

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
August 5, 2024
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday August 5, 2024 by Matt Dietz, Council President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President
Brenda Kramer, Vice President
Penny Dzubinski
Rich Mitzel
Sabrina Bowman (absent)

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor
Eric Holey, Solicitor (MPL Law Firm)
Bob Huska, Codes Enforcement Officer
John Runge, Engineer (Gordon Brown Associates)
(absent)

Minutes from the July 1, 2024 meeting was unanimously approved on a motion from Penny Dzubinski and second from Brenda Kramer.

Citizens & Inquiries:

- ✓ Dave Rittenhouse provided an update on Fire Dept news.
 - ♣ The fire dept responded to 31 calls in the month of July.
 - ♣ A tanker truck was totaled during an accident that occurred while responding to a warehouse fire. The insurance company will pay a portion of the cost for a new truck. The fire dept has the balance of the funds needed. They will be looking at a tanker truck this week and possibly placing a deposit on it.

- ✓ Brenda Dietz (130 W Main St) attended the meeting to provide information on the Kaltreider-Benfer Library and the Windsor Lions Club.
 - ♣ Brenda thanked Council members for the annual contribution of \$3,000 to the library.
 - ♣ The library renovated and expanded its facility in 2023.
 - ♣ The library provides educational programs for kids and seminars, classes and events for adults.
 - ♣ In 2023, the library had 42 volunteers that gave 5,720 hours of service time and raised \$85,081 in fundraising events.
 - ♣ Borough residents borrowed 3,157 items in 2023.
 - ♣ Council members were asked to consider increasing their donation next year to the library.
 - ♣ Brenda thanked Council members for the annual donation to the Lions Club. Donations are used to provide free breakfast for the Community on the 1st Sat of the each month.
 - ♣ Donations are also used to provide Community activities such as the Halloween party and Christmas party.
 - ♣ The Lions Club has a Blessing Box with non-perishable food items for Community members. Residents will take some items and donate some items.

- ✓ John Mead from 138 W Main St attended the meeting to provide information regarding the handicapped parking space he applied for. Council members approved a handicapped space for Mrs. Meade at the June Council meeting. A letter was mailed to Mrs. Meade informing her that the handicapped space is not a “reserved” space specifically for her vehicle as the Handicapped Parking Ordinance does not support this. The letter also stated that there is a one-time fee and an annual fee for the handicapped parking space. Mr. Meade provided some information that states the ADA prohibits local governments from charging any type of fees for handicapped parking spaces and reserved spaces are required. Council members stated they will discuss Mr. Mead's information with the Solicitor.

Codes Enforcement Officer:

- ✓ Bob discussed the following:
 - ♣ The owner of 110 E Main St contacted Bob regarding erosion of his stream bank that resulted from debris in the creek. A tree fell in the creek a few months ago and the owner had the tree removed but did not clean up the rest of the debris. This has created the stream bank to erode. Bob feels this is a civil matter but is unsure of how to help the resident. Council members suggested contacting the DCNR, the Fish & Game Commission or the Conservation District for guidance.
 - ♣ A Summary Appeal for a Civil Complaint filed against the owner of 38 Water St for construction of a carport without proper permitting will be held on Monday August 19th. The Borough will be represented by Bob and the Solicitor.
 - ♣ Bob needs assistance in finding out who owns a parcel of land between 34 N Penn St and 99 School House Lane. Trees on this parcel of land have fallen causing damage to the fence at 34 N Penn St. The trees need to be trimmed back or removed. The Solicitor will need to investigate this matter.
 - ♣ Bob discussed the auto repair shop at 109 E Main St. Bob mailed the Zoning Hearing Summary to the owner of the property. The Summary clearly states that the property was zoned as an auto sales lot and no more than 5 cars are allowed on the property. Bob has not received a response from the owner, and it appears that cars are being moved around instead of being removed from the property. Bob does not know the name of the business as there is no sign and they did not provide this information to the Borough. Council members asked Bob to follow up with getting cars removed from the property.
 - ♣ Bob stated that he has not been able to find the owner of the car that is still sitting on Baseball Alley. Bob put a sign on the car stating that the owner has 15 days to remove the vehicle, or it will be towed. Mayor Markel advised Bob to contact Red Lion Salvage to assist with towing.

Mayor:

- ✓ Mayor Larry Markel commended Steve on how well maintained the ballfield is. Larry stated that an adult used the ballfield to play with a remote car which caused some minor damage to the infield. Larry suggested putting up gates at certain areas of the ballfield to prevent people from using it for other purposes than what it is intended for. Council members agreed to the idea and asked Steve to get quotes.

EMA:

- ✓ Constable Mike Smith stated that the County Emergency Management Office sent an email reminding Municipalities to prepare for Tropical Storm Debby by cleaning storm drains and having an action plan in place for potential flooding problems. Mike stated that he will monitor the Borough for any flooding issues.

Engineer:

- ✓ John was unable to attend the meeting but provided a handout for Council members. The following was discussed:
 - ♣ The entranceway to the Walnut Creek Development has been completed.
 - ♣ John prepared a partial payment request form for the E High St project for concrete structures & pipe. The requested payment amount is \$28,971.32. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved the payment request.*
 - ♣ John would like to submit a grant application to the Local Share Account for repairs of bridges. There is a fee of \$100 to apply for the grant. John prepared the application and needs approval from Council members. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved Resolution #6-2024 to submit a grant application for the Local Share Program.*

- ♣ John reported that the CDBG grant application for the W Main St curb, sidewalk & drain improvement project was approved, and the project should take place in 2025. The E High St sidewalk and park project (retaining wall and mulch) was approved, and the project should take place in 2026.

Solicitor:

- ✓ Eric Holey provided the revised Handicapped Parking Ordinance. The Ordinance was advertised and is ready for adoption. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the Handicapped Parking Ordinance #2-2024.*
- ✓ Eric provided information regarding a burn ban Ordinance. Ordinances from other Municipalities were provided for Council members to review. Mayor Markel stated that he has concerns about allowing people to burn because of the close proximity of houses. The following ideas were discussed:
 - ♣ What type of containers would be allowed (fire pits, gas fireplaces, burn barrels, etc)
 - ♣ The distance an approved container would need to be from a house or property line
 - ♣ Time of day when burning would be allowed
 - ♣ What materials would be allowed to burn
 - ♣ Council members asked Eric to draft an Ordinance based off of what other Municipalities allow so Council members can decide what should be allowed.

Council Members:

- ✓ Council members reviewed the list of tax-exempt properties in the Borough. There is a total of 18 properties; 5 properties are group homes, 7 properties belong to the Borough and the rest consist of churches, Lions Club, post office and fire dept.
- ✓ Council members discussed the information Mr. Mead presented regarding the handicapped parking space. Council members asked the Solicitor to verify if a fee can or cannot be charged along with confirming whether a space has to be assigned. Since the Solicitor just revised the Handicapped Parking Ordinance, he should be familiar with the laws. Council members feel that they have tried to accommodate Mrs. Mead by re-configuring the parking spaces then approving the handicap parking space. Council members do not want to move forward with accepting a payment or placing a handicapped parking sign until the Solicitor verifies/confirms the information that Mr. Mead presented.

Secretary-Treasurer:

- ✓ Donna provided a year-to-date budget report showing all revenue and expenses for 2024 through July 31st. Donna stated that the budget looks good.
- ✓ Donna reminded Council members that the garbage contract was up for renewal in March 2025. Council members discussed if the contract should be put out for bid or if they should accept the 2-year extension term that was offered at the beginning of the contract. Matt feels that gas prices have not come down significantly so the annual price of garbage service may not be reduced. Council members also feel that when the contract is put out for bid, they would like to look at the option of eliminating collecting recycle materials as this will reduce the annual fee. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved accepting the additional 2 year term.*

Maintenance:

- ✓ Steve reported that the speed bumps that Council members requested just came in. One will be placed on W First Ave. Steve recommended placing the other speed bump at 16 W Gay St. as this is a high traffic/high speed area. Council members approved this.
- ✓ Steve reported that there are some storm discharge pipes under bridges at Gable Ave, Baseball Alley and Myers/E Gay St that need to be repaired. The cost is approximately \$5,000. *On a motion from Brenda Kramer and second*

from Penny Dzubinski, Council members approved fixing the storm discharge pipes with a cost not to exceed \$7,000.

- ✓ Steve reported that the front porch, concrete pad and pillars at the office building were power washed. The pillars were painted, and the railings will also be painted. The cost will be approximately \$500.
- ✓ Steve reported that the aluminum siding in the front and on the side of the building (at the top) was very faded. Steve does not recommend painting over aluminum siding because it doesn't last so it's best to replace it with vinyl. Steve stated that cost to replace the aluminum siding with vinyl will be approximately \$2,000.
- ✓ Steve provided information on replacing the office lights with LED troffer lights. Converting to LED lights will help to reduce the electric bill and will brighten up the appearance of the office. The cost of the lights will be approximately \$1,300 and the installation will cost approximately \$2,600. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved installing new lights and replacing the aluminum siding with a cost not to exceed \$8,000.*

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

On a motion from Brenda Kramer and second from Rich Mitzel, the meeting was adjourned at 8:10 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*