

**WINDSOR BOROUGH COUNCIL AGENDA**  
**December 2, 2024**  
**6:00 PM**

**Minutes from Previous Meeting**

**Citizens & Inquiries**

**Reports:**

Codes Enforcement Officer

EMA

Mayor

**Engineer** – see agenda

**Solicitor:**

- Discuss Burn Ordinance

**Council Members:**

- Review Fee Schedule
- Discuss banners
- Review Meeting Schedule for 2025

**Secretary-Treasurer:**

- Donna will be on vacation Dec 18<sup>th</sup> and December 24 through January 3<sup>rd</sup>.

**Maintenance:**

**Approve General Funds Bills**



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**MEMORANDUM**

*Attorney-Client Privileged and Confidential*

**TO:** Windsor Borough Council

**FROM:** Dean E. Reynosa

**DATE:** December 2, 2024

**RE:** Solicitor's Report

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**Solicitor Report Agenda Items:**

- None.

**Old Business**

- A revised draft copy of a proposed Burn Ban Ordinance is attached for Council's review and comments. The previous draft ordinance was discussed at the November Council Meeting. Also, attached is an e-mail discussing the changes made from the version that was reviewed by Council in November and the revised version of the ordinance that is attached to this report.

**Pending Plan Agenda Items:**

- None

**Miscellaneous Items**

- I spoke with Robert Huska regarding 38 Water Street and the carport. The next step would be to revoke the conditional building permit issued if the property owner fails to produce proper proof that it is not constructed on his neighbors' property.
- I spoke with Mr. Huska regarding 30 N. Blacksmith regarding several inquiries he received from prospective purchasers.

**WINDSOR BOROUGH COUNCIL MEETING**  
**Monday December 2, 2024**  
**ENGINEER'S PROJECT UPDATE**

**YCPC – MS 4 Program**

- Continue monitoring & improving implemented programs.
- Sch. Training/review/update meeting with Donna (Dec.)
- Review & update files with required monitoring forms (Dec.)

**Walnut Creek Development**

- Phase I & II Final plan:
  - Processing building permit applications.
  - Certificate of use and occupancy – being issued.
  - Storm piping to the new stormwater basin needs to be completed. (by York Ex. Co.)
- Phase III Final Plan
  - Contractor is continuing with final utility improvements.

**Phase IV Final Plan:**

- Will probably be submitted in first Quarter of 2025.

**Phase V and VI Final Plans:**

- 11-11-2024 Larry, Matt & I met with Design Engineer and Jeff Rutt (Owner – Keystone Custom Homes) to discuss their initial proposal to reduce lot size in Phase 6.
- The proposed modification would increase number of homes by 29.
- Concerns: stormwater – traffic on High Street and Penn & North Camp intersections
- Informed engineer and Keystone to further evaluate traffic

**2021-2023 CDBG funded project (High Street)**

- Completed walk through with Steve & Contractor to review punch list items.
- Review & Approve Payment Request No. 5, and Change Order #2 for payment by YCPC & Windsor Borough.
- Schedule final inspection with YCPC in December

### Penn Street / Main Street signalized intersection geometric realignment

- Next Steps:
  - Meet with Property owners (in December/January)
  - Review and approve Traffic Consultant (TRG) updated proposal.
  - Proceed with permitting & grant applications- (Winter/Spring 2025)

### Grant Opportunities:

- Continue to research and gather opportunity information.
- Green Light Go Grant (Penn & Main Streets – 2025)

### Fishing Creek- Borough/Resident wall permitting:

- Coordinate including wall at 72 W. Main in permit (Matt has coordinated with Owner)
- GLB&A to follow up with Owner.
- Update permit application.
- Schedule another pre-application meeting with DEP
- Electronic filing of GP-11

### YCCD Dirt, Gravel, Low volume road grant:

- Water quality inlet replacements completed.
- Installation of bituminous wearing course completed.
- Contractor to follow up with parging inlets and random curb replacement. (Completed)
- Review & approve Water Street payment request No. 2 & E. High Street payment Request No. 2
- Schedule final walk through with YCCD
- Prepare and submit closeout documents.

### Statewide Local Share Grant for Bridges (Herman & Heindel):

- Statewide local share grant assistance grant – submitted.

### 2024 – 2026 CDBG Applications:

- Waiting on funding notice and contract

### GLB&A Project Cost Tracking:

- Will be provided.