

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
November 4, 2024
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday November 4, 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 (absent)
Sabrina Bowman

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

On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the October Minutes.

Citizens & Inquiries:

- ♣ Chris & Tricia Bowles at 34 N Penn St attended the meeting to discuss water runoff problems at their house.
 - The Bowles explained that they get runoff water on their property on a regular basis and leaves, branches, trash and debris is swept into their yard. After some discussion, the Engineer feels that an aqueduct may be needed. He advised the Bowles that they would need to contact DEP for a permit and may get further advice from them on ways to solve the problem. Matt explained that since this is private property and not Borough owned, the Bowles are responsible for fixing the problem. John stated that he could offer some suggestions on what can be done.
 - The Bowles also stated that the road in front of their garage was recently paved. A ledge/lip was put down to help guide stormwater to the sewer. The ledge is about 7 inches high, and they cannot drive the car over the ledge to pull into the garage. Steve Carr will speak with the paving company to see if something can be changed.

- ♣ Dave Rittenhouse from the Fire Dept provided an update:
 - The dept responded to 27 calls in October
 - The new engine/tanker is undergoing some maintenance but will be put into service next week.
 - Fire Dept members briefly discussed the passing of Fire Police Captain Tony Bortner and took a moment to remember all of his contributions to the fire dept.
 - Dave reviewed the proposed Burn Ordinance and suggested that burning should not take place between the hours of 11 pm and 6 am. All fires will need to be extinguished by 11 pm.
 - Dave stated that the fire dept will need to replace an engine in approximately 3-5 years. The cost to purchase a gently used engine is approximately \$1,000,000. The fire dept tries to save at least \$50,000 each year and search for grants.

Codes Enforcement Officer:

Bob discussed the following:

- ♣ Bob served a notice to the property owner of 38 Water St that he is in violation of the Zoning Ordinance for failing to comply with setback requirements. Bob is requiring the owner to obtain a property survey to ensure that the carport is not sitting on the neighbor's property. Proof of compliance must be provided by 12-2-24 to avoid further penalties.

- ♣ The owner of 109 E Main St notified Bob that the tenant who has the garage and inspection station decided to move since the Borough would not allow them to park numerous cars on the property. The cars have all been removed and the garage is no longer in operation.
- ♣ Bob continues to bring unsightly properties in the Borough into compliance.

Mayor:

- ♣ Mayor Markel stated that there is a dog in the neighborhood that barks incessantly during the night. Neighbors are complaining about being disturbed at night. Larry does not know who the owner of the dog is but would like to get the problem resolved.
- ♣ Larry voiced complaints about the construction companies that worked on the E High St project. The road was closed many times without having a flagger force in place or “road closed” signs. Residents had to be re-routed but didn’t know the road was closed until they approached the work area. The school district and bus company were not notified in advance that the road would be closed at various times so bus drivers had to quickly come up with an alternative route. Steve stated that he spoke with the construction company several times and reminded them that signs or a flagger force was required. The Engineer also spoke with the construction companies. Mayor Larry was very disappointed in how the construction companies handled the road closure.

EMA: Nothing to report

Engineer:

John discussed the following:

- ♣ John stated that the High St project has been completed. John will schedule a time for the County to come to the job site and approve the work has been completed properly. John requested that Council members approve the payment request for Restuccia in the amount of \$148,606.40. The payment request will be submitted after the County has completed their inspection. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved the payment request to be submitted after the job has been reviewed and approved by the County.*
- ♣ The Planning Commission approved additional funds for the High St project. The County awarded the Borough \$24,717.36. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved accepting the additional funds.*
- ♣ John discussed future grant opportunities and asked Council members for projects that need to be done. The following was discussed:
 - Paving needs to be done on W 1st Ave at Church St down to 73 W 1st Ave.
 - South Ave – storm drain work needs to be done.
- ♣ John stated that he completed the grant application for the State Local Share Account to have the Heindel Ave and Herman Ave bridge replaced. Council members will need to approve a Resolution so John can submit the application. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved the Resolution for the grant.*
- ♣ John stated that PEMA is reaching out to Municipalities to review their Flood Plain Management Ordinance and policies. Matt and John will attend the meeting to see what PEMA requires then will report back to Council members.

Solicitor:

- ♣ Dean reviewed the draft of the Burn Ordinance with Council members. The following was discussed:
 - Should the Ordinance state how far a fire pit has to be from the property line and other buildings? Should there be space restrictions?
 - Should bonfires be allowed? Council members feel that the word “bonfire” has a different meaning than “fire pit”.
 - Should permits be required?
 - Council members agree with Dave Rittenhouse in that there should be specific times when burning or use of a fire pit would be allowed.
 - Dean will revise the draft to be reviewed at the December Council meeting.

Council Members:

- ♣ Council members discussed the donation that is given to the Laurel Fire Dept each year. The Fire Dept recently requested Council members to consider increasing the donation amount. It was noted that the Fire Dept receives funds from the State and the Borough gives a percentage from tax revenue along with an annual donation. Council members recognize that the fire dept also works to bring in extra revenue through fundraising events. Council members expressed appreciation for the hard work of the volunteer fire fighters but feel that at this time, the Borough cannot give more than the annual donation of \$5,000.
- ♣ Council members discussed the Code Enforcement Officers monthly/annual pay. Currently Bob Huska’s annual salary is \$15,000 and he gets mileage reimbursement of \$3,000. Bob also receives extra compensation for conducting inspections at the Walnut Creek Development and when attending court hearings. Council members feel that since his duties have increased over the last few years, Bob is putting in more time than he used to. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved increasing Bob’s annual salary to \$20,000 with a \$3,000 reimbursement fee for mileage. No additional compensation will be given for inspection at the new development or attending court hearings.*
- ♣ Council members reviewed the General Funds budget for 2025. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the General Funds budget for 2025.*
- ♣ Council members reviewed the Fee Agreement from MPL Law Firm for 2025. The fee will be \$220 per hour for all non-litigation matters and \$270 per hour for all litigation matters. It was noted that for the current year, the fee for the Solicitor to attend a meeting average between \$600-\$900. Council members decided that the Solicitor would not need to attend every Council meeting. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved using MPL Law Firm as the Solicitor for 2025.*
- ♣ Council members discussed using Gordon Brown Engineering services for 2025. Council members discussed that the Engineer would not need to attend every meeting. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved using John Runge from Gordon Brown’s office for Engineering services.*
- ♣ Council members discussed information/services provided by the York County SPCA office. The annual fee increased to \$1,025. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved using the SPCA for 2025.*
- ♣ Council members discussed using Michelle Klugh for Animal Control services for next year. The annual retainer fee is \$200, and the hourly rate is \$59. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved using Michelle Klugh as the Animal Control Officer for 2025.*

Secretary-Treasurer: Nothing to report

Maintenance:

- ♣ Steve reported that the chimney on the office building is in need of repairs. Council members asked Steve to obtain a quote to be discussed at the December Council meeting.

- ♣ Steve provided a quote for gates at the ballfield. Security Fence gave a quote of \$1,410 to have 2 gates installed at 1st and 3rd base. Council members feel that gates are needed to prevent people from going onto the ballfield and damaging it. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved using funds from the Recreation account to pay for the purchase and installation of 2 gates.*

Council members went into an Executive session from 8:15 pm to 9:19 pm.

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

On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members adjourned the meeting at 9:19 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*