

**WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
April 1, 2024
6:00 PM**

The regular monthly meeting of the Windsor Borough Council was called to order on Monday April 1, 2024 by Matt Dietz, Council President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President	Larry R. Markel, Mayor
Brenda Kramer, Vice President	Donna Martin, Secretary-
Treasurer	
Penny Dzubinski	Steve Carr, Maintenance
Supervisor	
Rich Mitzel	Dean Reynosa, Solicitor (MPL
Law Firm) (absent)	
Sabrina Bowman	Bob Huska, Codes Enforcement
Officer	
	John Runge, Engineer (Gordon
	Brown Associates)
	(absent)

Minutes from the March 4, 2024 meeting was unanimously approved on a motion from Rich Mitzel and second from Brenda Kramer.

Citizens & Inquiries:

- Ed Souders provided an update on Fire Dept news.
 - The fire dept responded to 44 calls in the month of March.
 - The fire dept scheduled a Chicken BBQ to be held on May 11th. Ed asked if they could use the Borough parking lot. Council members agreed to this request.
 - Ed stated that the fire dept had to respond to a call recently on W Main St and they had a hard time getting the ambulance and other response vehicles to the site because there was a car parked in front of a fire hydrant. Ed stated that this car typically parks in front of the fire hydrant. Mayor Markel advised Ed to take a picture of the vehicle and license plate and send it to the Codes Enforcement Officer so he can cite the owner.
 - Penny Dzubinski asked Ed what the rules for burning in the Borough were. Penny stated that recently, a neighbor was burning brush, and it was a very windy day. Ed stated that open burning is not allowed and residents should call 911 to report open burning in the Borough.

- Rob Barclay attended the meeting to discuss the Tot Lot in the Walnut Creek Development. The following was discussed:
 - Rob stated that the playground equipment that was in the original design plan is no longer available.
 - Rob provided pictures of comparable playground equipment for Council members to consider.
 - Council members want to ensure that the equipment is close to the same size,

durability and also has a warranty.

- Rob stated that he will get more details on the equipment that he is considering and will review it with Matt for approval.
- *On a motion from Brenda Kramer and second from Penny Dziubinski, Council members unanimously approved for Matt to review the playground equipment and give approval to Rob Barclay.*

Codes Enforcement Officer:

- Bob discussed the following:
 - Bob stated there are 2 Summary Trials on April 3rd for citations he issued to a resident for parking too close to a fire hydrant.
 - Bob stated that he sent another letter to the resident whose dog was involved in a fight as discussed at the March meeting. The owner of the dog has not provided proof of vaccination as she was required to do. Bob stated that the dog owner has until April 4th to submit the documents to avoid further action.
 - Bob stated he revised/updated the instruction sheet for building permits. The Fence Permit form was eliminated, and the website now has all necessary forms for residents to fill out and submit for permits.
 - Bob stated that he will issue citations for cars parked on the street during street sweeping (April 23-April 24). The fine is \$50 per car.

Mayor:

- The Mayor stated that he would like to recognize Nate Neff at the next Council meeting for finishing 2nd place in the League.

EMA:

- Mike Smith reported that there will be a EMA Disaster Response Simulation at the end of May to be held at the York County 911 Center. The Simulation will cover emergency responses to volatile situations that could happen at the Election Polls.
 - Mike reported that there will be a Fallen Officer Memorial Service on May 10th (11:00 am) at the York County 911 Center. The Memorial Service will honor Law Enforcement Officials that died in the line of duty.

Engineer: John was unable to attend the meeting but provided a report with the following information:

- Matt reported that a contract for the High St project has not been executed yet because the Borough is waiting for a Bond from Restuccia. Matt suggested approving the contract be approved once the Bond requirements are correct. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved executing the contract for Restuccia Construction Services.*
 - John's report stated that additional funds were received by the County for the High St project. The additional amount was \$60,000. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved for Council President Matt Dietz to sign and accept the additional funding for this project.*
 - Matt reported that he and John met with PennDot to review the intersection project. Matt provided a drawing for Council members to review showing the design plans with

a 500 ft radius. PennDot also suggested adding rumble strips in the road. Matt will meet with PennDot for final approval.

- The Water St & High St projects that will be funded through the Dirt, Gravel Low Volume Grant will be advertised in April and the bid will be reviewed and approved at the May meeting. Matt reminded Council members that the Borough will be financially responsible for paving the streets. Steve estimated that the cost would be \$20,000-\$25,000 per project. Liquid Fuels funds can be used for this project but it will be more expensive as the project would have to be advertised for bids and prevailing wage will need to be paid

Solicitor:

- Dean was unable to attend the meeting but provided a corrected draft Garbage Ordinance for Council members to review. All the changes that were mentioned at last month's meeting were made. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved advertising the Garbage Ordinance.*
- Dean reported that he sent letters to Attorney Timothy Bupp (Barclay's Solicitor) regarding the bond reductions and potential rental properties in Walnut Creek as discussed at the March meeting. Copies of the letter were also provided to Council members. Dean has not received a response from Attorney Bupp yet.

Council Members:

- Council members reviewed information regarding upgrading streetlights. The following was discussed:
 - Council members want to move forward with the installation of LED lights to brighten up the streets.
 - Council members discussed having 12 lights replaced to get an idea of what the actual cost will be and to see how much brighter they are. Council members agreed. Donna will submit the request to MetEd.
 - Steve suggested getting the alleys done first since those are the darkest areas.
 - Donna stated that she submitted a request to have 2 new lights and poles installed on South Ave and on E Gay St.

Secretary-Treasurer:

- Donna reported that the grant application she submitted to replace/repair the office roof and replace the flooring was approved. The amount of the grant is \$25,545. Donna is checking to see if the projects need to be advertised or if quotes can be obtained.
 - Donna provided Council members with more information about the conference table and chairs. Donna also provided a handout showing color choices for both the table and chairs.
 - Council members would like the flooring project to coincide with the conference table project so matching colors can be picked out. Sabrina Bowman and Brenda Kramer will work with Donna to pick out colors.
- Donna obtained quotes from 2 IT companies to provide services to the Borough. The following was discussed:
 - Executive Image's quote was approximately \$5,263 for the first year. They explained

that the fee for the first year is more expensive because they will need to set up access points to allow the Food Pantry to have internet access, install a firewall, provide back-up licensing for Steve and Donna's PC and create a new secure email address. This price includes remote support services for Steve and Donna. The monthly fee is \$166.

- Coulson Technologies quote was approximately \$5,230 for the first year. They would provide the same services as Executive Image. Their monthly fee is \$310 so they are a little more expensive overall.
- Sabrina Bowman stated that her son works in IT services and she would like to talk to him to see what services the Borough needs and what is a fair price.

Maintenance:

- Steve reported that mulch is needed at the playground area. The cost will be approximately \$6,000. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved this expense.*
- Steve reported that street sweeping will take place on April 23-24. Signs will be posted.

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

On a motion from Rich Mitzel and second from Sabrina Bowman, the meeting was adjourned at 7:45 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*