

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**October 4, 2022**  
**6:00 PM**

The regular monthly meeting of the Windsor Borough Council was called to order on Monday October 3, 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 (absent)  
Melissa Raver (absent)

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

*Minutes from the September 12, 2022 Council meeting were unanimously approved on a motion from Rich Mitzel and second from Brenda Kramer.*

**Citizens & Inquiries:**

- ✓ CPL Santos from the State Police attended the meeting to provide an update. The following was discussed:
  - ❖ From 1-1-22 through 10-2-22, the Police responded to 241 calls in the Borough. The calls involved 911 emergencies, mental health emergencies, domestic disputes, criminal mischief, accidents and drug/DUI crimes.
  - ❖ CPL Santos stated that he likes to be involved in communities as he has a family and wants to help provide a safe place for people to live.
  - ❖ Rich Mitzel discussed a situation that occurred recently where someone in the Borough was shooting fireworks into a neighbor's house and also riding dirt bikes down the alley late at night in a dangerous manner. Rich called 911 to report the problem and waited for police to respond but no one came. Rich asked how he should handle this if it should occur again because it was a potentially dangerous situation with fireworks being shot into someone's home. CPL Santos stated that residents can also call the Police Barracks and speak with a Supervisor if they don't get a response from the 911 center.
  
- ✓ Cory Fregm attended the meeting to discuss some concerns he has. The following was discussed:
  - ❖ Cory stated that he owns 3 rental units in the Borough and has a vested interest in the community as he used to live here. Cory's mother and father were very active in the community and his mother was a former Mayor. Cory would like to have feedback from Council members as to what he can do to help improve the Borough.
  - ❖ Cory stated that when he purchased 163 W First Ave, he had a lot of work to do in cleaning up the property as the tenants were using the house as a drug distribution center and growing marijuana in the backyard. After he evicted the tenants, he worked with the police to dispose of a lot of drug paraphernalia.
  - ❖ Cory stated that he received letters of warning from Bob and a citation for property maintenance issues. Cory stated that he has been working to improve the property and the property maintenance company doesn't do the best job, but he hasn't found a management company that is better.
  - ❖ Cory stated that there is a lot of drug activity around his rental units.
  - ❖ Cory would like to know what the Mayor and Council members would like to accomplish to improve the community as there are many problems the Borough has to deal with.
  
- ✓ Tom Almanza attended the meeting to discuss some concerns. He discussed the following:
  - ❖ Tom and his family have lived in the Borough for almost 9 years. Tom lived on Camp St then about 2 years ago, he bought the house at 74 W Main St and renovated it for his family to live in.

- ❖ Tom's goal was to take a dilapidated house and restore it so it would look nice and be habitable. He feels this goal was accomplished.
  - ❖ Tom was appreciative of the assistance/guidance he received from Council members and staff in obtaining the property.
  - ❖ Tom stated that when he began renovations, he received complaints from Bob on a regular basis about material laying in the yard or work trucks/trailer being parked in front of the house. Tom feels as though most of the complaints were unfair as he was trying to renovate a home that was empty for 10 years and this was a major project.
  - ❖ Tom stated that he had to dig up the sidewalk in order to put down gas lines. When he started doing this, someone notified PennDot and they contacted Columbia Gas with an order to halt the project. Tom eventually had to speak with Stan Saylor's office to get assistance in clearing up the problem so Columbia Gas could install gas lines. This hindered progress and resulted in other problems as he was trying to paint and lay carpet during cold weather. In addition, when the sidewalk was torn up, Bob contacted him several times about fixing the sidewalk so people could safely walk on it.
  - ❖ Tom understands that Bob was instructed by Council members and the Mayor to speak with him about the renovation mess but feels that Council should have been more flexible due to the enormous amount of work that needed to be done.
  - ❖ Tom stated that he has a vested interest in the Borough and would like to see this community flourish.
  - ❖ Tom explained that at one time he would have liked to purchase other properties to renovate but is not willing to do that after the hassle he received in renovating 74 W Main St.
- ✓ Barry Barshinger from the Laurel Fire Dept attended the meeting. The following was discussed:
- ❖ Barry stated that the fire dept responded to 27 calls in the month of September.
  - ❖ The Fire Dept recently purchased 2 vehicles (a utility vehicle & a chief vehicle).
  - ❖ Barry asked Council members to consider funding for the siren control device they want to purchase. The device will allow them to control when the siren goes off or the number of times it goes off. This will allow them to turn off the siren at night. The device costs \$1,900.
  - ❖ Barry stated that he is retiring from the Fire Dept as he has served for 60 years. Dave Rittenhouse will take his place of service.
- ✓ Joe Eberly from Transportation Resource Group attended the meeting to review the re-alignment plans for the intersection at Penn St & Main St. Joe provided drawings for Council members to review. Improvements include re-alignment on the southwest corner right-of-way, replacing sidewalks on the corners and signal light upgrades. Joe stated that a streetlight could be moved and a utility pole will need to be moved. Right-of-ways will need to be researched a little more. Council will need to speak with property owners regarding their land that will be affected and get proper permissions. John will look for grants to help fund this project. Matt requested an additional drawing showing a wider radius so Council can decide what is best for trucks to turn corners or navigate through the intersection.
- ✓ Adam Anderson (Site Design) along with Rob & John Barclay attended the meeting to discuss the Surety Bond for Walnut Creek Development. The following was discussed:
- ❖ Suggested changes that were discussed at the last Council meeting have been drafted into the Surety Bond. Doug Myers and John Runge both reviewed the changes and are in agreeance with them. Council members were provided with copies of the proposed Bond amount.
  - ❖ Phase I – Due to work that has already been completed, the Surety Bond can be reduced to the amount of \$607,547 with the remaining Surety to be \$848,508.70 (as recommended by Gordon Brown's office). Stormwater Management will be completed in Phase I. Doug advised that if Council approves the reduction, they should authorize Doug and John to review and approve final numbers. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved to reduce the Surety Bond and authorized Doug Myers and John Runge to approve final numbers.*

- ❖ Phase II - By moving some projects (such as the Tot Lots) to Phase III, and deferring planting of trees, placement of streetlights and completion of sidewalks to be responsibility of the contractor, the amount of the Surety Bond can be reduced. As recommended by Gordon Brown's office, the Surety Bond can be posted in the amount of \$981,093.00. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved the reduction of the Surety Bond to \$981,093 and authorized Doug Myers and John Runge to approve final numbers.*
- ❖ *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved authorizing the reduction in the Letter of Credit for Walnut Creek.*

**Codes Enforcement Officer:** Bob reported the following:

- ✓ Bob continues to work on problem properties by issuing letters to property owners and citations if necessary.
- ✓ Bob mailed the annual rental property applications. He will start rental inspections soon with inspecting properties that a history of problems or noncompliance.
- ✓ It was determined that Walnut Creek will need to request a Zoning Hearing in order to place an Entrance Sign in the development. The placement of the sign cannot impede the view of drivers going in and out of the development.
- ✓ Bob stated that he issued a citation to the owner of 23 W High St for the junk that continues to sit in the back yard and spills out into the roadway.
- ✓ Bob has been in touch with the residents at 17 E High St because of stacked wood that sits on their property close to the roadway which creates a problem for vehicles. The owners have been instructed to clean it up but progress has been slow.

**Mayor:**

- ✓ Larry stated that he will be getting a Certificate of Recognition to be given to Nate Neff for his accomplishments with the Windsor Cardinals. He will also give a Certificate of Recognition to Barry Barshinger and Dan Orwig as they are retiring from the Laurel Fire Dept.
- ✓ Larry stated that he spoke with Joel Washok at Penn Waste. Joel stated that there has been a small change in picking up recycle items in the Borough. The recycle trucks will now be going through the Borough a little later in the day. Residents are used to the recycle items being picked up early in the morning so this may cause some complaints until they understand that recycle items will now be picked up later in the day.

**EMA:** Nothing to report

**Engineer:**

- ✓ In John's absence, Matt reviewed John's agenda items and discussed the following:
  - ❖ John was able to secure additional grant funding for the Water St project in the amount of \$17,620. Matt would like Council members to approve that when the County releases the funds, it can be sent directly to the Contractor without additional approval from Council. This will be the final payment including change orders. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved of final payment request which will be sent directly to the Contractor.*
  - ❖ John submitted the annual MSA4 report.

**Solicitor:** Nothing to report

### **Council Members:**

- ✓ Matt discussed an incident that occurred last week. His wife Stacey was walking their dog on W Gay St and 2 dogs came charging out of the yard and attacked their dog. Someone came to help Stacey break up the dog fight as the dog's owner was inside of the house and unaware of what was going on. Stacey called the Animal Control Officer, and the dog owner was issued a citation because the dogs do not have proper vaccinations. Matt has seen many dogs running loose and is concerned about the safety of other people and children playing on the playground. Matt questioned what could be done to enforce the State law and the Borough's Ordinance that prohibits dogs from running loose. The dogs that attacked Matt's dog belongs to a renter so he questioned if landlords could be held responsible in some way. Cory Fregm stated that when he obtained insurance for his rental units, he discovered many insurance companies will not provide coverage for specific types of dogs. Matt suggested that landlords be required to provide information to the Borough for tenants that have dogs, including proof of insurance coverage and vaccination records for the dogs. Doug will look into this further.
- ✓ Council members received a letter from the York Co Conservation District informing them that 2 grant requests through the Dirt and Gravel Low Volume Road Program was not approved. The grant requests were for work to be done on E High St and Water St. Matt stated that John is looking into other grant funding sources for these projects.
- ✓ Matt asked when the Christmas banners should be hung. Council members suggested they be hung early in November and taken down towards the end of January.

### **Secretary-Treasurer:**

- ✓ Donna provided Council members with an updated budget report. Donna also provided a simplified budget report that will be used at the budget planning session on Monday October 24<sup>th</sup> at 6:00 pm. Donna explained that in the simplified budget, certain categories were removed as they cancel each other out. For example, revenue #355.07 reflects funds the Borough receives from the State for the Fire Dept & expense #411.52 shows the same amount was given to the Fire Dept. Donna feels the simplified budget is less confusing and a more accurate representation of revenue and expenses.

### **Maintenance:**

- ✓ Steve discussed the bushes in front of the office building. Steve stated that they have grown so big that there is no way to cut them back without the bushes looking terrible. The bushes have grown over the sidewalks and get in the way of people passing by. Steve suggested that the bushes be removed. Council members agreed and will decide in the spring if anything else should be planted in that area.
- ✓ Steve stated that both plow trucks will have repairs done within the next month in order to be ready for snow season.

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

*The meeting was recessed at 8:55 pm. Council members will meet on Monday, October 24, 2022 for a budget planning meeting.*

The Windsor Borough Council reconvened on Monday October 24, 2022 at 6:00 pm The following were present: Larry Markel, Matt Dietz, Brenda Kramer, Melissa Raver, Penny Dzubinski and Donna Martin,

Council members reviewed the 2023 Preliminary Budget and discussed the following:

- ✓ Revenue was reviewed. It was noted that escrow funds for the Walnut Creek Development are not included in the budget. The projected revenue for 2023 is \$645,275.

- ✓ Expenses were reviewed and some changes were made.
  - ♣ **402.00 Auditors** -Council members discussed whether to hire a CPA to conduct the annual General Funds audit or to continue having Donna complete the audit and have Elected Auditors from the Borough review and approve the audit. Matt stated that since his wife and father are the auditors, it may be a conflict of interest. Council members feel that paying someone \$100 to review the audit may not be an incentive for anyone to take on the role of the auditor. Donna stated that the audit consists of reporting all revenue and expenses from General Funds, Liquid Fuels, employee pensions and any projects within the Borough that we receive grant funds for. Donna will need to contact DCED this year to find out if the Walnut Creek Development project will need to be reported. Council members agreed to increase the auditors fee to \$1,000.
  - ♣ **408.30 Engineer Fee** - Currently the Engineer expenses total \$32,000 with a few months left in the year. Council members agreed to increase the annual fee for the Engineer to \$30,000.
  - ♣ **411.51 Fire Co Donation** - Council members discussed the request made by the Fire Dept for additional contributions to help fund equipment expenses. Council members noted that the fire dept receives tax revenue and contributions from Windsor Township as well as the Borough. The Fire Dept also receives State Aid from the Borough. Council members agreed to increase the annual donation from \$5,000 to \$7,000.
  - ♣ **414.04 Codes Enforcement** - Council members discussed the Codes Enforcement position. They feel that Bob is doing a great job and has a lot to do. Council members agreed to increase his annual salary to \$15,000 as well as providing gas reimbursement of \$2,000.
  - ♣ **415.00 EMA Services** - Although the EMA position is currently vacant, Council members would like to budget \$500 for any supplies or needs that come up for EMA.
  - ♣ **419.01 Animal Control/SPCA** - Council members discussed the number of dogs that run loose in the Borough and feel that they need to increase the amount for the Animal Control Officer in hopes that the ACO can resolve this problem.
  - ♣ **456.00 Library Donations** - Council members would like to increase the annual donation to the library to \$4,000.
  - ♣ **462.00 Community Development** – Council members would like to increase the Community Development fund in order to purchase more banners or do other things to brighten up the town.

Council members went into Executive Session at 7:10 pm to discuss personnel issues. Council members unanimously approved the following:

- ♣ Add in a new line item for an office assistant. Line item to be added will be **405.01 Office Assistant** with an annual budgeted amount of **\$10,000**.
- ♣ Council members unanimously approved a 2% pay increase for Steve and Donna.

*On a motion from Melissa Raver and second from Brenda Kramer, Council members adjourned the meeting at 8:53 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*