

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday March 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
Steve Carr, Maint Supervisor
Andy Miller, MPL Law Firm
Robert Huska, Codes Enforcement Officer
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

Minutes from the February 6, 2023 meeting were unanimously approved on a motion from Brenda Kramer 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 February, the fire dept responded to 27 calls.
 - ♣ The Utility Truck and the Tanker Truck are currently undergoing some minor repairs.
 - ♣ Volunteers will attend an ice & water rescue training in March.
 - ♣ Dave reported that the fire dept building sustained some damage due to being hit by a fire truck. Repairs will be completed by the end of March.
 - ♣ Dave inquired about the water supply in the new development and asked if the water supply to the fire hydrants in the Borough would be affected. Steve stated that the development has an 8 inch service line and it was reviewed and approved by DEP during the preliminary plans for the development. The volume and pressure will not change.
 - ♣ Dave informed Council members that they are currently reviewing long term projects, the budget and are looking for ways to increase revenue. He asked about putting a special fire tax on the new development. Matt stated that Council cannot put a special fire tax on some residents and not others. Matt reminded them that with each new house in the development, the amount of money given to the fire dept from tax revenue will increase.
 - ♣ Matt inquired about the sign on the side of the Borough office building. Matt asked if the sign belonged to the fire dept since it has their name on it. The sign is very old and starting to fall apart. Council would like to take the sign down. Dave will check with the other members in the fire dept about this.

Codes Enforcement Officer:

- ✓ Bob reported on activity at 84 E Main St. During the month of February, there was a drug raid and the owner was arrested. The owner had other people living in the house so Bob sent a letter informing them they had to vacate the house since it was now considered a rental unit and was deemed uninhabitable at this time. The house was then sold and is being cleaned up and renovated.
- ✓ Bob reported that he has been working with John to issue permits for 3 houses that will be new construction. 2 houses are in Walnut Creek and 1 house is on Patterson Avenue.
- ✓ Bob inquired about whether escrow funds for 115 E Main St could be used to pay for a structural engineer inspection. The house was purchased by Tony Randazzo and is currently being renovated. Tony has a tenant living in the house while it is being renovated. It was noted that Mr. Randazzo has not contacted Common Wealth Code Inspection Services for required inspections on the electric and plumbing. Solicitor Andy Miller stated that his office

inquired with the insurance company about using the escrow funds to pay for the structural engineer inspection and they stated it would be allowed. Bob will contact Mr. Randazzo regarding getting all required inspections completed.

Mayor: Nothing to report

EMA: Nothing to report

Engineer:

- ✓ John provided an update regarding the Walnut Creek Development. The following was discussed:
 - ♣ 2 applications were received for construction of houses in Walnut Creek. Revisions need to be made so John is waiting for Keystone to address this.
 - ♣ Utilities are being installed.
 - ♣ Council members asked John to determine how long it would take for Bob to complete an inspection so they can determine fair compensation. John stated that it should take no more than 4 hours to complete an inspection for each new house in Walnut Creek. This would include Bob's drive time.
 - ♣ Donna provided information to Council members earlier in the month regarding the escrow check from the Barclays. The escrow check that was given to the Borough in February in the amount of \$16,615 was returned by the bank. Donna called Mr. Barclay immediately to inform him of the problem. As of today, the Barclay's have not submitted another escrow check. It was noted that approximately \$9,500 was paid for expenses so the Borough is waiting to be reimbursed.
- ✓ Matt and John met with the DEP to discuss problems with 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.
 - ♣ DEP informed Matt that the Borough could apply for a General Permit under the Borough's name and each resident that wanted to repair the wall could then apply for a separate permit.
 - ♣ The General Permit would not have an expiration date.
 - ♣ Once residents complete the repairs, the Borough can transfer ownership back to the homeowner.
 - ♣ John stated there would be an initial cost for him to complete the General Permit application which is estimated at \$3,000. Matt will discuss with John how billing would be handled if residents call John with questions about what work can be done, the permit process, etc.
- ✓ 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 will schedule a short meeting to be held prior to the April Council meeting to review/discuss the High St project with residents. John will provide a revised plan at this time. John met with Steve to discuss where utility lines were located which resulted in John needing to modify the plan a little. In addition, the York Co Planning Commission sent an amended contract approving funding in the amount of \$152,800. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved acceptance of the funding from the York Co Planning Commission.*
- ✓ 7 Patterson Ave – the resident submitted a building permit application to construct a new house on the lot. John and Bob reviewed the application and approved it. An approval was also received from Common Wealth Code Services. After receiving required permits, the resident found out he could not use the building plans (due to copy right laws) as the company went out of business. The resident will obtain plans from another company and will have to re-submit the permit application.

- ✓ Water St paving project – John met with the Conservation District to find out why the previous grant application (for road work) had been denied. The Conservation District apparently misunderstood what work was to be done and John explained that the road was to be completed repaved per the requirements of the grant. John was advised to re-submit the application. John will also re-submit the application for the High St paving project.

Solicitor:

- ✓ Andy stated that information was provided to the appraisal company for the Penn St/Main St project and the appraisals should be completed in March. Andy stated the next step would be to discuss the project with the landowners.
- ✓ Council members discussed concerns they have with the tax collector. Andy advised that they speak with the tax collector regarding their concerns and problems residents have reported to discuss whether she wants to continue serving as tax collector. Andy stated that the tax collector is an elected official and cannot easily be removed. However, if there were a vacancy in this position, the York Co Treasurer's Office would take over tax collection at the Borough's request.

Council Members:

- ✓ Council members discussed projects to be completed and paid with the ARPA funds. Currently there is \$57,725 to be spent. The following was discussed:
 - ♣ Removal of debris from the stream – job was completed by Keith Pennell with a cost of \$5,400. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved payment with the ARPA funds.*
 - ♣ Storm Box repairs on Patterson Ave and School House Lane will cost approximately \$12,000-\$14,000. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved this project using ARPA funds.*
 - ♣ Vane grate repairs will cost approximately \$5,000. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved this project to be paid with ARPA funds.*
 - ♣ Council members would like to look into purchasing digital solar speed limit signs. Donna was asked to check with Red Lion Borough to see what company they purchased their signs from. Donna will follow up next month.
 - ♣ Drainage improvement in the park – Steve will look into this to see how this can be fixed.
- ✓ Council members discussed the necessity of a reserved parking space they granted to Dave Rittenhouse for the emergency vehicle. Council members noted that they received some complaints about the unfairness that a resident was granted a reserved parking space when they have off street parking available to them. *After further consideration, on a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously agreed they cannot grant a reserved parking spot for the emergency vehicle as it would be unfair to residents who do not have off street parking.*
- ✓ Melissa stated that she attended the Hazmit planning session that was hosted by the York Co Planning Commission. The Planning Commission requires that the Hazard Mitigation Plan is updated every 5 years. The Planning Commission requests that each Municipality sends a representative to be involved in the update and revisions of the plan. Melissa stated there will be 2 more planning sessions.
- ✓ Banners were ordered and arrived. Council members approved paying the invoice from the Activity Funds account.

Secretary-Treasurer:

- ✓ Donna advised Council members that someone attempted to hack into the Borough's bank accounts a few weeks ago. The Manager at Traditions Bank contacted her to advise that someone was able to log into the account and change

some information. The bank took immediate action and froze the accounts. Donna is working with the IT Dept at Stambaugh Ness to implement further fraud protection software. The bank advised setting up the Fraud Prevention Services which requires that Donna log onto the bank website each day to approve any checks that have been submitted for payment as well as approving any electronic payments. Donna advised that there is a small monthly fee for this service but felt it was necessary to implement.

- ✓ Donna suggested that Council members consider increasing the annual rental license fee. For the past 10 years, the annual fee has been \$100. Council members discussed an increase *and on a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved raising the annual rental license fee to \$150.*
- ✓ Donna discussed 2 grant opportunities that Council members may be interested in applying for. The following was discussed:
 - ♣ The first grant is called the Local Share Account Category 4 Facilities Program which allows for repairs/renovations to a Borough building. Donna was able to speak with a rep to see if the following projects would qualify: remodel bathroom in basement, new roof for building, new flooring, signage on front lawn or on side of building, furniture. The rep stated these projects would be applicable.
 - ♣ There is a nonrefundable application fee of \$100.
 - ♣ Application submission is from July 1st through Sept 30th with the grant being awarded in March of 2024.
 - ♣ Prevailing wage must be paid
 - ♣ If a project exceeds \$10,000, the project must be placed out for bids.
 - ♣ Resolution will need to be signed to approve Borough to apply for grant.
 - ♣ Council members will discuss any further projects to include in the application.
- ✓ The 2nd grant is called the Historical & Archival Records Care Grant. Grant funding would allow the Borough to properly preserve and display all of the artifacts and memorabilia that residents have donated over the years.
 - ♣ Grant funds could be used to pay someone to scan and create a digital library of Borough records.
 - ♣ Display cases can be purchased.
 - ♣ The grant cycle opens on May 1st.
 - ♣ Council will discuss this further.
- ✓ Donna discussed an invoice that was received in January from the Animal Control Officer. The invoice was for the capture and return of a resident's dog. Council members had asked Donna to send a letter to the resident requesting reimbursement. Donna mailed a letter and mailed a certified letter to the resident. The resident did not respond to either letter. Donna asked how Council members wanted to pursue this. Council members agreed that the resident should be cited for this situation since it was a violation of the Borough Ordinance and also violates State Law. Council members asked Donna to reach out to Bob Huska as he can issue a citation.
- ✓ Donna stated that the Borough received additional State Aid in the amount of \$1,282 for the 2022 employer funded pension. Donna explained that each time Council increases the employer funded pension amount, the State Aid contribution amount is also increased. For 2022, the employer funded pension contribution amount was 17%. State Aid contribution amount was \$9,836, Water & Sewer Auth contribution amount was \$3,500 and General Funds contribution amount was \$500.
- ✓ Donna informed Council members that she is having knee replacement surgery on April 6th. Donna stated that since surgery will be on her right knee, she will be unable to drive for about 6 weeks. Donna will also be out of the office for at least a week after surgery. Donna stated that while she is home, she could work on the audit, answer the phone and respond to emails. Donna stated when returning to work, her husband could drop her off in the morning before he goes to work then pick her up on his way home from work. This would mean that Donna would be at the office at 5:30 am and work until 2:30 pm but would not be able to work on Fridays. Matt asked Council members to consider other ways to assist Donna getting into the office during the time frame that she will be unable to drive.

Maintenance:

- ✓ Steve scheduled street sweeping for May 10th and May 11th. Signs will be posted a few days in advance to remind residents not to park on the street.

On a motion from Brenda Kramer and second from Penny Dzubinski, 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 8:20 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*

DRAFT