

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
November 6, 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
Rich Mitzel
Penny Dzubinski
Melissa Raver

Larry R. Markel, Mayor (absent)
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 (absent)

Minutes from October 2, 2023 meeting were unanimously approved on a motion from Penny Dzubinski and second from Rich Mitzel.

Citizens & Inquiries:

- ✓ Dave Rittenhouse and Ed Souders from the Laurel Fire Dept attended the meeting to provide a monthly report. The following was discussed:
 - ♣ The Fire dept responded to 36 calls in the month of October.
 - ♣ Ed stated that they responded to several calls for residents using fire pits in the Borough. Ed explained that when they respond to the calls, they remind residents that the use of burning barrels, and fire pits is prohibited in the Borough. Bob Huska stated that he also sends reminder letters to residents when he sees they have a fire pit in their yard.
 - ♣ One Jr Firefighter completed his interior certification training but is unable to function at this level until his 18th birthday.
 - ♣ The fire dept is considering purchasing a membership at Bucks County Community College. The membership costs \$4,100 and they would partner with other fire depts. Membership would provide 200 hours of non-certified instruction, Hazardous Materials Awareness classes, Fire Fighter 1 training and other required certifications. Classes would be held locally so volunteers would not have to travel to the college.
 - ♣ Fire Prevention Open House was a great success. They had a turnout of approximately 250-300 people for the 3 hour event.
 - ♣ Matt asked how many members the fire dept has. Dave stated they have approximately 30 active members. They handed out 8 applications at the Open House event and 2 applications were completed and returned to the fire dept. The fire dept is always seeking more dedicated volunteers.

Codes Enforcement Officer:

- ✓ Bob reported that he issued 4 Certificate of Occupancy permits for the Walnut Creek Development. There are 6 more building applications that are being processed.
- ✓ Bob stated that Donna informed him that the property at 194 W Main St was purchased to be used as a rental unit. The Settlement Co did not provide Donna with a contact phone number for the new owner. Bob stated he mailed a letter to the new owner and Donna also mailed a letter requesting that they contact the office immediately to register the house as a rental unit. Bob also stopped in at the house and gave his business card to one of the workers and asked that the owner contact him. The new owners have not contacted the Borough to provide information. Bob

stated that the workers are doing all kinds of renovation to the house which makes him nervous because he doesn't know what work is being done. Common Wealth Code Services would need to inspect any electrical work that is being done. Bob will continue to reach out to the new owner.

- ✓ Bob and the Solicitor provided an update on 184 W Gay St. Bob spoke with the landowner and was informed that there would be no more than 3 residents living in the house. The Solicitor stated that this would qualify as a "single family" environment. Group Quarters, which is prohibited in the R-I Zone, is defined as 5 or more people. The landowner will need to provide written documentation that there will be fewer than 5 people (including live-in caretakers) in the home. This would be considered a Single Family Dwelling which is permitted in the R-I Zone. The Solicitor will draft a letter to the landowner regarding what the rules are for Single Family Dwellings and this should resolve all problems.
- ✓ Bob reported that the owner of 27 W Main St was informed that he will need to seek approval from the Borough to convert the property into a 3 unit rental as it was originally approved for a 2 unit rental. The owner also wants to convert the garage at the rear of the property into a rental unit. Bob informed the owner that he will need to seek a Variance but it may not be approved as the owner would need to provide additional parking spaces. The garage would also need water and sewer connections.

Mayor: Nothing to report

EMA: Nothing to report

Engineer: John did not attend the meeting so Matt provided an update:

- ✓ The Borough received notification that the Dirt & Gravel Low Volume grant was approved for the High St and Water St projects. Matt will sign the contracts.
- ✓ Walnut Creek Development:
 - ♣ Street identification and street traffic control signs need to be installed by the Developer for Phase I and II.
 - ♣ Storm piping to new stormwater basin needs to be completed.
 - ♣ Matt explained that the Construction Entrance is to have a chain up each night and taken down each morning and construction vehicles were to use that entrance only. The chain has been up which forces construction vehicles to enter the development off School House Lane. Steve recently posted weight limit signs on School House Lane to remind truck drivers not to use that entrance. Matt is concerned about potential accidents happening as vehicles pull onto Penn St from the construction entrance and the Borough being held liable. The Solicitor stated that the Borough has not adopted the development yet so feels it is highly unlikely that the Borough would be held responsible should an accident occur. Dean stated he will reach out to Keystone to discuss the problem with the chain needing to be put up at night and taken down in the morning.
- ✓ Matt reminded Council members that John will submit CDBG grant applications in January so several projects are needed. Matt suggested seeking a grant for the ballfield wall and sidewalk project, work to be done on W High St, repairs to Herman Ave bridge and converting streetlights to LED. Council members will discuss and approve projects at the December meeting,

Solicitor: Nothing to report

Council Members:

- ✓ Council members reviewed the updated 2024 General Funds budget. *On a motion from Brenda Kramer and second from Melissa Raver, Council members unanimously approved advertising the 2024 budget.* The budget will be officially approved at the December Council meeting.
- ✓ Council members reviewed the SPCA contract for 2024. The annual fee increased to 967. Council members reviewed the services the SPCA offers. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved signing the SPCA contract for 2024.*
- ✓ Council members reviewed the contract for the Animal Control Officer for 2024. The contract includes a retainer fee of \$250 for the year and the hourly fee is \$55. Donna reminded Council members that the Animal Control Officer cannot issue citations, Bob would need to do that. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved the contract with Klugh Animal Control Services for 2024.*
- ✓ Council members reviewed the current Fee Schedule and determined that no changes to existing fees need to be made for next year.
- ✓ Donna provided a list of Council meeting dates for 2024. It was noted that the meeting in January will be held on Tuesday Jan 2nd as this will be a re-organization meeting and is to be held on this date. *On a motion from Melissa Raver and second from Penny Dzubinski, the 2024 Council meeting dates were unanimously approved.*
- ✓ Council members discussed the use of the outdoor sign. Penny checked with Windsor Township to see what their policy was for posting messages. The Township charges \$40 for 3 days for anyone who wants to post a message (including nonprofit organizations). The following was discussed:
 - ♣ Nonprofit organizations should not be charged for posting messages as they usually advertise community events
 - ♣ Residents that want to post a message will be charged \$10 a day or \$50 for 7 days
 - ♣ Non-residents will be charged \$20 a day or \$100 for 7 days
 - ♣ *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the rental fee for the use of the outdoor sign.*
 - ♣ This will be added to the Fee Schedule
- ✓ Council members discussed a letter of resignation they received from the Borough Tax Collector, Bobbi Jo Daley. Ms. Daley explained in her letter that due to ongoing health problems with her son, she would no longer be able to provide tax collections services to the Borough. Ms. Daley stated she would be willing to finish out the year. Council members discussed what to do. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved using the County tax office to collect Borough taxes.* Donna will reach out to them to get the process started.

Secretary-Treasurer:

- ✓ Donna discussed 2 invoices from the Animal Control Officer. The invoices were for the ACO responding to calls from residents regarding dogs running loose, barking dogs and a dog bite incident. Donna asked Council members if the residents should be billed for the services. Council members decided that if the invoices are for repeat offenders, then they should be billed, otherwise the Borough will cover the cost.

Maintenance:

- ✓ Steve provided a quote from Douglas Equipment & Supply Co for a new snowplow. Steve stated one snowplow needs to be replaced as it is no longer working properly. Steve stated the truck and plow were purchased in 1992

so it is time to replace the plow. The quote was in the amount of \$8,236 and Liquid Fuels funds can be used. *On a motion from Rich Mitzel and second from Brenda Kramer, Council member unanimously approved the purchase of a new snowplow.*

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 Rich Mitzel, the meeting was adjourned at 7:55 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*

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