

WINDSOR BOROUGH COUNCIL AGENDA

January 2, 2024

6:00 PM

Re-Organizational Meeting

Minutes from Previous Meeting

Citizens & Inquiries

Reports:

Codes Enforcement Officer

EMA

Mayor

Engineer – see agenda

Solicitor:

- Review what needs to be done to use County for Tax Collector
- Sign Agreement with York Co Tax Office

Council Members:

- Discuss vacant seat on Council (to replace Melissa Raver). Write in candidates were: Paul Jennings (117 N Camp St) and James Jensen (40 E High St). Council can appoint anyone of their choosing.
- Write in candidates for Auditor position were: Joann Johnson (24 Water St) and Sabrina Bowman (13 W Main St). Does Council want a 3rd auditor?

Secretary-Treasurer: Nothing to report

Maintenance:

- Signal light was upgraded so fire dept can easily hook up generator

Approve General Funds Bills

WINDSOR BOROUGH COUNCIL MEETING
TUESDAY January 2, 2024
ENGINEER'S PROJECT UPDATE

YCPC – MS 4 Program

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

Walnut Creek Development

- Phase I & II Final plan:
 - Processing building permit applications.
 - Certificate of use and occupancy – being issued.
 - Street identification & street traffic control signage needs to be installed by Developer for Phase 1 & 2.
 - Storm piping to new stormwater basin needs to be completed.
 - **Developer's engineer to review surety reduction for Phase 1&2 at Feb. BC meeting.**
- Phase III Final Plan
 - Conditions- updated Developers & Stormwater agreements, public surety estimate approval- have been not received. **Developers engineer to provide surety estimate for review at Feb. BC meeting.**
 - Permitted entrance to be constructed in the Spring of 2024

2021-2023 CDBG funded project (High Street)

- Modify design and bid document. – **(Dec./Jan.)**
- Review bid document & adjusted cost with YCPC – **(Dec.-Completed)**
- **Submitted additional funds request to YCPC week of 12-25-23, Completed.**
- Bid opening– **February 20, 2024**
- **Award Bid March 4, 2024 at Borough Council meeting**

Penn Street / Main Street signalized intersection geometric realignment

- Next Steps:
 - **Penn DOT Collaboration meeting to review geometric design (Jan. /Feb.)**
 - **Meet with Property owners (Jan./Feb.)**
 - **Proceed with permitting & grant applications- (Spring/Summer 2024)**

Grant Opportunities:

- Continue to research and gather opportunity information.
- Green Light Go Grant (Penn & Main Streets – 2024/2025)
- Local Share Account Grant (Herman & Heindel Ave. Bridges – 2024)

Fishing Creek- Borough/Resident wall permitting:

- Proceeding with electronic filing of GP-11

YCCD Dirt, Gravel, Low volume road grant:

- Both Water Street & East High Street Dirt, Gravel, and Low Volume Road grants were awarded.
- Contracts have been signed.
- Prepare bid documents for each project.

2024 – 2026 CDBG Applications:

- Application due 1-23-2024.
- Resolution for Acceptance of 2024-2026 CDBG Grant Application.
- Review Project costs and Borough contributions

GLB&A Project Cost Tracking:

- Will be provided.

General Discussion Items:

- Update on 27 West Main Street Improvements



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MEMORANDUM

Attorney-Client Privileged and Confidential

TO: Windsor Borough Council

FROM: Dean E. Reynosa

DATE: January 2, 2024

RE: Solicitor's Report

Solicitor Report Agenda Items:

- 1) Tax Collector – The current elected Tax Collector Bobbie Jo Daley submitted a letter dated November 1, 2023, stating an intent to resign from the position effective December 31, 2023. Ms. Daley and I were able to speak on Thursday, December 28, 2023, and I again advised that she is required to submit a formal resignation letter with an effective date. I again stressed that she needs to communicate with the County Treasurer's Office to complete her duties as Tax Collector for 2023. I have reviewed the proposed Agreement with York County for York County to assume tax collection duties on behalf of the Borough and I have no suggested changes to the proposed Agreement. I have previously forwarded a proposed resolution for Council's consideration to sign the proposed County Agreement if Ms. Daley submits a formal resignation letter.

Old Business

- (1) Nothing to Report

Pending Plan Agenda Items:

- (1) Nothing to Report.

Miscellaneous Items

- (1) I provided comments concerning outstanding municipal waste bills. I was asked about payment enforcement for property owners and I reviewed the Borough's ordinances. There currently is no municipal waste ordinance for the Borough that I was able to uncover. I provided samples of municipal waste ordinances from several municipalities for review.

- (2) Election – Melissa M. Raver was elected to a four (4) year term to the Borough Council during the most recent election cycle in November of 2023. Ms. Raver notified the York County Office of Elections that she would not be able to accept the elected position. The Elections Office reported that it would declare a vacancy in the position. With the vacancy, the Borough will have to appoint a citizen to the position. I have previously shared information about the appointment of vacant positions. The Board will have to determine if there are any interested citizens who are interested in appointment as a member of Borough Council until the next election cycle. I again share the authority for appointments by Borough Council with this report.