

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
April 3, 2023
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday April 3, 2023 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
Steve Carr, Maint Supervisor (absent)
Cory Dellinger, MPL Law Firm
Robert Huska, Codes Enforcement Officer
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

Minutes from the March 6, 2023 meeting were unanimously approved on a motion from Penny Dzubinski and second from Brenda Kramer.

Citizens & Inquiries:

- ✓ Dave Rittenhouse and Ed Souders from the Laurel Fire Dept attended the meeting to provide an update.
 - ♣ During the month of March, the fire dept responded to 40 calls.
 - ♣ Damage to the front of the fire house has been repaired.
 - ♣ Quotes will be obtained in the next few weeks to install 2 bay doors to the rear of the building.
 - ♣ Dave reported that the sign on the office building belongs to the fire dept. They stated it can be taken down at any time because the sign is in very poor condition.

- ✓ Jeremy Smith attended the meeting to ask questions regarding the High St project. Jeremy stated he received a letter from the Borough notifying residents that a meeting would be held Monday, April 3rd at 5:15 to review/discuss the High St. project. Jeremy stated that he did not receive the letter until Saturday which did not allow him enough time to prepare for the meeting. John provided some brief answers to his questions and stated he can meet with Jeremy to answer further questions. Bob also reminded Jeremy that he has a trailer parked on High St (with an out of state license plate) which violates a Borough Ordinance and also reminded him that the front and back yard needs to be cleaned up.

Codes Enforcement Officer:

- ✓ Bob stated that 3 Building permits were issued in March. 2 Building permits were for new houses in Walnut Creek and 1 Building permit was for a new house on Patterson Ave.

- ✓ Bob reported that he has a Zoom meeting in April for citations that were issued.

- ✓ Bob asked the Solicitor if there was an easy way to obtain owner information for vehicles /trailers that have an out of state license plate. Donna previously researched how to obtain this information for the State of Maryland and was told by DMV that the Borough would need to mail a completed form along with a check for \$9 in order to get the info. The Solicitor stated he would look into this to see if there was a faster way to get the info. Constable Michael Smith stated he would also look into this.

- ✓ Bob discussed the dog situation at 27 E Main St where the dog was loose and the Animal Control Officer was called in to return the dog. Council members wanted the dog owner to pay the ACO fees. Donna sent 2 letters to the owner but did not receive any response. Council members wanted Bob to issue a citation. Bob needs to know what Ordinance was broken and also stated that typically the citation has to be issued within 30 days of the incident

happening. Bob stated it may be too late to issue a citation. The Solicitor will review the Ordinance to see if residents can be charged for any ACO fees the Borough is billed for (including any court costs). Council members also discussed with the Solicitor about requiring all landlords to provide proof of license/registration along with proof of vaccines for tenant's who have dogs. The Solicitor will look into this.

- ✓ Bob wanted confirmation from the Solicitor that the Borough can use escrow funds to pay for a structural engineer to inspect 115 E Main St. The Solicitor confirmed this was allowed. Council members advised that Mr. Randazzo should get a quote for the inspection fee so they can approve it.
- ✓ Melissa asked Bob about the camper that has been sitting on Church St/ W First Ave. Although the camper sits on private property, it has become a habitat for rodents and can be considered a hazard. Bob will look into this.

Mayor:

- ✓ Larry stated that sometimes he gets complaints from residents regarding how things look in the Borough. Larry also gets frustrated that some property owners just do not take pride in how their properties look. Unfortunately, the Borough cannot force people to clean up their properties. Bob stated that he does not have the authority to make people clean up their properties unless it's a safety or hoarding issue. Matt feels that Bob should focus on 3 properties at a time to get those cleaned up.

EMA: Nothing to report

Engineer:

- ✓ John stated that a resident meeting was held at 5:15 prior to the Council meeting so residents can be informed about the High St project. John explained that the purpose of the High St project was to narrow the road in order to reduce the amount of traffic/slow down traffic, fix stormwater problems and repair sidewalks. Some residents stated they did not want additional yard space to maintain so John will see how plans can be revised to accommodate those residents. John felt there were good comments and questions from the residents.
- ✓ John stated that the Barclay's received approval from the York Co Community Development program to finish the erosion control basin. John anticipates this will be completed in July.
- ✓ John stated that he spoke with John Barclay about the Walnut Creek Development. The following was discussed:
 - ♣ Mr. Barclay stated that Keystone has not finalized and signed off on the development plans so at this point, the land is still owned by the Barclays and no further construction can take place.
 - ♣ 2 Building permits were issued, and Donna received checks for the applicable fees. Donna was advised not to cash the checks until Keystone finalizes the plans.
 - ♣ The Solicitor will review the Zoning Ordinance to see if the approved permits should be revoked.
 - ♣ Barclays violated the Developers Agreement because they have not paid outstanding invoices and have not kept the escrow account current. The Solicitor will research this to see what should be done.
 - ♣ At this time, Keystone is holding up the project.
- ✓ John stated he will meet with Matt to review the S. Camp St Bridge (south side approach) to see if the abutment needs to be corrected. Matt feels that the abutment needs to be corrected as people have hit it. Larry stated that the abutment follows the approved PennDot pattern that is used on other SR roads.
- ✓ Council members discussed what to do about the retaining walls needing repairs along Fishing Creek. The following was discussed:
 - ♣ It is very difficult and costly for residents to obtain a permit to repair the retaining wall.
 - ♣ There are several properties in the Borough that need retaining walls fixed right away.

- ♣ Per the Stormwater Ordinance, homeowners are required to maintain the creek area. If the Borough obtains a General Permit, residents can apply for a permit for a lower cost.
 - ♣ Permits that residents would apply for will cost approximately \$3,500.
 - ♣ John suggested applying for a permit for a property that needs repairs immediately to see how the process goes.
 - ♣ *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved spending up to \$3,500 to obtain a permit.*
- ✓ John wants to have a brief meeting to discuss the MS4 program prior to the May Council meeting. This is part of the MS4 requirement.
 - ✓ John stated that he will be submitting a low volume road grant application for Water St and High St.

Solicitor:

- ✓ Cory stated that the property appraisal for Penn St/Main St reconfiguration project should be completed by next month.
- ✓ Council members asked the Solicitor to see if they are required to put the tax collector position on the ballot. Council members would like to have the County collect taxes in the future.
- ✓ Cory stated that Andy has been working with Bob to answer questions regarding the sale of the church on Main St. Since the church only has 4 parking spaces behind it, this will be a problem for anyone who buys it. A Zoning hearing would be required if the church would be used for any other purpose.

Council Members:

- ✓ Council members discussed fees for Bob to complete inspections for new houses in the Walnut Creek Development. John stated it should take about 3 hours (per house) to do an inspection. Council members discussed whether Bob should receive extra compensation for each inspection or a bonus at the end of the year.
 - ♣ Matt stated that Donna also has extra administrative work for each new house and suggested that she should get extra compensation. Matt asked Donna to figure out how much administrative time it takes for each house.
 - ♣ Donna reminded Council members that she works overtime during the year and does not get paid for it because she is a salaried position. Donna works about 72 hours a year that is not compensated. Donna's position is a 36 hour a week position.
 - ♣ The overtime hours are a result of working late for Council and Authority meetings.
 - ♣ Donna stated that whenever she had surgery or doctor's appts, she always used sick time or worked extra hours to make up for time she was away from the office.
 - ♣ The office used to be closed every Friday so that the secretary did not have to work unpaid overtime.
 - ♣ Council members discussed if the office should be closed every Friday so Donna does not have to work overtime. Council members also discussed paying overtime. Council members asked Donna to think about what she would prefer – getting paid overtime or being off every Friday.
 - ♣ Council members are reviewing employee benefits (paid holidays) and will discuss this at the next meeting.

Secretary-Treasurer:

- ✓ Donna provided information on the radar speed signs that Red Lion Borough purchased. The manufacturer of the signs is TrafficLogix. They offer the following:
 - ♣ 12 inch signs are recommended for Municipalities.
 - ♣ Signs are solar with a battery backup
 - ♣ Traffic data can be obtained for reports
 - ♣ Signs are posted on poles which can be purchased along with the signs.

- ♣ Donna checked 2 different companies for cost comparison and prices were very similar. The cost for 2 signs is approximately \$6,500.
- ♣ *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved purchasing 2 signs for a cost of \$7,000.*
- ✓ Donna contacted the company that many Municipalities purchased outdoor digital signs from and provided the following information:
 - ♣ Quotes were obtained for 2 different sizes. A 6ft 4" x 9 ft 2" sign costs \$30,835. A 3ft 2" sign costs \$21,475.
 - ♣ The signs can be programmed with messages.
 - ♣ The brightness can be dimmed during the night.
 - ♣ Donna is researching another company to get comparison quotes.
 - ♣ Donna suggested that Council members consider removing the sidewalk that runs through the grass. The sidewalk has a few spots that need to be repaired as they are a trip hazard. Also, Steve has to maintain the sidewalk when it snows. The benefit of removing the sidewalk is that there would be more lawn area for an outdoor sign. Steve obtained a quote from Keith Pennell to remove the sidewalk and put down grass seed. The cost would be approximately \$3,800.
 - ♣ Council members will discuss this at the next meeting.
- ✓ Donna informed Council members that the electric contract will be expiring this year so she is in the process of researching electric rates. The current contract was for 48 months at 0.475. This was an extremely low rate and Donna thinks it will be doubled as electric rates have increased significantly over the last few years. Once Donna finds the best rate, she will get approval from Council members.

Maintenance:

- ✓ Steve was absent but provided a quote from Keith Pennell for work to be done at the Memorial. Council members reviewed the quote and drawing. Based off of the drawing, Council members are concerned that the problem with drainage isn't being addressed. Matt will discuss the quote with Steve to see what changes can be made to ensure there is proper drainage.
- ✓ Steve scheduled street sweeping on May 10th and May 11th. Information was included in the newsletter that was mailed out at the beginning of April and is also posted on the website. Steve will post signs a few days before street sweeping to remind residents not to park cars on the street.

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

On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously adjourned the meeting at 8:52 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*