barshinger and Dawson King attended the meeting to introduce themselves as the President and Chief of the Laurel Fire Dept. Mr. Barshinger stated that they currently have 11 volunteers registered for various training events. Year to date the fire dept has responded to 83 calls with 2 being in the Borough. Mr. Barshinger stated that he needs approval from Council to make a request with the Dept of Emergency Services to change the run cards. This means that he will be able to send 1 engine out of the Laurel fire dept and send another engine from a different station. Council members were in agreement and Matt signed the required form from the York Co Dept of Emergency Services.
- ✓ Patti Fisher from Holly & Associates attended the meeting to review the Raver subdivision plan. Patti stated that the plans had been reviewed by Windsor Township and approved so she needs Borough Council to approve signing the plans so she can move forward. Council members approved the request.
- ✓ Adam Anderson from Site Design Concept attended the meeting to review subdivision plans for Walnut Creek. The following was discussed:
 - ❖ Phase I is currently under construction for 21 lots to be built within the year.
 - ❖ Phase II was reviewed by the York Co Planning Commission to include 23 lots. Comments were sent to the Borough, the Township and Gordon Brown's office. John reviewed the comments and responded accordingly.

- ❖ Adam stated he is waiting for PennDot to issue the Highway Occupancy Permit (HOP).
- ❖ John suggested giving a conditional approval for the Phase II plan so that Adam can move forward once things have been completed. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the Walnut Creek Phase II plan dependent upon the conditions set forth by Gordon Brown's office, the York Co Planning Commission, the modified stormwater agreement, the surety agreement and the developer agreement.*

Codes Enforcement Officer:

- ✓ Bob stated that he continues to receive complaints from residents about tenants at 23 E High St allowing their dogs to defecate on people's properties. Bob stated he spoke with Judge Fishel about this and was told that he could cite the tenants. Bob will continue to pursue this.
- ✓ Bob stated he is prepared for street sweeping which will occur on April 20th through April 21st.
- ✓ Bob stated that he spoke with Judge Fishel regarding the problem with people parked in the yellow zone area. Judge Fishel stated that Bob can give citations to residents parked in the yellow zone area even if "No Parking" signs are not posted. Bob will move forward with citing people who park there.
- ✓ Bob reviewed the document provided by Doug regarding sidewalk repairs. Bob stated that the document covered specifications and materials for sidewalks so this would be information that Steve and John would need to review. Bob will need to know if Council members will require residents to obtain a permit to have a sidewalk repaired. Once Council members approve the specs, materials and permit requirements, this will be added to the Property Maintenance Ordinance.
- ✓ Matt asked Bob to look into a few things:
 - ❖ The property located at 34-36 W Main St which is owned by Gene Lau has been in the renovation stage for several years and there are supplies and construction material sitting on the front porch and in the back yard. Matt would like to know when the renovations will be finished or cleaned up.
 - ❖ There is a property located at South Ave (rear of 15, 17 & 19 E High St) that has various items sitting in the yard and also encroaching on the roadway. Steve has mentioned in the past that he has a hard time getting the snow plow through that area because of the items that are encroaching onto the roadway. Matt asked Bob to contact the owner about this.
 - ❖ Matt inquired about 128 W Main St. The garage in the back of the property has some questionable activity going on as there are multiple vehicles and people at the garage during the weekend and during the week late into the evening. This is a rental property so Bob will contact the property owner about this.

Mayor: Nothing to report

EMA: Nothing to report

Engineer:

- ✓ John reported that he received 3 bids this morning for the Water St project. After reviewing the bids, the lowest bidder was Porter Construction. The bid amounts are as follows: Base bid with alternate bid 1, Barnes & Barnes bid \$142,903.18, Pennell Services bid 130,002.80 & Porter Construction bid \$118,659. John explained that with alternate #1, this would include replacing a section of the wall (around 12-14 Water St) if the wall is deemed unstable. Residents that live there stated they would like to keep the wall. The Borough will receive grant funding in the amount of \$100,000 for this project and John will submit a request for additional funding to cover the entire project. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members conditionally approved awarding the Water St contract to Porter Construction pending the approval of funds, bonding & references for the base bid & alternate #1 for the amount of \$118,659.*

- ✓ John stated the Mr. Barclay is moving forward with fixing the erosion control problems in the basin. Mr. Barclay should have this completed in April or May.

Solicitor:

- ✓ Doug stated that per Council members request, he sent a letter to the tax collector informing her of the concerns that Council members received. A copy of the letter was emailed to Matt and Larry prior to it being mailed to the tax collector. A response was received from the tax collector stating that she was unaware of problems and had been turning in paperwork and returning calls in a timely manner. Doug also spoke with her and reminded her that if she has any problems with completing tax certs, reports or other duties, there are resources available to assist her. It was agreed that she would continue being the tax collector providing that Council members do not encounter more problems.
- ✓ Doug discussed the Peddling/Solicitation Ordinance (1-2013). Council members approved removing the following exemptions: farmers selling produce and manufacturers/producers selling bakery/bread items. Food service trucks would not be required to have a solicitation permit. In addition, the permit fee will be added to the Fee Schedule. Council members requested that Doug advertise the change in the Ordinance to have it ready for adoption at the next Council meeting.

Council Members:

- ✓ Matt informed Council members that he spoke with Ron Deckman and Ron stated he will have to resign his position as Council member due to his declining health. Ron stated he will send in a formal resignation letter before the next Council meeting.
- ✓ Council members discussed filling the vacant Council position. A resident can be appointed to serve the remainder of Ron's term which is 2 years. At that time, the position would be up for election. Larry Markel stated that Melissa Raver expressed an interest in joining Council. Larry will reach out to Melissa to inform her of what she would need to do to be appointed to Council. Doug reminded Council members that once they receive Ron's resignation letter, they have 45 days to approve it then will have 30 days to fill the Council position.
- ✓ Council members discussed increasing the Zoning Application fee. Currently the fee is \$450 but costs associated with a Zoning hearing amounts to approximately \$1,400. Council members unanimously agreed to increase the fee to \$700. Doug will be notified to move forward with increasing the fee.

Secretary-Treasurer:

- ✓ Donna stated that in 2021, the Borough paid \$2,939 for Walnut Creek fees. Donna asked Council members if they wanted her to deduct this amount from the escrow account of \$7,500 that was received. Council members were in agreeance with this. Donna recently paid Walnut Creek invoices from the escrow account and the remaining balance is \$2,196 so Donna will request more funds to be added to the escrow account.
- ✓ Donna asked Council members to consider eliminating the practice of sending a second quarterly water, sewer and garbage bill to residents. Donna stated that any resident who doesn't pay the quarterly bill by the first due date is mailed another bill. Residents who have not paid their bill by the second due date receives a water shut off notice. Donna stated that most utility companies typically do not send a second bill. Donna feels this would be a way to save money and free up more time for Donna. Donna stated that she posts payment due dates for the entire year on the bills, in the newsletters and on the website so people are informed ahead of time. Council members were in full agreeance with eliminating mailing a second quarterly bill. Donna stated that she will discuss this with Authority members for their approval and will also give ample notice to residents before second bills are no longer mailed.

Maintenance:

- ✓ Steve stated that there is a pine tree in the park by the outfield that needs to be trimmed as pine needles and branches that fall from the tree are clogging up the storm drain. Steve stated that it will cost approximately

\$1,000 to have the tree trimmed. Council members requested that Steve obtain a price to have the tree removed as they feel this may be the better option. Steve will provide a quote at next month's meeting.

- ✓ Steve stated that the storm drain line in the ballfield that discharges at Baseball Alley needs to be cleaned out. The cost is approximately \$4,000. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members approved having the storm drain cleaned out.*

On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved payment of the current invoices.

On a motion from Penny Dzubinski and second from Rich Mitzel, Council members adjourned the meeting at 9:00 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*

DRAFT