

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday July 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 (absent) Treasurer	Donna Martin, Secretary-
Penny Dzubinski Supervisor (absent)	Steve Carr, Maintenance
Rich Mitzel Firm)	Tom Lang, Solicitor (MPL Law
Sabrina Bowman Officer	Bob Huska, Codes Enforcement
	John Runge, Engineer (Gordon Brown Associates)

Minutes from the June 3, 2024 meeting was unanimously approved on a motion from Penny Dzubinski and second from Rich Mitzel.

Citizens & Inquiries:

- Dave Rittenhouse reported the following:
 - The fire dept responded to 37 calls in the month of June.
 - Nine members are involved in various training classes.
 - Jerry Ozog from the PA Fire & Emergency Services Institute presented a seminar on Effective Relationships between Fire Depts & Municipalities. Laurel Fire Dept had 4 members attend and it was a very informative seminar.
 - The Fire Dept will begin a pilot program over the next few months with staffing the station with an Engine Crew on Thursday evenings from 5-9pm. If there is enough interest from members, additional evenings will be added.
 - Members are discussing the need to expand the building to include crew quarters, restrooms, shower rooms, offices and dorm style rooms. The goal would be to have a live-in program. Members are researching grants to provide funding for this project.

- Wes Grafton (Water St) attended the meeting to ask when paving will be done on his street. The Engineer reported that it is scheduled to be paved in August.

Codes Enforcement Officer:

- Bob discussed the following:
 - A property owner asked Bob to clarify who is allowed to use an unpaved portion of North Ave behind E High St. The property owner stated that cars drive onto a grassy area behind the houses on E High St. This causes rutting in the grass and lots of mud that is dragged onto E High St.

- Matt wasn't sure who owns the property but knows that it also goes down to the Lions Club building as they maintain part of the grassy area. Matt surmised that the grassy area may also be part of a Right-of-Way.
 - Solicitor Tom explained that we would need to find out the Dedication Date for that parcel of land. If it's been 20 or more years since the Dedication date, property owners will now own part of the land.
 - Council members suggested that the property owner place a Dead End or Private Property sign or possibly place a chain across the grassy area to prevent anyone from driving on it.
- Bob discussed the situation with cars parked at the garage at 109 E Main St.
 - Bob stated there was a Zoning Hearing in 2008 (for Mr. Lentz) and the property was approved to be a Used Car Lot and Inspection Station.
 - The property was sold to Mr. & Mrs. Zortman in 2013 then sold to the current owner Eveyln Vasquez in 2018.
 - The Zoning Hearing determination states that there would be approximately 5 cars.
 - Bob stated that when Ms. Vazquez first purchased the property, he advised her that no more than 5 cars would be allowed on the property.
 - Bob spoke with Ms. Vasquez about the number of cars, and she states that they are street legal and there is a quick turnaround time in getting the cars fixed.
 - Ms. Vasquez stated that there are 4-5 employees working in the garage, so they also have their cars parked at the garage.
 - At this time, there are approximately 20 or more cars parked in front of the garage and at the rental house at 2 Maryland Ave which is also owned by Evelyn Vasquez.
 - There have been some complaints from neighbors. The complaint is that the cars sit there for a lengthy amount of time.
 - Council members discussed that the approval was given for the property located at 109 E Main St, not 2 Maryland Ave.
 - Council members feel that the number of cars needs to be reduced. Bob will reach out to Evelyn Vasquez about this.
- A Civil Complaint was filed with the District Court against the owner of 38 Water St for failure to secure proper permitting prior to the construction of a carport.
- Bob discussed the need for a better Burning Ordinance. The Burning Ordinance was created in 1980 and states that open burning is not allowed. The Ordinance does not state that fire pits or chiminea's cannot be used. Mayor Larry Markel stated that a prior Council board tried to create a burning Ordinance but failed in their efforts. He stated that the fire dept always responded to calls about open burning and they have the authority to put out a fire or issue citations. Mayor Markel feels that a Burning Ordinance is needed because this is a small community, and it isn't safe to use fire pits with houses so close together. Council members asked Solicitor Tom to draft a Burning Ordinance.
- Bob asked for guidance regarding an abandoned vehicle sitting on Baseball Alley. The vehicle is registered and has a current inspection sticker. A letter was mailed to the owner of

the vehicle. The post office returned the letter stating that the owner no longer lives at that address and no forwarding address was provided. Since Bob cannot find the owner, he is unsure of what to do next. The Borough does not have an Ordinance regarding abandoned vehicles. Mayor Markel suggested that Bob contact Red Lion Auto Salvage to see if they can assist with this matter.

Mayor: Nothing to report

EMA:

- Mike Smith reported that there will be another EMA Disaster Response Simulation to plan for possible emergency events that may happen at the General Election Polls.

Engineer: John reported the following:

- The permitted entrance is under construction at the Walnut Creek Development. The application to place the sign was submitted and is under review.
 - John stated that he received a complaint from a resident that lives close to the Development. The resident stated that dirt is getting on all of the outdoor furniture, siding of houses, in neighbor's swimming pools and causing problems. John spoke with Keystone and asked that they bring in more water trucks to help reduce the amount of dirt being blown around. John will also speak with Mr. Barclay since he is hauling material, and this could stir up dirt as well.
 - John informed Council members that the escrow account is now at \$700. The agreed upon amount that needed to remain in the escrow account at all times is \$7,500. Donna mailed a letter last week to Mr. Barclay informing him that the account needed to be replenished. John stated that there will be invoices from his office coming soon which will further deplete the account. Council members stated that permits won't be issued until the escrow account is replenished. Donna will send an email to Mr. Barclay about this.
- John stated that he had a pre-construction meeting with the York Co Planning Commission on 6-4-24 to review the High St project. Construction is scheduled to start mid-July.
- John reviewed the grant he will be applying for in the fall. The grant request will be for repairs to the Herman Ave and Heindel Ave bridge. At the last meeting, John recommended getting the bridges inspected so the results can be turned in with the grant application. The cost to inspect both bridges will be \$2,200. Steve Malesker from HRG sent a contract to be signed so they can inspect the bridges. Council members approved Matt to sign the contract.
- John reported that the Borough received some of the funds from the Dirt, Gravel Low Volume grant for the High St/Water St project. A pre-construction meeting will be scheduled soon.

Solicitor:

- Tom Lang attended the meeting in place of Dean Reynosa. Tom reviewed the Handicap Parking Ordinance with Council members. Overall, Council members liked the changes that were made to the Ordinance. Council members asked Tom to make 2 small changes to the wording that a permit will be issued, not issued to the applicant, and that a handicap

parking space can be used by anyone with a placard or handicapped license plate. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved advertising the Handicap Parking Ordinance.* The Ordinance will be officially adopted at the next Council meeting.

Council Members:

- Council members reviewed the “In Lieu of Tax Payment” for 22 W Main St that was discussed at a previous Council meeting. Donna provided further information on what this means.
 - 22 W Main St is owned by York Housing Authority. They received a tax exemption through the Board of Assessment Appeals in 1987.
 - The Tax Assessment Office states there are currently 25 properties in the Borough that are tax exempt.
 - The properties include the Borough building, Churches, the Lions Club and properties owned by the Housing Authority.
 - If a property applies for a tax exemption, the request goes through the Tax Office, and they make the decision. The Borough has no authority in approving a tax exemption.
 - The Borough is notified of an approved tax-exempt property after the County makes a final decision.
 - Tax exempt properties are listed on the annual property tax report.

Secretary-Treasurer:

- Donna stated that Tony from Urey’s Computer installed 2 access points which will allow people to have internet service without compromising Donna’s service, installed firewall and antivirus software, checked all computers for viruses and set up a new laptop for Steve. Steve’s laptop needed to be replaced due to the age. Food Bank reps will now be able to use the internet.
- Donna stated that the new office floor will be installed on Aug 15th through Aug 18th. Donna asked if any touch up painting (such as baseboards) should be done prior to the installation of the floor. Council members wanted to wait until the floor is installed.
- Donna asked if Council members want the office building to be power washed. Donna also suggested painting the columns on the porch and paint the railings. Council members asked that she obtain a quote for this work.

Maintenance:

- Steve was unable to attend the meeting but provided information that paving on South Ave & Firehouse Alley will take place in July.
- The speed bump for W First Ave is on backorder. Once it arrives, Steve will put it down.

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

On a motion from Sabrina Bowman and second from Rich Mitzel, the meeting was adjourned at

8:10 pm.

Respectfully Submitted

Donna Martin
Secretary-Treasurer