

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

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday June 6, 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  
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

*Minutes from the May 2, 2022 Council meeting were unanimously approved on a motion from Brenda Kramer and second from Penny Dzubinski.*

**Citizens & Inquiries:**

- ✓ Alexis & Bret McRobie (14 N Penn St) attended the meeting to discuss problems they are experiencing with the men's adult baseball league. Mrs. McRobie stated that she recently had problems with the men hitting baseballs over the fence which struck her vehicle and caused a lot of damage. Mr. McRobie stated that baseballs often come flying over the fence and actually broke the siding off of the apartment building. They both expressed concern about people getting hit by the baseballs if anyone is outside while a game is being played. Mr. & Mrs. McRobie stated they called the Susquehanna League to speak with them about the problems but the League referred them to the Borough. Doug Myers explained that the Borough does not have any responsibility and no control over the league as the Borough just allows them to use the ball field. It was suggested that the McRobies talk to the Susquehanna League to see if they have any liability insurance to cover the cost of the damage to their vehicle. The McRobies asked if the Borough could look into putting a taller fence in the outfield to prevent balls from coming onto nearby houses and vehicles. Matt stated that Council members will discuss what solutions may be available. Larry stated that he will talk to Nate Neff about this problem.
- ✓ Barry Barshinger (Laurel Fire Dept) attended the meeting to provide a monthly report. Mr. Barshinger reported the following:
  - \* For the month of May, the fire dept had 27 calls and 4 were in the Borough.
  - \* Council members asked about the fire alarm signal as they haven't heard it going off lately. Mr. Barshinger stated that the alarm is currently being repaired. There is a new program that is being implemented which will allow the fire dept to reduce the number of times the alarm is sounded. Currently, the alarm is sounded when a call comes in, when the call is cancelled or when the volunteers are no longer needed. It is unnecessary for the alarm to sound when a call is cancelled or they are no longer needed, so that will be eliminated. This will result in residents being disturbed less often by the fire alarm.
  - \* Mr. Barshinger also discussed a letter that was anonymously sent to the Borough office and the fire dept. The letter stated that 2 volunteer fire fighters were responding to a call one morning and they sped around a school bus that had stopped to pick up students. The volunteer ignored the flashing lights on the bus and went around cars that had stopped for the school bus. The resident stated that there were children crossing the street when the car went around the school bus. Mr. Barshinger investigated the situation and discovered that the incident actually happened as witnessed by residents. Mr. Barshinger explained that the law will allow fire responders to

go around a parked school bus if they are responding to a call but his station prohibits this practice as it can be dangerous. The fire fighter was removed from being an officer and appropriate consequences were administered.

**Codes Enforcement Officer:**

- ✓ Bob reported that he submitted 32 parking citations to the District Magistrates Office for vehicles that were parked on the street during street sweeping. Bob stated that 2 people requested a hearing from the District Magistrates Office and they are coming up soon. Other than that, Bob is not sure how the process works regarding the Borough being notified about who had to pay the citations. Donna stated that she receives monthly reports from the District Magistrates Office that shows the violation amount, name and a very brief description of the offense. Donna will send those reports to Bob so he can track who had to pay the street sweeping fine.
- ✓ Bob stated he has been busy sending out letters to residents who have not cut the grass as required by the Borough.
- ✓ Bob sent letters to landlords who have not paid the rental inspect fee for 2022.
- ✓ Bob was able to find out who the owners are of the dirt bikes that have been causing problems in the Borough lately. Bob and the Constable spoke with the owners and gave a verbal warning regarding the use of dirt bikes in the Borough. Bib will continue to monitor this issue.
- ✓ Bob received information regarding someone who is dumping debris on their property. The debris consists of building materials, carpeting and trash in general. The debris is being dumped into a wooded area on their property. Council members asked Doug Myers to look at the Property Maintenance Ordinance to see what can be done about someone storing this type of debris on their personal property.

**Mayor:**

- ✓ Larry stated that he was able to obtain pictures of the dirt bikes (and license plate info) that are causing disturbances in the Borough over the last several months. Many residents are complaining about the noise and that whoever is riding them is speeding down the alley which is dangerous because of kids playing in the alley, people riding bikes or taking walks. Larry sent the pictures to Lt. Spingler in hopes that the owners can be identified.

**EMA:** Nothing to report

**Engineer:**

- ✓ John conducted an MS4 Storm water management presentation prior to the Council meeting. Several residents and Council members attended. John gave an overview of how storm water pollution affects streams, rivers, ponds, lakes and the ocean and what people can do to reduce pollution.
- ✓ John stated that the Borough has 37 outfalls along Fishing Creek. Per MS4 requirements, the outfalls are to be inspected and properly maintained. Steve keeps records of when he inspects the outfalls and any repairs that were done. John will include this information in the MS4 report.
- ✓ John stated that DEP has new requirements for the Storm Water Management Ordinance. John is working to update the Ordinance so Council members can review and approve the changes (via Resolution) by September.
- ✓ John reported that Mr. Barclay began repairs to the erosion control basin/drainage ditch. All repairs should be completed by mid-summer.
- ✓ John stated that he has been working with the resident at 118 E Main St to get assistance from DEP to fix the creek wall. Mr. Brenneman is also getting assistance to fill out the DEP forms and file them so hopefully this problem will be resolved soon.

- ✓ John stated that construction at the Walnut Creek Development is slowly moving along. There has been a problem with the escrow account with Mr. Barclay. Currently there are no funds in the escrow account and the Borough has paid \$8,675 for services. Mr. Barclay was informed several weeks ago about the depleted escrow account and that invoices were being paid. John stated that he will speak with Mr. Barclay again and inform him that he needs to pay \$8,675 in addition to adding at least \$7,500 into the escrow account.
- ✓ John discussed the Main St/Penn St intersection project. The title search has been completed and his office reviewed the information. The report shows that there are no easements on the 3 properties at the intersection. In order to make any changes with how the intersection is laid out, the Borough would need to request permission from the property owners. Changes would include taking a small portion of each property to widen the road and make other changes. Doug Myers stated that the last option the Borough has would be to take the necessary land from each property by eminent domain. Council members discussed whether a preliminary drawing should be done first to show the property owners how much of their property would be affected and what the realignment would look like. John stated he will contact Transportation Resource Group (TRG) for an estimated cost of a drawing and will present this at the next meeting. It was noted that PennDot paves Main St and Penn St every 10-15 years so if road reconstruction would be done, it will need to be completed prior to PennDot paving. PennDot will not agree to make changes to the intersection until the Borough has submitted the redesign plans and has all necessary preliminary work done.

**Solicitor:** Nothing to report

**Council Members:**

- ✓ Council members received an official resignation statement from Ron Deckman as he needs to resign from Council due to health issues. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved Ron Deckman's resignation request.*
- ✓ Larry Markel introduced Melissa Raver (18 S Camp St) to Council members. Melissa expressed an interest in joining the Council. Matt informed her that she would be appointed to fill in the vacant position and would serve the remaining term length. After the term expired, if Melissa is interested in continuing to serve on Council, she would need to fill out the required paperwork with the County to be placed on the ballot to be elected to Council. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the appointment of Melissa Raver as a Council member.*

**Secretary-Treasurer:**

- ✓ Donna provided Council members with the year-to-date budget report. Donna stated that she didn't see anything to be concerned about.
- ✓ Council members were provided copies of the current Zoning Hearing application form to review. Donna stated that she does not have an electronic version of the form so any updates/changes to the application would need to be handwritten. Council members recently increased the application fee so that is a change that needs to be done. Donna also suggested that the required information on the form may not be applicable at this time. Donna spoke with Bob about this a few weeks ago and he mentioned that Gavin Markey (Solicitor for Zoning) may require certain information. Donna asked Bob to check with Gavin so she can move forward with this. Donna also provided Council members with the Zoning Hearing Application form from Red Lion Borough. The form looks very similar to what the Borough currently uses. Matt stated he would speak with Bob about the form and get input from him.
- ✓ Donna informed Council members that there is an all day conference in Lancaster that she would like to attend on Wednesday June 29<sup>th</sup>. The conference is being hosted by Munilink which is the company that provides the billing program for the Borough. Donna stated that the company has made many updates and changes in the program that

she would like to learn about as it may be beneficial to her. Council members approved Donna to attend the conference.

- ✓ Donna informed Council members that John included charges on a few of his invoices for work that he did for a resident. The resident lives at 118 E Main St and had a problem with the creek bank wall. John has been helping the resident contact DEP to get the problem fixed. In reviewing the invoices, the Borough was billed for 5 hours which totals \$500. Donna asked Council members if she should send the bills to the resident for reimbursement. Larry questioned why John was including the charges on the Borough's invoice instead of billing the resident. Matt stated he would talk to John about this.

**Maintenance:**

- ✓ Steve provided information regarding a repair that needs to be done. A storm box and a section of the inlet pipe located on E. First Ave at Patterson Ave needs to be replaced. The estimated cost ranges from \$5,500-\$6,200. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved replacing the storm box and inlet pipe for a cost of up to \$6,200.*

*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 8:05 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*