

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**September 9, 2024**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday September 9, 2024** by Brenda Kramer, Vice President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President (absent)  
Brenda Kramer, Vice President  
Penny Dzubinski (absent)  
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)

Council members could not approve August Minutes due to lack of quorum.

**Citizens & Inquiries:**

- ♣ Wes Grafton (43 Water St) attended the meeting to inform Council members that he has a tree company scheduled to come and remove a large tree from his property. Wes stated that the road will need to be closed while this is being done. Wes wanted to know if there was anything he needed to do prior to closing the road. Steve Carr stated that Wes or the tree company should contact the County Emergency Office (911) and inform them that the road will be closed so they can note this in their system. Steve stated that the tree company should also notify residents of when the work will be done.

**Codes Enforcement Officer:**

- ✓ Bob discussed the following:
  - ♣ The penalty hearing for the Civil Complaint filed against the owner of 38 Water St was held on Aug 19<sup>th</sup>. The judge levied a reduced fine, court costs and attorney fees in the amount of \$1,228. The owner complied and submitted a building permit application for the carport.
  - ♣ Bob is preparing and mailing out letters to landlords for the annual rental fees for 2025. Rental inspections will be scheduled.
  - ♣ Bob met with the owner of 99 School House Lane regarding the tract of unowned wooded land between his house and homes along N Penn St. The owner of 99 School House Lane would like to purchase the parcel, but county records do not show that there is an unowned parcel of land. The owner will consult with his legal advisor. There is no clear direction regarding the dirt lane behind E High St.
  - ♣ It was determined that the Inspection Station/Car Repair Shop/Used Car Lot at 109 E Main St is in violation of the uses granted from the Zoning Hearing held in 2009 as well as the Property Maintenance Ordinance #5-2017. Bob stated that the number of vehicles that sit at the garage at 109 E Main St and also at the rental property at 2 Maryland Ave exceeds the allowed number of cars that was stipulated in the Zoning Hearing provisions. Bob mailed letters to the owner of the property regarding the violations but has not received a response. The Solicitor will assist Bob in drafting a letter to inform her if conditions are not corrected, a citation will be filed.
  - ♣ Bob discussed a letter he received from the resident at 85 School House Lane. The resident (Mr. Ortiz) previously applied for a fence permit to replace a 4 ft fence with a 6 ft privacy fence. His request was denied because it would violate the Borough Ordinance as there needs to be a clear sight triangle. Mr. Ortiz states that he has large dogs, and a 6 ft fence is needed to prevent them from jumping out and to prevent people coming up

to pet the dogs. Mr. Ortiz states that although his house is on a corner lot, the fence would not block the view of oncoming traffic and there is a minimal amount of traffic on his street. The Solicitor stated that Mr. Ortiz would need to apply for a Zoning Exception.

- ♣ Bob asked Council members if there was a policy or procedures for residents when they need to block or close a street due to work being done. Bob encountered a situation some time ago when a tree company closed a side street so they could remove a tree from someone's property. The company did not put out any "road closed" signs and did not have anyone directing traffic. Council members discussed what the procedures should be.
  - The Borough should be notified.
  - "Road Closed" signs need to be put out by the company or resident and/or have someone directing traffic.
  - The resident or company should call the Emergency Management Office (911 center) and inform them of which street will be closed and for how long so emergency response vehicles can be re-routed, if necessary).
  - Council members asked the Solicitor to check with other Municipalities to see if they have a policy.

**Mayor:**

- ✓ Mayor Markel presented an award to Nate Neff for winning the season playoffs. Nate thanked Council members for their support and hopes more people will come to watch the games next season.
- ♣ Larry discussed the construction on E High St. Larry stated that for the first two weeks of construction, flaggers were not out directing traffic, and no signs were put out to advise that road work was being done. Larry instructed Steve to talk to the construction manager and remind him that signs or flaggers were required. After Steve spoke with the construction crew, signs were put out.

**EMA:** Nothing to report

**Engineer:**

- ✓ John discussed the following:
  - ♣ Walnut Creek Development:
    - The Barclays would like to proceed with selling land for Phase III of the project. John will need a conditional letter from the Borough approving plans to move forward with Phase III. This request will have to be discussed at the October Council meeting due to lack of quorum.
- ✓ E High St project:
  - ♣ A payment request in the approximate amount of \$89,000 for the E High St project needs to be approved.
  - ♣ John discussed some changes that need to be approved for this project that were not included in the original plans. Vein grates need to be installed, curb water stop boxes need to be replaced with B&T boxes, and paving of an additional section of road.
  - ♣ The work will cost roughly \$77,000. John contacted the York Co Planning Commission to request additional funds. They are able to offer \$50,000 which will leave the Borough to pay approximately \$27,000.
  - ♣ Council members will make a decision at the October Council meeting.
- ✓ Grant application for bridges
  - ♣ HRG completed the bridge inspection, and their report states that the bridges need repairs/replacement.
  - ♣ John will need a detailed cost sheet from HRG to submit with the grant application. The cost for HRG to prepare the cost sheet will be approximately \$1,100.
  - ♣ John will submit the grant application by the end of September.

✓ FEMA

- ♣ John stated that FEMA is requiring Municipalities to complete a Floodplain questionnaire and submit it with a copy of the Floodplain Ordinance. FEMA wants to ensure that all Municipalities have a Floodplain Ordinance and plan in place .
- ♣ The form needs to be completed and submitted by the end of the year.

**Solicitor:**

- ✓ Dean discussed the information that Mr. Mead talked about at the August Council meeting. Mr. Mead stated that ADA rules require handicap parking spaces to be reserved, and fees could not be charged. Dean noted that State law does not require handicap parking spaces be reserved for an individual. In regard to charging a fee for the handicap sign, reasonable fees are allowed to be charged. Dean noted that there are Municipalities that do not charge a fee. Council members will need to discuss this at the October Council meeting.
- ✓ Dean is working on drafting a Burning/Burn Ban Ordinance.

**Council Members:** Nothing to report

**Secretary-Treasurer:** Nothing to report

**Maintenance:** Nothing to report

*Invoices could not be approved for payment due to lack of quorum.*

*The meeting was adjourned at 7:30 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*