

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**October 2, 2023**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday October 2, 2023 by Matt Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:**

Matthew Dietz, President  
Brenda Kramer (absent)  
Rich Mitzel  
Penny Dzubinski (absent)  
Melissa Raver

Larry R. Markel, Mayor  
Donna Martin, Secretary-Treasurer  
Steve Carr, Maint Supervisor  
Dean Reynosa, MPL Law Firm  
Robert Huska, Codes Enforcement Officer  
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

*Minutes from September 11, 2023 meeting were unanimously approved on a motion from Melissa Raver and second from Rich Mitzel.*

**Citizens & Inquiries:**

- ✓ Sonja Keener attended the meeting to discuss her father's house at 20 E Main St. Ms. Keener stated that her father (Kenneth Smith) no longer lives in his house but is allowing Ms. Keener's son to live in the house rent free. Mr. Smith received a letter from the Borough stating that the house is now considered a rental unit. Bob Huska explained that per the Borough Ordinance, any house that is not occupied by the owner is considered a rental unit and is required to have an annual inspection done. Bob previously provided Mr. Smith with a list of what he looks at when conducting an inspection and stated it was for everyone's safety that the inspection is done. Bob stated that the owner must provide the Borough with the names of everyone living in the house and pay the annual rental license fee of \$150. Matt explained that Mr. Smith has the option of having the deed recorded in the grandson's name or move back into the house for this to not be considered a rental unit.
- ✓ Susan Hoofnagle and Laurie Wilhelm attended the meeting to get an update from last month's meeting regarding the house at 184 W Gay St. Matt explained that Council members will be discussing this topic with the Solicitor later in the meeting in an Executive session. Once Council members make a decision regarding this property, it will be printed in the Minutes.

**Codes Enforcement Officer:**

- ✓ Bob stated that he started inspections for new houses in the Walnut Creek Development. Bob explained that he never performed stake-out inspections and issuing Certificates of Occupancy before for new houses so he needed the assistance of John and the Solicitor to ensure he was doing all inspections properly and issuing correct permits. Bob feels that it should be a smoother process going forward. 3 Final Inspections were performed, and 2 Certificate of Occupancy forms were issued.
- ✓ Bob stated he mailed out the rental license forms for 2024. The forms included information that the fee increased to \$150 per unit and also information about pets. Bob stated he does rental inspections on a year-round basis as there are 200 rental properties in the Borough.

**Mayor:**

- ✓ Larry clarified a few topics that were discussed at last month's Council meeting. Larry stated that the radar speed signs that were recently set up on Main St are speed reminder signs. The signs are not linked to the police dept, they simply remind drivers to slow down. Council members feel that the signs are effective but will look at reports soon to see what the statistics show.

- ✓ The topic of speed cameras was mentioned at last month's meeting. Larry researched the use of speed cameras and stated that Borough would not qualify to use them because the Borough does not have a very large population. Also, speed cameras are leased and it is expensive. Larry stated studies show that the use of speed cameras does not have a large impact on deterring people from speeding. It is also hard to prosecute speeders.
- ✓ Larry discussed an incident that occurred at 22 W High St. Penn Waste drivers spoke to Larry about the large amount of trash that was set out at this property. Larry agreed that the amount of trash was way over the limit that could be put out for trash pick-up. Bob was also notified about the amount of trash sitting out at this property. The property is a rental unit so more than likely, a tenant moved out and the landlord was cleaning out the house. Larry asked the drivers to remove the trash then he spoke with the Penn Waste Route Supervisor about this. Larry feels that anytime someone puts out an excessive amount of trash, they should be billed an additional fee to have the garbage men remove it. The other option is for people to put out the allowed amount each trash day. Larry and the Route Supervisor agreed that Penn Waste will need to charge an additional fee when an excessive amount of trash is put out for pick-up.
- ✓ Larry discussed the handicapped parking request from Marian Warner at 20 W High St. Larry stated that he rode past the house several times and at different times of the day to see if there were parking problems. At no time did Larry see unavailable parking spaces in front of the house. He also stated that there are sufficient parking spaces behind the house. Melissa stated that she goes past the house daily and does not see any problems with available parking spaces. Council members unanimously agreed that the request for handicapped parking is denied as there are parking spaces in front of and behind the house.

**EMA:** Nothing to report

**Engineer:**

- ✓ John explained that the Environmental Protection Agency (EPA) will be conducting audits with each Municipality in York County within the next few months. EPA will be looking at all records/documentation and all MS4 projects/protocols to ensure that Municipalities are following through very stringently with MS4 procedures. Any deficiencies will be subject to fines. John feels that it is necessary for him to review office records and meet with Steve to ensure the Borough is compliant in all areas.
- ✓ John explained that the Borough did not have a Certificate of Occupancy form for new houses. The Borough needed to provide the forms for new houses in Walnut Creek. John created a form and provided it for Council members to review. The form would be used for all new construction and additions, remodeling of houses or whenever a Certificate of Occupancy is required. *On a motion from Melissa Raver and second from Rich Mitzel, Council members unanimously approved the use of the form.*
- ✓ John explained that the entrance to the Walnut Creek Development for construction vehicles and workers is the entrance off of Windsor Road. The entrance is required to have a chain with a key lock and a Construction Entrance sign. Rob Barclay installed the chain fence but has not put up the sign yet. Council members stated they see that most construction vehicles and workers use the entrance off of School House Lane. John will talk to the Barclays about this. John also noted that the post office needs to set up the cluster mailboxes. New residents in the Development must go to the post office to collect their mail. John will advise the Barclays to contact the post office about this.
- ✓ John stated he revised the plans for the High St project. The project will be advertised with a bid opening on Dec 4<sup>th</sup>.
- ✓ John stated that Transportation Resource Group (TRG) is gathering all necessary information needed to submit a request for a scoping meeting with PennDot for the Main St/Penn St intersection project. Once PennDot schedules a meeting, John will inform Council members so they can attend. This should be a virtual meeting.

- ✓ John reminded Council members that the next CDBG grant needs to be submitted in January 2024 so he will need project ideas by the end of December.

**Solicitor:**

- ✓ The Borough Council recessed to Executive session with the Solicitor at 7:15 pm to discuss potential litigation matters and to get legal advice related to 184 W. Gay Street. A motion was approved to proceed with an enforcement action concerning 184 W. Gay Street. The Executive session ended at 7:35 pm.

**Council Members:**

- ✓ Council members discussed when to have the budget planning meeting. It was decided they will have the budget planning meeting next Monday, October 9<sup>th</sup> at 6:00 pm. The budget will be advertised and will be approved by the December Council meeting.

**Secretary-Treasurer:**

- ✓ Donna provided information about the employer funded pension plan. The Borough just received State Aid in the amount of \$12,938. Whenever the employer funded pension amount is increased, the Borough receives an increase in State Aid. Over the past 12 years, no money has come out of General Funds to pay into the employer funded pension. The Water and Sewer Authority contributes 4% to the employer funded pension and Steve and Donna contribute 3% from deferred pay raises. Donna stated that if Council members increase the employer-funded pension amount to 20%, there will be an increase in the amount of State Aid received so that very little money (if any) will come out of General Funds. If State Aid remained at \$12,938, General Funds would contribute approximately \$1,200 (total). Council members will discuss whether to increase the employer funded pension at the budget meeting.

**Maintenance:**

- ✓ Steve asked about the project at the ballfield that was discussed at the July Council meeting. The project involved putting a retaining wall in the outfield and a pavilion area for people who are watching the game. The estimated cost was \$40,000. Council members discussed ideas and cost and feel that it would be a good project to submit for a CDBG grant. Steve will get more estimates and a design plan and Donna will talk to John about submitting a grant.
- ✓ Steve reported that he placed a temporary speed bump on W Gay St. Steve feels that it has slowed drivers down. Council members were discussing putting additional speed bumps on First Ave and more speed bumps on Gay St. Steve stated that the speed bumps will need to be removed in the winter so he can plow. The speed bumps are lagged into the asphalt so when he takes them out of the ground for the winter, he will need to seal the holes. When Steve puts the speed bumps down in the spring, he will not be able to use the same spot because it will further damage the asphalt. Melissa stated that Springettsbury Township has skids of speed bumps they are getting rid of. Melissa offered to talk with the Township to see if they will donate a few to the Borough or possibly sell them at a fraction of the cost of new speed bumps. If Melissa cannot get any speed bumps from the Township, then Council members will wait until closer to Springtime to order more.

*On a motion from Rich Mitzel and second from Melissa Raver, Council members unanimously approved payment of the current invoices.*

*The meeting was recessed at 8:15 pm. Council members will meet on Monday October 9, 2023 at 6:00 pm for a budget planning meeting.*

The Windsor Borough Council reconvened the meeting on Monday October 9, 2023 at 6:00 pm. The following members were present: Larry Markel, Matt Dietz, Brenda Kramer, Rich Mitzel, Melissa Raver and Donna Martin.

- ✓ Council members reviewed the 2024 budget. The following was discussed:
  - ♣ Council members did not factor any revenue (tax revenue & permit fees) from the Walnut Creek Development into the budget because they don't have an accurate number yet.
  - ♣ Council members discussed upcoming projects in 2024 that would involve the Solicitor and Engineer. Council members agreed to budget \$30,000 for the Solicitor and \$35,000 for the Engineer.
  - ♣ Council members agreed to increase their annual donation to the fire dept to \$5,000.
  - ♣ It was noted that the York Co Solid Waste Authority would be increasing their fees so additional funds were added to the budget.
  - ♣ Council members approved adding \$5,000 to the budget for an office assistant.
  - ♣ Council members agreed they do not need to increase the tax mills for 2024.
  
- ✓ Council members went into an Executive session at 8:00 pm to discuss personnel matters. Council members unanimously approved the following:
  - ♣ Steve and Donna will receive a 4% pay raise.
  - ♣ The Employer Funded pension amount will be increased to 20% for the next 5 years.

*On a motion from Brenda Kramer and second from Rich Mitzel, Council members adjourned the meeting at 8:42 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*