

WINDSOR BOROUGH COUNCIL

MINUTES OF MEETING

January 3, 2022

6:00 PM

The 2022 Re-Organization Meeting of the Windsor Borough Council was called to order by Windsor Mayor Larry Markel on Monday January 3, 2022.

Members present

Mathew Dietz
Brenda Kramer
Rich Mitzel
Ron Deckman (absent)
Penny Dzubinski

Larry Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor
Doug Myers, Solicitor (MPL Law Firm)
John Runge, Engineer (Gordon Brown & Associates)
Bob Huska, Codes Enforcement Officer

Mayor Markel called for nominations for Council President and Council Vice President

<u>Office</u>	<u>Nominated</u>	<u>Nominated by</u>	<u>Additional Nominations</u>	<u>Vote</u>
Council President	Matt Dietz	Brenda Kramer	None	Unanimous Yes
Council Vice President	Brenda Kramer	Matt Dietz	None	Unanimous Yes

Mayor Markel swore in the following people:

Rich Mitzel, Penny Dzubinski & Brenda Kramer

The regular monthly meeting of the Windsor Borough Council was called to order on Monday January 3, 2022 by Matt Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

Matthew Dietz, President

Larry R. Markel, Mayor

Brenda Kramer, Council Vice President

Donna Martin, Secretary-Treasurer

Penny Dzubinski

Stephen W. Carr, Maint-Supervisor

Ron Deckman (absent)

Doug Myers, MPL Law Firm

Rich Mitzel

Robert Huska, Codes Enforcement Officer

John Runge, Gordon L. Brown Jr. & Assoc-Engineer

Minutes from the December 6, 2021 Council meeting was unanimously approved on a motion from Brenda Kramer and second from Penny Dzubinski.

Personnel: Nothing to report

Citizens & Inquiries:

- Stasha Manahan (110 W Main St) attended the meeting to discuss the following:
 - Trash complaints- Ms. Manahan stated that many people put their trash out several days before the trash pick-up day. This creates litter as trash is blown out of garbage cans and lays in people's yards and in the street. Ms. Manahan is especially bothered by the number of people who live on Main St that leave their cans out all of the time. Ms. Manahan also stated that people leave tv's out for trash pick-up and because Penn Waste cannot dispose of them, the tv's will sit on the sidewalk for months at a time. She see's where kids bust the tv's and glass is laying on the sidewalk. Matt stated that per the Borough Ordinance, trash is not to be put outside until 6:00 pm the day before trash pick-up. This information is listed on the Borough website and in newsletters. In regards to tv's being left for trash pick-up, he advised Ms. Manahan to call the Codes Enforcement Officer the next time she see's this and he will take care of it.
 - Ms. Manahan made a complaint about unregistered/uninspected vehicles in the Borough. There is a parking pad close to her property with an unregistered vehicle sitting there and is not being worked on or moved. Ms. Manahan stated that she attended a meeting about 2 years ago with this complaint and was told that the Codes Enforcement Officer was able to make the owner get rid of the vehicle if it wasn't registered or inspected. Larry Markel explained to Ms. Manahan that over the past year, Council was informed that they legally do not have the right to force owners to get rid of a car just because it is out of inspection. Bob Huska stated that

if the vehicle was creating a problem such as attracting rodents, leaking fluids or dangerous to the public then he would speak with the owner about it.

- Ms. Manahan made a complaint about her next door neighbor who has numerous cats living there but they are allowed to run loose. The cats come onto Ms. Manahan's property and cause problems. Bob stated that he would speak with Ms. Manahan in detail and contact the neighbor about the issues.
- Linda Alston (5 Wellyn Dr) attended the meeting to discuss the following:
 - Ms. Alston stated she is not happy with the construction that recently started in her development. Ms. Alston stated that she just learned that a new development would be built and was very upset about this. Ms. Alston stated that she attended a meeting many years ago when the proposed development was being discussed. At the meeting, she was assured that no development would be built. Ms. Alston is very upset and feels that Council members did not inform Borough residents that they would be going through with the development. Matt explained that information was posted at different times regarding the Walnut Creek development. Information was shared on the Borough website, in newsletters and also with signage that was posted in the field. John Runge stated that he would be happy to meet with Ms. Alston and show her the plans and answer any questions she may have.
 - Ms. Alston made a complaint about noise coming from the auto garage on School House Lane. Ms. Alston stated that there are cars being revved up at all times of the day and night. Ms. Alston asked what the Noise Ordinance states. Matt also verified that he hears cars being revved up late at night. Bob stated that he will check into this.

Codes Enforcement Officer:

- Bob Huska stated that he has completed some inspections but will need to wait until after the Covid pandemic to complete the rest of the inspections as he is concerned about going into people's houses.
- Bob stated that he spoke with the investor who purchased 14 Church St about parking requirements. The investor decided they will renovate and sell instead of renovating and renting the house.
- Bob stated he would like more guidance on how to handle parking problems along Main St. Council members voiced frustration that they have not been able to resolve this problem as it seems they have very little legal recourse.

EMA: Nothing to report

Mayor:

- Larry Markel stated that he wants to pursue the concern with rental units not having more than one form of exit. With many rental units being older buildings, there is only one exit and more exits cannot be added due to the design of the house. Larry is concerned that in the event of a fire, if someone would die as a result of not being able to get out of the building then the Borough could be held liable. Larry would like the Solicitor to provide more information about this.

Engineer:

- John Runge stated that he is working on the bid package for the CDBG grant (Water St curb and sidewalk repairs). He is hoping to have the bid opening at the February or March Council meeting.
- John will have more details for the Walnut Creek development at the February Council meeting.

Solicitor:

- Doug Myers presented one Ordinance and three Resolutions for approval.
 - ✓ Ordinance #1-2022 – Increase tax mills for 2022 from 2.7 mills to 2.8 mills. Matt informed the new Council members that the tax rate has not been increased for the last 5 years but needs to be raised slightly in order to keep up with increasing expenses. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved increasing the tax mills to 2.8 for 2022.*
 - ✓ Resolution 1-2022 – Adopting the Fee Schedule. Council members reviewed the fee schedule. Matt informed new Council members that the fee schedule was discussed last year and some fees were increased.

Matt felt that fees do not need to be increased this year. On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved Resolution #1-2022 with no increase in fees.

- ✓ Resolution #2-2022 – Bank appointments. Matt informed new Council members that the Borough uses Traditions Bank for the majority of their financial accounts. Payroll goes through the PLGIT account. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved using Traditions Bank and PLGIT for 2022.*
- ✓ Resolution #3-2022 – Set tax collector’s commission. Matt informed new Council members that the Borough has an elected tax collector who handles the property and school taxes for Borough residents. The tax collector then gets 4-5% from the amount she collects. Typically, the tax collector gets paid about \$5,000 a year. This Resolution continues to set the tax collectors fee at 4-5%. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the tax collector’s rate for 2022.*

Council Members:

- Council members were reminded that the garbage contract with Penn Waste expires at the end of March. Council members stated that they feel trash pick-up should remain at twice a week. They also felt that billing residents for trash service should stay as it currently is (being billed with water and sewer service) as the annual fee would increase quite substantially if the provider were to bill residents directly for trash service. Council members requested that Donna contact Doug to prepare a bid contract so they can review it at the February Council meeting and then have it advertised.
- Council members were informed that the Water and Sewer Authority would like to increase the pension amount they contribute for Steve and Donna. Authority members currently contribute 2% for the employer funded pension and would like to increase it to 3% effective January 1, 2022. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved Authority members to increase their pension amount to 3% for Steve and Donna. See Resolution #4-2022.*
- Council members were informed that Authority members requested that their pay be increased. Currently they receive \$20 a month and would like to increase it to \$40 a month. It was noted that the pay for Authority members was not increased for many years. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved increasing Authority Members pay to \$40 a month.*
- Matt requested that Donna provide information at the next meeting regarding bridge inspections.

Secretary-Treasurer:

- Donna stated that she needed Council’s approval to sign the agreement to allow Cohen Law Group to draw up the franchise agreement with Shentel Communications. Council members were in agreeance with this.
- Donna stated that James Cochran attended the December Water and Sewer Authority meeting to express an interest in filling the open position. Authority members approved this but need Council member’s approval. *On a motion from Brenda Kramer and second by Rich Mitzel, Council members unanimously appointed James Cochran to serve a 5 year term on the Water and Sewer Authority.*

Maintenance: Nothing to report

Bills: General Fund & Liquid Fuels

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

On a motion from Brenda Kramer and second from Penny Dzubinski, Council voted unanimously to adjourn the meeting at 8:08 pm.

Respectfully Submitted

Donna Martin
Secretary-Treasurer