

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
March 7, 2022
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday March 7, 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 (absent)
Rich Mitzel (absent)
Penny Dzubinski (absent)

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

Due to lack of a quorum, Minutes from the February 7, 2022 meeting could not be approved. The March 7, 2022 meeting was strictly informational. A special meeting will need to be held in March to approve action items.

Citizens & Inquiries:

Codes Enforcement Officer: Bob reported the following:

- ✓ Bob spoke with the owner of 76 N Penn St. The owner stated that he currently has his son living in the house but the owner will be moving in as soon as he sells his house in Maryland. Bob informed the owner that there is a severe mold infestation in the house. The owner stated he was unaware of this and will contact a mold remediation company immediately. Donna reported that she spoke with the owner's daughter-in-law prior to them moving into the house and informed her that the house had severe mold issues. Donna advised the daughter-in-law to mention this to the company that would perform the home inspection.
- ✓ Bob reported that he has been getting complaints regarding people not cleaning up dog waste in their yards. Bob anticipates that this will become more prevalent when warmer weather arrives. Donna stated that Steve noticed many dog waste bags left on the playground area. Larry would like landlords to be held more accountable in getting their tenants to clean up after pets. Discussion ensued as to whether requirements can be added to the Property Maintenance Ordinance.
- ✓ Bob reported that he has resumed doing rental inspections and is focusing on inspecting new rentals or houses with a history of problems or violations.

Mayor:

- ✓ Larry Markel stated that he was at the park this past Sunday and was encouraged to see so many kids and families enjoying the playground. He also saw Nate Neff working in the ballfield to prepare for the start of baseball season.

EMA: Nothing to report

Engineer: John reported the following:

- ✓ A special meeting was held prior to the Council meeting for Water St residents. John stated that approximately 10 residents attended the meeting and he explained the project details and answered questions. Residents were concerned about potential parking problems during the day when work was being done. John stated that he will work out parking problems and may contact the Church to see if residents could park in their lot during the few weeks when work is being done.

- ✓ John stated that a bid came in for the Water St project. John had to return the bid since the County requires at least 2 bids be reviewed. John stated that the project will need to be re-advertised for bids. John will re-advertise towards the end of the month so that he can present the bid information at the April Council meeting. If only 1 bid is submitted this time then Council members will be able to accept that bid. Due to the delay with the bids, this will be a summer project that will begin after school lets out in May/June.
- ✓ John reported that construction at the Walnut Creek development has been temporarily suspended due to a utility conflict with Verizon. Doug stated that the Surety Bond should be signed and mailed to the office this week. Doug also anticipated that the escrow funds will be coming soon.
- ✓ John stated that he would like to give a short MS4 stormwater presentation at a Council meeting in May or June.

Solicitor:

Doug reported the following

- ✓ Doug reported that 2 bids were submitted for the garbage contract. The following was discussed:
 - ❖ Republic Services submitted a bid for trash pickup for 1 day a week.
 - ❖ Penn Waste submitted a bid for both 1 day a week pickup and 2 day a week pickup.
 - ❖ The lowest bidder was Penn Waste.
 - ❖ The annual fee increased by nearly \$60,000 resulting from increased fuel, labor costs and repair costs.
 - ❖ Each year the annual fee will be increased to the Borough.
 - ❖ The annual fee for the 1st year is \$148,956
 - ❖ The annual fee for the 2nd year is \$160,889
 - ❖ The annual fee for the 3rd year is \$173,774.
 - ❖ The annual fee for the 4th year is \$191,128
 - ❖ The annual fee for the 5th year is \$210,247
 - ❖ Council will have the option to sign a 2 year extension after the 3rd year
 - ❖ Donna provided a handout showing the annual fee for each year with a projection of what residents will need to pay. Donna stated that the annual fee from Penn Waste does not include the fee from the York Co Solid Waste Authority for tipping/dumping fees. Donna stated the Borough paid approximately \$38,000 last year to the Solid Waste Authority and is projecting the fee will be increased between \$2,000 and \$5,000 for 2022. It was projected that the total increase to residents will be approximately \$40 per quarter. The increase does not include the cost of postage, billing envelopes, billing forms, the billing software program or administrative fees. Larry and Matt feel that these costs should not be passed on to Borough residents.
 - ❖ After last month's meeting, Donna was reviewing the bid document and noticed that it requested a bid for 565 houses along with 155 new houses. Donna sent an email to Doug, Matt and Larry stating that the Borough paid a fee for 155 new houses in the last 5 year contract but the development has not been started so the Borough essentially overpaid during the last contract. Donna questioned if the bid packet should be changed so that when new houses are added, the Borough will be billed an additional amount at that time. Donna stated that the Borough only has 500 garbage accounts and that number will not change until the new development is added. Per Joel Washock at Penn Waste, a reduction in the number of houses cannot be recalculated until the contract goes up for bid again.
 - ❖ Council members will meet on Monday March 14th for a special meeting to award the garbage contract and to discuss the new amount to be charged to residents for garbage services.
- ✓ Doug researched the Zoning hearing fees which was discussed at the last meeting. Doug obtained fees that other Municipalities charge for a Zoning Hearing. Doug stated that the Borough is on the lower side for the amounts they charge and stated that fees can be increased. Matt will discuss this at the April Council meeting.
- ✓ Doug had been asked to research what the Borough could do regarding problems they have been experiencing with the tax collector. Resident have made many complaints stating they are not getting return phone calls or getting the

tax information they need. Donna stated that she has been getting many phone calls from companies that are requesting tax cert information and not getting the information. Donna stated that she sent many emails to the tax collector but doesn't receive a response either. Unfortunately, when calling the tax collector, Donna and residents report that the mailbox is full and they cannot leave a message. Doug stated that in order to have someone else take over the position of the tax collector, the current elected tax collector will need to resign. Doug was asked to send a letter to the tax collector informing her about the complaints. This will be discussed at the April meeting.

- ✓ Doug provided Council members with information about sidewalk and curb repairs. The information provided specifications for new sidewalks or repairs on a sidewalk/curb. Doug stated that this information can be added to the Property Maintenance Ordinance. Bob stated that in the past, he has not required a permit for repairs being done to a sidewalk or curb but will start requiring that. Doug feels that using the specifications in this document will help provide guidance for problem sidewalks and provide helpful information to homeowners. John stated that there is a Construction Specification manual for the Borough and that adding this information into the Property Maintenance Ordinance would also be helpful. This will be discussed at the April Council meeting.

Council Members:

- ✓ Matt and Larry reviewed Ordinance #1-2013 which discusses rules for peddlers. Doug reviewed the Ordinance and feels the fees should be increased. Doug stated that the peddling Ordinance would include food service trucks. Larry and Matt agreed that children selling food (such as Girl Scout cookies) and non-profit/charitable organizations should be exempt from needing a permit. Matt suggested that food trucks also be exempt to encourage them to set up at a community event. Doug will work to update the Ordinance for next month's meeting.

Secretary-Treasurer:

- ✓ Donna stated the Borough received \$36,490 in Liquid Fuels.
- ✓ Donna stated that there will be a Liquid Fuels audit conducted next week.
- ✓ Donna stated that she received the ARLE grant funds in the amount of \$8,614 to help pay for the traffic emitter on Penn St & Main St.
- ✓ Donna stated that the street sweeping dates have been set for April 20th and April 21st. Donna will post this information in the newsletter that will be mailed out on April 1st and will also post it on the website. Bob was provided with the dates as well.

Maintenance: Nothing to report

The meeting was recessed at 8:00 pm. The special meeting will be held on Monday March 14, 2022 at 5:00 pm to approve action items.

The Windsor Borough Council meeting resumed on Monday March 14, 2022 at 5:00 pm. In attendance was Larry Markel, Matt Dietz, Brenda Kramer, Penny Dzubinski and Rich Mitzel. Ron Deckman was absent

On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the February 2022 Minutes.

Council members discussed the following:

- ✓ Bid document from Penn Waste. Since Penn Waste submitted the lowest bid, Council members agreed to stay with this company.

- ❖ Council members discussed whether to leave trash collection at 2 times a week vs. 1 time a week. The cost difference for 1 time a week pickup is approximately \$35,000 for the year but when broken down to what residents would pay quarterly, the cost savings would only be \$20 per account which doesn't seem to be significant.
 - ❖ Council members feel that with the number of families that live in the Borough, along with the many apartments, it would be more beneficial to continue with twice a week pickup.
 - ❖ Council members were concerned that with 1 time a week pickup, trash would accumulate quickly and would be sitting outside all week.
 - ❖ Donna stated that 3 churches and the Lions Club are not charged the garbage fee. With the increased cost, Donna asked if the churches and Lions Club should be billed for garbage service. Council members stated that the organizations should not be billed for garbage fees.
 - ❖ Council members reviewed the annual cost from Penn Waste along with the annual cost from the York County Solid Waste Authority. The cost for Penn Waste increases each year so Council members debated on whether to increase the garbage fee each year to residents or raise the fee now for what Penn Waste would charge for the 3rd year. If the fee was increased now to cover the 3rd year contract fee, extra revenue would provide a buffer for properties that were vacated or for residents who were falling behind in paying their quarterly bill. Also, extra revenue would cover any increased costs from the York Co Solid Waste Authority as it is hard to determine what the annual fee is.
 - ❖ *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members approved increasing the quarterly garbage fee from \$60 to \$112 to become effective on 4-1-22.*
 - ❖ *On a motion from Rich Mitzel and second from Brenda Kramer, Council members approved signing the Penn Waste contract for a three year period with trash pick-up for 2 times a week (Resolution 7-2022).*
- ✓ Council members were updated on the bids for the Water St project. Since there was only 1 bid submitted, the project will need to be re-advertised with the bid opening set for April 4, 2022. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the project to be re-bid.*
 - ✓ Steve submitted a request for bridge repairs for the following bridges: Gable Ave, W Gay St and Penn St and Myers Ave. Costs will be under \$18,000 and work will be done by Keith Pennell. The current budget had \$40,000 set aside for bridge repairs and to date, \$19,000 has been spent. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the additional bridge repairs to be completed.*

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

On a motion from Brenda Kramer and second from Rich Mitzel, Council members adjourned the meeting at 5:40 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*