

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday February 6, 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 (absent)
Penny Dzubinski
Melissa Raver

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Doug Myers, MPL Law Firm
Robert Huska, Codes Enforcement Officer
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

Minutes from the January 9, 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 January, the fire dept responded to 31 calls & 4 were in the Borough.
 - ♣ The Utility Truck and the Tanker Truck are currently undergoing some minor repairs.
 - ♣ Volunteers continue to go through required trainings and some members are being certified as a Firefighter 1.
 - ♣ The fire dept decided not to pursue placing a building on the lot across from the fire house. Instead, they are looking into adding 2 bay doors to the rear of the building. This will allow all vehicles to easily get in and out of the building quickly.

Codes Enforcement Officer: Bob reported the following:

- ✓ Bob stated that he issued 3 citations in January, all for parking violations.
- ✓ The owner of 23/25 W Main St contacted Bob about possibly transforming the garage in back of the house into a rental unit. Bob stated he is speaking with the owner but there are some problems that may prevent this from happening. The owner would be required to hook up water and sewer and the 3 bay garage is jointly owned.
- ✓ Bob continues to follow up with problem properties.
- ✓ Bob requested that Council members consider allowing escrow funds for 115 E Main St to be used to pay for an inspection by a structural engineer as this type of inspection can be expensive. Bob stated that Mr. Randazzo continues to renovate the property although he has a tenant living in the house. Doug explained that he will need to contact the insurance company to see if the funds could be used for this purpose. The escrow funds were issued by the former owner's insurance company. Now that the house was sold to Mr. Randazzo, the insurance company may not allow the funds to be used by a different owner. Doug will speak with the insurance company about this.

Mayor: Nothing to report

EMA: Nothing to report

Engineer:

- ✓ John reported that 1 application was received for construction of a home in Walnut Creek. John, Bob and Donna met to review the procedures for processing an application. The application will be funneled through Donna as she will need to provide copies to John, Common Wealth Code Services and Bob. Donna will need to keep accurate records

for each new house and follow up with the collection of all required fees. Bob will need to complete inspections of property lines and John's team will also complete inspections.

- ♣ John Barclay attended the meeting to answer any questions in regard to the new development. John reminded Mr. Barclay that the escrow funds are in arrears as the Borough has paid out over \$9,000 in expenses and are waiting to be reimbursed. Mr. Barclay was advised that the amount of approximately \$16,000 will need to be sent to the Borough to pay for the amount in arrears as well as adding the required amount of \$7,500 back into the escrow account.
- ♣ PennDot is working to complete the HOP approvals. John will continue to monitor this.
- ✓ John gave an update on the Penn St/Main St project: The following was discussed:
 - ♣ The appraisers requested a larger plan with detailed specifications. John has this information and will provide it to the appraisers so they can move forward with conducting an appraisal.
 - ♣ TRG provided a draft proposal outlining costs for the various stages of the project.
 - ✚ The design plan will cost approximately \$3,500.
 - ✚ Submission of the design plans to PennDot will cost approximately \$25,000.
 - ✚ Conducting traffic counts and pedestrian counts will cost approximately 10,000.
 - ✚ Traffic signal construction plan will cost approximately \$5,000.
 - ✚ Project meetings will cost approximately \$2,500.
 - ✚ It was noted that the fees do not include engineering costs from Gordon Brown's office, zoning application fees, environmental site assessments, design of improvements and other legal fees.
 - ✚ Larry said he spoke with Johnny Frey about the proposed project and feels that Johnny is open to the project.
- ✓ John provided a drawing plan for the High St project. John stated that the plan involves tearing out the current sidewalks, grassing the area over (which will provide more lawn area to residents) and moving sidewalks out about 4 feet. The plan also includes the placement of storm drainage areas to reduce the amount of rain water that flows along High St. John stated that he is in the planning stages so ideas may change as he needs to find out where water and sewer lines are.

Solicitor:

- ✓ Doug stated that he sent a letter to the tax collector addressing Council members concerns. Council members briefly discussed whether they should eliminate the tax collector position in the future or continue using a resident to collect taxes. Doug was asked to check into what steps may need to be done if Council members decide to eliminate the tax collector position in the future.

Council Members:

- ✓ Council members discussed how to use the ARPA Funds. Currently there is \$63,836 to be spent. Funds have to be allocated by 12/31/24 and spent by 12/31/26. Council members discussed purchasing solar digital speed signs, fixing the bathrooms in the basement, replacing the roof on the office, storm box repairs and paving projects. Council members want Steve to get quotes for repairs to the bathroom and for replacing the roof. Council members will discuss this at next month's meeting.
- ✓ Matt stated that with the addition of the new development, Bob will be required to complete inspections of the properties and feels that Bob should be compensated for this. Matt asked Council members to consider giving Bob a flat fee for each inspection he completes. Matt will speak with John to see how much other Municipalities pay for the inspections to be completed. Matt also wants to find out how much time it will take Bob to complete each inspection. Council members will discuss this at the next meeting.
- ✓ Donna reported that she received an email from the Red Lion Ambulance Dept requesting that the Borough sign an agreement with them. Council members reviewed the agreement and determined they would need the Solicitor to review it before they could approve it. Council members stated that they give an annual donation to the Red Lion

Ambulance in the amount of \$4,000 but the agreement is requesting an annual fee with a 3% increase each year. Council members stated that the agreement was not clear in what services would or would not be provided. Donna will reach out to the Solicitor as well as the ambulance company with questions/concerns.

- ✓ Matt informed Council members that the old jail building behind the Maintenance building was damaged last month. A tall truck hit the roof and there was also brick damage. The building is used by the ball team as a storage facility. Steve obtained a quote for repairs. The repairs to the roof will cost approximately \$3,100 and repairs for the brick work will cost approximately \$3,000. If the Borough decides to place an insurance claim for repairs, it can only be used for the roof damage and the Borough has a \$500 deductible. Council members discussed using some of the ARPA funds to pay for repairs. Currently there is \$63,836 left to spend. *On a motion from Brenda Kramer and second by Melissa Raver, Council members unanimously approved paying for repairs with the ARPA funds.*
- ✓ Council members discussed a complaint they received from a resident regarding the special parking that was granted last month to allow Dave Rittenhouse to have a reserved parking space on Main St for the Duty Truck. The resident stated the following:
 - ♣ All emergency responders should be offered special parking as they also need to respond to calls quickly.
 - ♣ Since the Duty Truck is rotated between 3 fire chiefs, Dave Rittenhouse would have it for 18 weeks out of the year. The resident stated that in the last month, the reserved space has been used for Dave's personal vehicle.
 - ♣ Dave has off street parking available to him whereas some of the other residents do not have that option.
 - ♣ Donna stated that she had a few other residents voice the same complaints.
 - ♣ After some discussion, Council members agreed to wait another month to see if any more complaints are received. Council members will discuss this at the next meeting.
- ✓ Council members discussed ordering banners. Penny, Brenda and Melissa picked out a fall and spring banner. The Christmas and patriotic banners are still in good shape. *On a motion from Brenda Kramer and second from Melissa Raver, Council members unanimously approved ordering the spring and fall banners.*

Secretary-Treasurer:

- ✓ Donna stated there are 3 positions up for election this year. The following positions will be open: Council President (Matt Dietz currently serving), Council member (Melissa Raver currently serving) and Auditor (Donald Dietz currently serving). Donna reminded Matt and Melissa that if they are interested in being put on the ballot, they will need to contact the York Co Election Office for paperwork.
- ✓ Donna stated that George Herbert's term serving on the Water and Sewer Authority expired. George stated he would be willing to serve another 5 year term. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously appointed George Herbert to serve another term.*
- ✓ Donna stated that the York Adams Tax Bureau is looking for an alternate member to represent the Borough. Donna cannot attend the monthly meetings as they are in the evenings after work. Jenny Gunnet (Windsor Township) volunteered to be the alternate representative for the Borough as she is also the alternate representative for other Municipalities. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved for Jenny Gunnet to be the alternate representative for Windsor Borough.*
- ✓ Donna stated that she received a call from Eric Beaverson and he is willing to serve on the Zoning Board. At this time, there are 3 members on the Zoning Board (Eric Beaverson, Paul Holland and Ed Souders).
- ✓ Donna provided a handout about a Free Little Library. Donna explained that many Municipalities offer this and it has become very popular. The Free Little Library is a small enclosed wooden structure that can be purchased or built and the purpose is for residents to trade books. Matt stated that a Boy Scout attended the Lions Club meeting and

wanted to build this type of structure but use it for non-perishable food items. The Lions Club will pursue this idea and Council members can consider this in the future as well.

Maintenance: Nothing to report

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

On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously adjourned the meeting at 8:35 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*

DRAFT