

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**July 11, 2022**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday July 11, 2022** by Matthew Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

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

Larry R. Markel, Mayor  
Donna Martin, Secretary-Treasurer  
Stephen W. Carr, Maint-Supervisor (absent)  
Doug Myers, MPL Law Firm  
Robert Huska, Codes Enforcement Officer (absent)  
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

*Minutes from the June 6, 2022 Council meeting were unanimously approved on a motion from Penny Dzubinski and second from Brenda Kramer.*

**Citizens & Inquiries:** Nothing to report

**Codes Enforcement Officer:** Bob was absent due to health issues but provided a report. The following was discussed:

- ✓ Bob reported that he issued a citation to the resident at 98 E Main St. Neighbors have complained over the last few years about the unsightly condition of the property. The resident sent Bob a letter stating that he will no longer collect & recycle electronics as this was a hobby/business for him. The resident stated he will begin disposing of the recycle materials & clean up the yard.
- ✓ Bob has 6 court hearings in August for people he issued street sweeping citations. Donna followed up and stated that out of the 31 citations Bob issued, 4 people have paid. The Magistrates Office sends a monthly report & payment for citations and Donna sends them to Bob so he is aware when citations are paid.
- ✓ Larry asked Doug if the Parking Ordinance needed to be changed in regards to parking citations issued during street sweeping. The Ordinance states that if a resident pays a citation in the office, they will get a reduced fine. Bob does not put citations on a vehicle during street sweeping as he needs to obtain the vehicle owner information first. Once Bob receives that information from PennDot, he fills out a citation and gives it to the District Magistrates Office. The Magistrates Office then sends the citation to the vehicle owner. Doug stated he will look into the Ordinance to see if it needs to be revised.
- ✓ Bob is working on getting a camper removed from the property of 132 W Main St. The camper has been sitting at the back of the property (along W Gay St) and is creating a health & safety risk. Bob discovered that the owner of the camper passed away several months ago so Bob reached out to the property owner. The property owner states that he does not know who the camper belongs to & did not give permission for anyone to park a camper at his property. The property owner informed Bob that the police or Borough should have the camper removed. Bob is reaching out to the property owner to inform him that he has 15 days to remove the camper or a citation will be issued.

**Mayor:**

- ✓ Larry reported that there was a situation recently with kids building a very large dam in the creek. The rocks & materials were very large & heavy so Steve had to get Scott Barnes to tear down the dam with his equipment. The cost of the cleanup was \$800. Larry questioned if there was an Ordinance that prohibits building of dams in the creek. John Runge stated that there is reference to that in the Storm Water Ordinance. Larry feels that residents should be aware that they could be held financially responsible for the cost of removing a dam. Donna stated that

she puts a notice in the newsletter that building dams in the creek is not allowed. Donna will add a reminder that parents can be held financially responsible for this. Larry spoke with the kids & explained why they cannot build a large dam in the creek. The parents are renters so Larry would like a letter sent to the landlord informing them what happened. Council asked Doug to send a letter.

- ✓ Larry stated that he contacted the York Co EMA office to discuss the problem the Borough has in finding a volunteer to act as an EMA officer. Larry spoke with Bill James and was told that many Municipalities are experiencing the same problem. Mr. James stated that the EMA office can assist Municipalities with an emergency. During the week (daytime hours), a Municipality should call the EMA office directly. During the evening hours and weekends, Municipalities should call “911” to have the EMA office dispatched.
- ✓ Larry stated that during the 4<sup>th</sup> of July holiday, he didn’t see/hear many people setting off fireworks in the Borough. Doug stated that a new law is being reviewed that would give more authority to Municipalities to regulate the use of fireworks in their communities. If approved, the new law would also allow Municipalities to issue citations, not just the police. Larry stated that in order to issue citations, residents have to get involved by taking pictures or video recordings of someone using fireworks unlawfully.
- ✓ Larry followed up on a suggestion that Penny made at last month’s Council meeting. Penny suggested that Council members give some type of incentive to volunteer fire fighters/fire police because of all that they do for the community. Council explained that an Ordinance was created that would give a property tax credit (up to \$500 each year) for volunteers that met a criteria of hours worked. Council also makes an annual contribution to the fire dept & they receive tax revenue from the Borough. Penny would like an incentive to be more personable. Larry spoke with the fire chief about this & he suggested that the Borough make a contribution to each volunteer that earned a training certificate. Volunteers pay for their required training classes. Council members will discuss this further at the next meeting.

**EMA:** Nothing to report

**Engineer:**

- ✓ John stated that the Water St project will begin soon. John & Steve met with the contractor to finalize the construction plans. Letters were sent to Water St residents last week informing them of when construction will begin & they were informed about parking options as they will need to remove all cars from the street. The project should be completed by mid-August.
- ✓ John stated that he is currently working on the application for the Dirt, Gravel & Low Volume Road Grants for the High St & Water St projects. John will have the completed application ready for the August Council meeting as it will need to be approved by Council for submission. John will have drawings for the High St project to show Council members within the next few months.
- ✓ John stated that Steve provided the Outfall Inspection report (37 Outfalls in Borough) that needs to be included with the MS4 report that John is working on.
- ✓ John reported that Mr. Barclay continues to make improvements on his property for the storm water management pond. He anticipates the project will be completed by the end of the summer.
- ✓ John stated that work continues to move forward for the Walnut Creek Development. More funds were put into the escrow account to cover future expenses.

- ✓ John reported that DEP is requiring Municipalities to update their Storm Water Ordinances with some changes they made. Some changes are already covered in the Boroughs Ordinance. Other changes by DEP include expanding “green space” to allow more private land not to be regulated as strictly for changes/disturbances to the land. Some upcoming projects in the Borough will include water quality inlets which will meet DEP requirements. Doug stated that changes to the Storm Water Ordinance can be passed by Resolution. Once John is done reviewing what changes DEP is requiring, he will discuss this with Council members in order to have the Borough’s Storm Water Management Ordinance updated.
- ✓ John stated that he hasn’t made any visits to Mr. Brenneman (118 E Main St) this past month but will reach out to remind him that a decision on how the stream bank will be repaired needs to be made and reported to DEP very soon.
- ✓ John discussed the Main St/Penn St intersection project. He provided a cost sheet of fees for design/engineering of the project.
  - \* **Transportation Resource Group (TRG)** – fee of approximately \$25,000 - \$30,700 would cover:
    - Geometric Realignment Design
    - Highway Occupancy Permit (HOP)
    - Signal Modifications
  - \* **Gordon Brown’s office** – fee of approximately \$20,500 - \$23,500 would cover:
    - Supplemental Field Survey & Drone Flight
    - Base Plan Preparation
    - Cost Estimate
    - Construction Drawing
    - Stormwater & Drainage Report
    - PennDot ROW plan
  - \* Matt questioned if PennDot will accept the proposed changes as he doesn’t want to spend this amount of money if PennDot would not be willing to make changes. John feels that PennDot will agree with the changes because they are aware of the traffic problems due to the incorrect configuration of the road.
  - \* John stated that there may grant funds to help with the associated costs and he will try to look into this.
  - \* John recommended taking the first step by having TRG perform the Geometric Realignment Design Concept Plan. The cost for this is approximately \$3,500.00
  - \* Council members will discuss this at a future meeting.

**Solicitor:** Nothing to report

**Council Members:**

- ✓ Matt stated that as he walks around in the Borough, he has noticed that the tall grass and overgrown weeds on people’s properties have not been as bad this summer as in past summers. Larry agreed and feels that in general, the properties look well maintained.
- ✓ Rich Mitzel stated that a neighbor asked him what the process is to get a sign placed on W Gay St. The neighbor explained to Rich that his child is losing their hearing and it’s anticipated that they will lose all hearing in a few months. The neighbor would like to have signs placed on the road reminding people that there is a deaf child in the area. Council members stated that the neighbor should make a formal request, either by attending a Council meeting or submitting a letter/ email and explain what type of sign they want, the number of signs & where they want them posted. Once Council members receive a formal request, they will discuss it from there.
- ✓ Council members reviewed the updated Zoning Hearing Application. Bob Huska & Gavin Markey (Zoning Solicitor) reviewed it and approved of it. Donna stated that she will be able to update the form with any revisions whereas the previous form was not in a Word document so no changes could be made. Council members approved of the new form and Donna will post it on the Borough’s website.

- ✓ Council members discussed the engineering fees for 118 E Main St that was charged to the Borough. Council members discussed when fees should be charged to residents. Members were in agreement that the Borough should absorb some costs for residents when they have problems with their streambank or driveway as they contact the Borough for guidance. Council members feel there needs to be a limit on the amount of money the Borough will absorb. Council members would like to create a policy that would clearly explain to residents when the Borough will absorb costs & what is the responsibility of the homeowner. Donna will check with John, Bob & Doug for input & will also contact other Municipalities to see if they have a policy.
- ✓ Council members discussed the problem with ATV's & dirt bikes in the Borough. As discussed at last month's meeting, ATV's & dirt bikes are being driven late at night or early in the morning. They are also speeding down alleyways which is a safety concern. Council members briefly discussed creating an Ordinance to prohibit this activity but since the State Law already restricts this activity, an Ordinance would not be effective. People would need to submit pictures or video to the Borough showing when the ATV's/dirt bikes are being driven & creating noise disturbances/safety concerns. If the offenders are tenants, Bob can contact the landlord & make a complaint. Larry stated that he will contact Lt. Spingler and share this information.

#### **Secretary-Treasurer:**

- ✓ Donna reported that the State conducted a Liquid Fuels audit recently. The audit showed that during 2019 & 2020, the Borough was negligent in obtaining quotes as required. The Liquid Fuels guidelines require that quotes be obtained for projects that go over the amount of \$19,000. This includes all small projects that would add up to \$19,000 or more. The State determined that the Borough would need to reimburse the Liquid Fuels money in the amount of \$25,175. Donna transferred this amount from the GF Savings account to the Liquid Fuels account. The State auditor reviewed the policy with Steve about when quotes are required. Steve is now obtaining quotes for all projects.
- ✓ Donna reported that a check was received from Windsor Township for the dissolution of the Windsor Area Recreation Committee. The amount of the check was \$10,657.06 and was deposited into the Activities Fund account.
- ✓ Donna stated that she will be out of the office on Thursday & Friday (7-14 & 7-15) and will be on vacation during the week of 8-22 through 8-26. Donna will put notices on the front door & on the website.

#### **Maintenance:**

- ✓ Steve provided quotes for a fence at the ballfield as discussed at last month's meeting. To put up an additional 6 foot fence in the outfield to help prevent balls from hitting peoples cars, it would cost between \$11,200 - \$16,410. The fence would also be extremely high which would become an eyesore. Council members feel that they cannot justify spending this amount of money. Residents should check the schedule for the season & plan on moving their cars before a game starts. Residents can also use the Borough office parking lot as well.

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

*On a motion from Brenda Kramer and second from Melissa Raver, Council members adjourned the meeting at 8:15 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*