

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday May 6, 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 (absent)	Dean Reynosa, Solicitor (MPL
Law Firm)	
Sabrina Bowman	Bob Huska, Codes Enforcement
Officer (absent)	
	John Runge, Engineer (Gordon
	Brown Associates)

Minutes from the April 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 33 calls in April.
 - Training classes have been scheduled.
 - The Fire Dept received 4 new members in April.
 - There will be a seminar on June 27th at 6:30 pm at the Windsor Township building. Jerry Ozog from the PA Fire & Emergency Services Institute will speak on “Effective FD Relationships with Township and Borough Officials”. Dave encouraged the Mayor and Council members to attend.
 - The Fire Dept held their Annual Appreciation Banquet in May. Chief Scott Ryno from Columbia Borough Fire Dept spoke on “Recruitment and Retention”.
 - The Fire Dept has multiple fundraisers scheduled over the summer season.

Codes Enforcement Officer:

- Bob was unable to attend the meeting but provided a report. The following was discussed:
 - Street sweeping was done on April 23 and April 24th. Bob issued 12 citations for vehicles parked on the street during street sweeping hours. The last few years, Bob had to issue approximately 30 citations, so the numbers have decreased. Steve stated that changing the hours to 9-2 may have helped as this gives people a chance to leave for work before street sweeping begins. A few vehicles had Maryland tags and Bob was able to contact the Maryland DMV to get the owner information.
 - Bob attended 2 Summary Trials on April 3rd for citations he issued to a resident for parking too close to a fire hydrant. The Magistrate ruled in favor of the Borough.

- Bob issued 6 additional citations in April for parking related offenses.
- There is a Summary Trial scheduled for May 14 regarding a resident failing to shovel during several snow events.
- The property owner of 38 Water St has not responded to Bob's requests of complying with Zoning Ordinances for the carport structure that was placed on the property. A Civil Complaint will be filed with the Magistrates office.

Mayor:

- Mayor Markel presented a plaque to Nate Neff to express appreciation for working as a volunteer for 25 years with the baseball league. Nate was commended for all of the work, time and effort he put in over the years.
- Larry attended the Fire Dept's Appreciation Banquet event. Larry was pleased to see that the members are all supportive of one another and the leaders are respected and appreciated for their many efforts. Larry felt the banquet went very well and the speaker presented very good information.
- Larry attended the recent Zoning Hearings (for 27 W Main St & 128 W Main St). Larry feels that in the future, he and/or other Council members should attend the Hearings to help answer any questions that Zoning Board members may have. At the last Zoning Hearing, 4 residents attended to voice concerns for parking along Main St. Larry was able to answer questions and reminded the residents that citations are given when Ordinances are violated. Larry stated that the owner of 128 W Main St was given approval to add a 3rd rental unit and was reminded that if parking issues become a problem, the 3rd unit variance can be revoked.

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 reported the following:

- John reported that construction to the entrance at the Walnut Creek development will start soon. PennDot will perform the inspection once it is completed since the entrance is on a State road. John also stated that he has not received the updated Developers & Stormwater agreements yet. Council members reported that large trucks continue to use the School House Rd entrance to the development. They are not supposed to use this entrance. Steve is noticing that there are potholes in the road. John stated he will speak with Mr. Barclay about this.
- John will schedule a pre-construction meeting for the High St project at the end of May. Construction will start soon after.
- John discussed the E High St and Water St paving project (Cold-in-Place). John received 2 bids (Stewart & Tate and Recon). The lowest bid was from Recon. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved using*

Recon to do the paving project. John stated that the Borough will be responsible for paying a small amount for this project, approximately \$6,320.

- John stated that he, Matt and Joe Eberly from TRG met with PennDot on 5-3-24 to discuss the Main St/Penn St intersection project. PennDot recommends the street be widened to 500 ft instead of the 300 ft radius that was originally proposed. John advised Council members that they should meet with the property owners soon to discuss the project and have the property owners sign off on the Right-of-Way so they can proceed with plans.
- John discussed the Fishing Creek Wall Restoration project. John noticed that the property located at 72 W Main St had problems with the retention wall and asked if Council members want this property included on the permit application. Matt stated he will speak with the property owner about this.

Solicitor:

- Dean reviewed the Garbage Ordinance that had been advertised. In discussing how the billing process works, it was pointed out that each rental unit pays the water, sewer and garbage fee. A house that has 10 rental units will be charged 10 water, sewer and garbage fees. Dean stated that this was not detailed in the Ordinance so he feels this information should be added then re-advertised. Dean will make the necessary changes. Council members agreed that once the changes are made, the Ordinance should be re-advertised so it can be approved at the next meeting.
- Dean briefly discussed problems in obtaining a Bond for the Walnut Creek Development. Dean sent letters to Attorney Bupp regarding Letters of Credit and the Bond but has not received a reply. Dean is working with John to ensure the financial amounts are correct on the Letters of Credit and also to secure a Bond.

Council Members:

- Donna provided quotes to have the office roof replaced. Per grant requirements, 3 quotes had to be obtained. Quotes were provided by the Roofing Brothers in Red Lion, Dallastown Roofing and Moser Roofing in Lancaster. Roofing Brothers quote was \$11,731.85, Dallastown Roofing quote was \$11,750 and Moser Roofing quote was \$20,625. Steve and Donna felt that the Roofing Brothers would be the best choice based off of their quote and knowledge in answering questions. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved hiring the Roofing Brothers to complete the project.*
- Donna provided quotes to have the office floor replaced (per grant requirements). The following companies provided quotes: Weckers, L.L. Flooring and Phillips Workplace Interiors. Weckers quote was \$12,195, L.L. Flooring quote was \$14,575.76 and Phillips quote was \$18,928. Donna recommended using Weckers because they replaced flooring at the York Township building and have many years of experience. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved using Weckers to replace the floor.* Donna will work with Council members to decide a color and when the flooring project should be done. The project will take 2-3

days to complete so the office will need to be closed.

- Donna provided 2 more quotes from IT companies. The lowest quote was from Urey's Simply Computer in Felton. Felton Borough has used this company for many years and is pleased with their service. Urey's quote has a 1 time fee of \$1,074 to check all computers for problems, set up new emails, install software that will scan for viruses and back up all data, install software for firewall protection and assess what is needed for access points. There will be annual fees for the software but this will be under \$500. There is no contract and Donna can reach out to Mr. Urey at any time for assistance. Council members reviewed the quotes and felt that Mr. Urey had the more affordable option. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved using Urey's Simply Computer for IT services.*
- Donna discussed that Shentel will soon be in the Borough to complete running fiber optic lines. Donna and Steve reached out to Windsor Township to get information about their permitting process with Shentel. Windsor Township charges fees for any underground work that is being done. They use the approved fees that PennDot charges. Shentel provided maps of where the work will be done. Council members reviewed the approved PennDot fees and agreed that if any ground work is done (involving street cutting) then Shentel should pay permitting fees. Donna will create a permit form to include fees.
- Donna received an email from a resident that lives at 198 W Main St. The resident requested that Council members consider placing a "Deer Crossing" sign in the area that she lives in. The resident often sees many deer that cross Main St and are concerned that someone will hit them. Council members discussed the request. Council members see many deer on different streets in the Borough and feel that signs would need to be placed in various locations. Too many signs would be distracting to drivers. Council members decided not to place "Deer Crossing" signs in the Borough but will post a notice on the electronic sign and will print a warning in future newsletters.
- The resident at 138 W Main St requested that her Handicapped Parking Application be considered for approval. The following was discussed:
 - Additional parking spaces were recently added close to the residents' house. Council members observed that there isn't as much congested parking as there used to be.
 - Should handicapped parking spaces be issued to rental units as landlords are required to provide off street parking. Also, if a handicapped sign is issued and the tenant moves out, the Borough will not be aware of this as landlords don't always inform the Borough about new tenants.
 - Council members reviewed the Handicapped Parking Ordinance which was created in 1997. Council members want to review the Ordinance to ensure that it still meets ADA regulations.
 - Council members will discuss the Handicapped Parking Application for the tenant at 138 W Main St at the next Council Meeting.

- A resident that lives on E Main St sent in a request asking Council members to consider changing Myers Ave from a 1-way street to a 2-way street. The resident feels that Myers Ave is wide enough to be a 2 way street and it would be easier to get onto Main St from Myers Ave instead of having to go all the way down E Gay St. Council members discussed the request but feel that it is too difficult to see oncoming traffic (both ways) when sitting on Myers Ave to pull out onto Main St.

Secretary-Treasurer:

- Donna reported that she submitted the request to MetEd to have 12 street lights replaced with LED lights. Donna will provide further information to Council members as she receives it.
- Donna provided information regarding costs to the Borough for Zoning Hearings. Two Zoning Hearings took place as of May 2024. The applicant pays a Zoning Hearing fee of \$750. The Borough pays for the stenographer, Zoning legal services and advertising. The Zoning Hearing for 27 W Main St cost approximately \$1,867. Donna anticipates the cost for the Zoning Hearing at 128 W Main St will cost the same, if not more.
- Donna provided a letter from the York Housing Authority. The Housing Authority owns 2 properties in the Borough (22 W Main St and 35 W Main St). The houses are used as rental units. These properties are exempt from paying property tax but pay “in lieu of taxes”. This year, the Housing Authority sent a letter stating that due to increasing utility costs, they would not be able to make a payment. The payment that they send in each year is divided between the County, School District and the Borough. Payment amounts have decreased over the last few years. Council members were unaware that these properties were tax exempt and would like to get more information on how/why the properties have a tax-exempt status. Donna will reach out to the Housing Authority and the County for more information.

Maintenance:

- Steve reported that per Matt’s request, he purchased a second speed bump to be placed on W First Ave. Once it is decided where the speed bump is to be placed, Steve will have to put up signs warning drivers about the speed bump. The speed bump for W Gay St will be put back down soon.
- Steve provided quotes for the paving project on South Ave along with a portion to be paved on Fire House Alley and also provided a quote for work to be done on the steps at the Borough Office parking lot. The following was discussed:
 - Steve obtained 3 quotes for the paving project. Steve recommended Easy Dig to complete the paving projects.
 - Steve explained that the steps at the basement door are in need of some repairs. It will be more cost efficient and easier to relocate the steps closer to the back door and build steps that are not as steep. Railings will need to be put up as well. The quote from Keith Pennell was in the amount of \$3,200. Steve suggested adding \$300 more to the cost as railings were not included.
 - *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved spending \$20,000 for the paving project and the*

step project.

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

On a motion from Brenda Kramer and second from Sabrina Bowman, the meeting was adjourned at 8:40 pm.

Respectfully Submitted

Donna Martin, Secretary-Treasurer