

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
September 11, 2023
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday September 11, 2023 by Brenda Kramer, Council Vice President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

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

Larry R. Markel, Mayor
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

Minutes from the August 7, 2023 meeting were unanimously approved on a motion from Melissa Raver and second from Penny Dzubinski.

Citizens & Inquiries:

- ✓ Dave Rittenhouse and Ed Souders from the Laurel Fire Dept attended the meeting to provide an update.
 - ♣ During the month of August, the fire dept responded to 5 calls in the Borough.
 - ♣ Two engines are having repairs done.
 - ♣ Several members are completing training.
 - ♣ An additional bay door is being added to the back of the building.
 - ♣ A chicken barbeque is scheduled for Sept 16
 - ♣ There will be an Open House for Fire Prevention Week on Oct 15 from 12-6. The community is invited to attend.

- ✓ Laura Burks, Susan Hoofnagle, Laurie Wilhelm and Aaron & Grace Keller attended the meeting to discuss a few concerns. The following was discussed:
 - ♣ Radar signs were recently installed on East and West Main St. Laura and the other residents live on the west end and feel that the radar speed signs have not helped in reducing speeding. Laura stated that she sees cars purposely speeding to see how fast they are going according to the radar speed sign. Laura and the other residents asked about the use of speed tables. Larry Markel explained that Council members have been looking into this and will discuss it later in the meeting.
 - ♣ Laura discussed plans for the group home at 184 W Gay St that was discussed at the last Council meeting. Laura and other residents have questions/concerns regarding a group home.
 - Is the group home non-profit or a commercial facility?
 - What type of management oversees the group home?
 - What are the occupancy limits?
 - Can contact information for the house manager be provided to the community?
 - Is Social Services involved?
 - What types of residents live there?
 - Ms. Burks and the other residents would like an annual letter sent to residents providing information about the homes.
 - Laura referenced the Zoning Ordinance and stated there are not clear rules and regulations about group homes and suggested that the Ordinance be updated to include specific details about group homes.
 - The house is located in a residential zoned area but since it is a business, should it be allowed to be in a residential zoned area?

- Bob Huska explained that the group home at 184 W Gay St is owned and operated by Emmaus group. The organization is a faith-based company that provides services to people with intellectual disabilities and their purpose is to help the individual be integrated into society in a positive way.
 - Bob stated that the other group homes in the Borough are operated by Typical Life. All group homes have to comply with State standards and are reviewed/inspected annually by the State.
 - Solicitor Dean Reynosa stated that he does not feel there is a conflict with Zoning rules but will check into this further. In addition, Dean will investigate what information can be disclosed to the community so as not to violate any privacy rules.
- ✓ Flim Warner attended the meeting to get information about the project for the Main St /Penn St intersection. The following was discussed:
- ♣ Flim suggested that speed cameras and speed humps be placed at the intersection to assist with reducing the number of speeders.
 - ♣ Flim suggested moving the traffic lights back to allow more room for large vehicles that need to turn
 - ♣ Flim is concerned how the cost of the project will effect taxpayers..
 - ♣ Larry explained that the project is to correct the intersection misalignment. The intersection is not properly aligned and causes problems with large trucks and school buses when they need to turn the corner. Larry explained that PennDot will be involved with the project to make necessary corrections to the alignment.
 - ♣ John Runge stated that the Borough will be seeking grants to help pay for the cost of the project.
- ✓ Tom Zimmerman attended the meeting to discuss the following:
- ♣ Tom stated that people driving on W First Ave do not obey the stop sign and go right through it.
 - ♣ A large truck comes down the alley of First Ave at 1 or 2 am and is very loud because of the diesel engine and air brakes. Larry informed Tom to get a picture of the truck and the license plate information so the Borough can contact the owner of the truck.
 - ♣ Tom stated that his retaining wall has been hit several times and he feels that the Bonkey's truck has been hitting it. Tom stated he tried to contact the owner of Bonkey's but has not received a response. He also filed a report with the State Police but they have not been of any assistance. Dean Reynosa informed Tom that he would need to continue seeking assistance from the State Police.

Codes Enforcement Officer:

- ✓ Bob provided a new reporting form to Council members to review. Bob created the Property Renovation form to be completed by anyone requesting a building permit. Bob feels the new permit will help him and property owners to know when inspections need to be completed by Bob or by Common Wealth Code Service. Dean reviewed the form and approved it. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the use of the form.*
- ✓ Bob provided an updated version of the Rental Housing License form for Council members to review. Bob updated the form to include questions about whether dogs/cats are permitted at the rental property and if the dogs/cats have current vaccines and license. The form also includes a statement that landlords are responsible to ensure that their tenants comply with State and Borough laws and regulations with regard to pet ownership. Dean will review the form and this can be approved at the next Council meeting.
- ✓ Bob stated that he completed 4 stake out inspections at the Walnut Creek development.
- ✓ Bob asked Dean if he can enforce that tenants park in off street parking places that the landlords provide. Bob stated he has problems with tenants living in rental units on Main St not using off street parking and taking up spaces on Main St. Dean stated that since Main St is a public road, anyone is allowed to park there and Bob cannot force tenants to use off street parking.

Mayor:

- ✓ Larry discussed the Constable position. Constables are required to be certified and take annual training classes in order to be able to carry out their duties. A Constable must be elected or appointed to the Borough and must live in the Borough. Larry asked what should be done if the Borough does not have a qualified Constable. Mike Smith has been attending Council meetings to provide Constable services per the request of Council members. Mike is a resident of Windsor Township and the Constable for Windsor Township. Larry would like to know if Mike could be appointed to be the Constable of the Borough. Solicitor Dean Reynosa stated he will check the Rules and Regulations on this.

EMA: Nothing to report

Engineer:

- ✓ John reported that the Barclays sold approximately 30 lots in the Walnut Creek Development. There are 4 houses that are near completion and John's team has been conducting inspections.
- ✓ John explained that the permit fees paid by Keystone cover the cost of Engineering inspections and what the Borough pays Bob to do an inspection. Donna will need to track the permit fees and expenses to ensure that the permit fees cover all expenses.
- ✓ John stated that the next grant cycle round will be in January 2024. John will apply for a grant to complete the W High St project but would like Council members to think about other projects they would like to get done. John will need to submit applications in January so he needs project ideas next month.
- ✓ John will submit the High St bid document to be advertised with a bid opening to be held on October 25th and bids to be reviewed and approved at the Nov 6th Council meeting.
- ✓ John stated that the next steps for the Penn St/Main St intersection project is to meet with PennDot to discuss their requirements. John provided a letter from Transportation Resource Group (TRG). They will coordinate the Scoping Coordination meeting with PennDot and submit the scoping application. The cost is not to exceed \$2,500. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved for TRG to move forward with coordinating the scoping meeting with PennDot and to submit any required applications.*

Solicitor:

- ✓ Dean reviewed the amendment to the Animal Control Ordinance. The amendment allows costs for animal control services to be billed to the pet owner/property owner/tenant/landlord. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved Ordinance #1-2023.*

Council Members:

- ✓ Penny presented a design plan for renovations at the Memorial. Penny provided a drawing which showed a new Monument, park benches and landscaping. The total cost of the project is approximately \$275,000. *On a motion from Melissa Raver and second from Rich Mitzel, Council members unanimously approved Resolution #4-2023 to allow Donna to apply for the Local Share Account Statewide Grant. On a motion from Rich Mitzel and second from Melissa Raver, Council members unanimously approved to pay the grant application fee of \$100.*
- ✓ Council members discussed the use of speed bumps in the Borough. Steve stated the speed bumps would cost approximately \$500. The speed bumps will need to be lagged down on a strong surface of road. Also, signs will need to be posted before the speed bump to let drivers know about the bump. The speed bumps can only be used during spring, summer and fall. Council members would like to try a speed bump to see if it would be effective. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved spending up to \$500 for a speed bump.*

- ✓ Penny discussed a problem that her neighbor Creda Cordwell (137 W First Ave) is asking for help with. Creda states that a couple of months ago, roadwork was done on W First Ave close to her house. A section of the road was modified to prevent water from going down towards the Memorial and causing flooding problems with a neighbor's house. Since the modifications have been done, Creda states that water is now flooding her house. Steve explained that prior to the roadwork being done, Matt and Steve met with Creda to discuss what changes were going to be made. Creda agreed to the roadwork. Steve also explained that the paving company was putting a ledge along the road and they asked Creda if she would want this on her part of the road/driveway area. Creda did not want that. Steve mentioned that a few years ago, Creda removed bushes that were lining the embankment and he feels that since the bushes were removed, this is what is causing the water problems. Steve previously told Creda that she could put a wall on her property which would prevent water running to her house.
- ✓ Council members discussed the erosion problem Melissa Raver is experiencing on her property. Melissa's property is within the Borough and in the Township. Melissa states that she has constant problems with water running onto her field and bringing debris with it. Melissa spoke with the Winsor Township Public Works Director and he looked at the retention pond and stated that everything was built to proper specs and is working fine. Melissa feels that the retention pond is failing because of the amount of water and debris that ends up in her fields. It was suggested that Melissa contact the Conservation District to get help with this.

Secretary-Treasurer:

- ✓ Donna provided information to Council members about the savings account. Currently there is approximately \$365,152 in the savings account at York Traditions. The interest rate at the bank is 1.49%. PLGIT offers an interest rate of between 5-5.49%. Another option would be to put money into a CD. York Traditions is offering a 15 month CD with an interest rate of 5.25%. Council members feel that it would be better to put the money into a PLGIT account so the funds can be accessed at any time. *On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously approved moving the savings funds from York Traditions Bank to a PLGIT account.*
- ✓ Donna provided a preliminary budget for 2024 to Council members to review. The budget report will be discussed in October.

Maintenance: Nothing to report

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

On a motion from Rich Mitzel and second from Melissa Raver, Council members unanimously adjourned the meeting at 7:55 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*