

**WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
December 2, 2024
6:00 PM**

The regular monthly meeting of the Windsor Borough Council was called to order on Monday December 2, 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	Tom Lang, Solicitor (MPL Law
Firm)	
Sabrina Bowman	Bob Huska, Codes Enforcement
Officer	
	John Runge, Engineer (Gordon
	Brown Associates)

On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved the November Minutes.

Citizens & Inquiries:

- Dave Rittenhouse from the Fire Dept provided an update:
 - The dept responded to 22 calls in November.
 - Five members are enrolled in the Vehicle Awareness and Operations Training.
 - The Fire Dept has been working closely with the owner at 91 W Main St (Windsor House of Tires). The fire dept wants to be prepared should a fire ever occur in the building. Since the building has a lot of tires stored in the warehouse, a fire would be challenging to get under control. The fire dept now has a plan in place.
 - Dave reviewed the proposed Burn Ordinance and stated that with the suggested distance that fire pits would have to be from houses and property lines, 90% of residents would not be allowed to use fire pits. Dave suggested that the safest way to have an outdoor fire would be with a gas/propane fire pit. A gas fire pit can be quickly and easily turned off and there would not be any concern with ashes floating through the air burning and sparking a fire. All residents would then be allowed to use a fire pit.

Codes Enforcement Officer:

Bob discussed the following:

- The property owner at 23 W High St has not responded to a citation that Bob issued for the condition of the property. A warrant for the owner's arrest has been issued and the Magistrate's office is awaiting a plea.

- The property owner at 38 Water St has not responded to a mandate that he provide proof that the car port structure is not sitting on/over the property line. The next course of action will be to revoke the building permit, and the property owner will be subject to further prosecution and fines. Bob will reach out to the property owner to discuss this situation in hopes the owner will comply.
- Bob was contacted by someone who may be interested in purchasing 30 N Blacksmith Ave. They are considering purchasing the property if they would be allowed to have horses and a steer on the property.
- The property owner at 109 E Main St spoke with Bob about using the garage as a yard sale sight. Bob consulted with Dean, and he stated it would be permissible as long as it is not disruptive to the neighborhood or flow of traffic.

Mayor: Nothing to report

EMA: Nothing to report

Engineer:

John discussed the following:

- John discussed a request from Keystone Custom Homes to add additional houses in the Walnut Creek Development. Keystone wants to reduce the lot sizes so they can add 29 additional homes. The following was discussed:
 - There would need to be a second main entrance into the Development as the alleys will not accommodate a high volume of traffic. What alleys would see an increase in traffic?
 - Traffic studies would need to be done to see how it would affect the intersections and main roads. The intersection at Camp St and W Main St would be impacted.
 - The water and sewer allocations need to be checked. Does the Borough have enough allotted sewer EDU's and enough water allocations. Steve calculated that an additional 29 homes would use about 1 million gallons of water.
 - John will review this with Keystone.
- John discussed the E High St project. There are 2 areas that will need to be modified. A section of the road (Heindel Ave & E High ST) was built up to high, so vehicles have difficulty going over it and fenders of box trucks are scraping the road. The other area that needs modification is a portion of the sidewalk on Heindel Ave. There is a significant slope in the sidewalk, so it is not handicap accessible and is hard for residents to walk up. John received 2 quotes to have the modifications done. Restuccia Construction Services provided a quote for \$9,500. W. Craig Adams provided a quote in the amount of \$8,300. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved using W. Craig Adams at a cost of \$8,300 to make the necessary corrections to the sidewalk and road.* It was noted that

the road may not be corrected until the spring since paving materials may not be available.

- John provided a payment request for the E High St Curb project. The project has been completed and inspected. The total amount of the invoice is \$10,397.72, payable to Restuccia Construction Services. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved payment of the invoice.*
- John provided a payment request for the E High St Restoration project. The payment request is for Recon Construction Services for the amount of \$52,982.04. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved the payment.* The Borough is responsible for a payment of \$34,425.60 for this project. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved a payment to Recon in the amount of \$34,425.60.*
- John provided a payment request for the Water St Restoration Project. The payment request is for Recon Construction Services for the cold-in-place in the amount of \$21,132.89. This portion will be covered by the grant. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved of submitting the payment request.* The amount the Borough would be responsible for the remaining balance of \$32,076. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved paying the remaining balance of \$32,076.*
- John provided invoices from TRG that were paid by Gordon Brown's office. The invoices are for the Penn St/Main St intersection project. The invoices are for meetings and design plans. The amount of the invoices is \$1,534.50. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved reimbursing Gordon Browns office for the invoices.*
- John stated that he spoke with State Representative Wendy Fink regarding the Flood Plain Ordinance plans PEMA wants to institute with Municipalities. Wendy has not been able to talk with PEMA to get questions answered. John scheduled a meeting with PEMA and he, Matt and Wendy Fink will have a meeting on Jan 17th from 1-3 pm to get answers from PEMA. John will report back to Council members.
- John discussed future grant projects and asked what Council members would like to focus on. Steve suggested that Council members consider paving W First Ave (from Church St and down) and paving on South Ave. Matt also suggested that some of these projects may qualify under the Low Volume Dirt and Gravel grant program.

Solicitor:

- Dean reviewed the draft of the Burn Ordinance with Council members. The following

was discussed:

- Council members feel that Dave Rittenhouse had a very good suggestion that only gas/propane fire pits can be used. Banning the use of burning wood, paper, leaves, brush and other materials will eliminate the concern of large fires.
- Language in the Ordinance should include “contained” fires. Bonfires would not be allowed.
- Council members discussed some of the explanations that were confusing.
- Bob questioned who would be overseeing the enforcement of the Ordinance. Who would ultimately be responsible for speaking with residents who are not complying? Mayor Larry Markel stated he would speak with the fire dept since they are close by and can easily enforce the Ordinance.

Council Members:

- Council members discussed the banners that are displayed around town. They would like to purchase more banners/brackets and have the banners changed more often. Penny Dzubinski and Brenda Kramer will look at the banner catalog to pick out different banners that would look nice in town.
- Council members reviewed the Fee Schedule. The following was discussed:
 - Council members discussed increasing the water and sewer inspection fee. Steve stated this mainly applies to the construction of new houses. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously agreed to increase the water and sewer inspection fees to \$75 instead of \$45.*
 - Council members discussed the yard sale permit fee. Donna stated that not many residents come in for a yard sale permit. The Borough also has Community yard sale weekends two times a year. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved eliminating a fee for a yard sale permit, however, residents are required to obtain a yard sale permit.*
- Council members reviewed the Council Meeting Schedule for 2025. Council members unanimously approved the meeting dates and Donna will advertise it.

Secretary-Treasurer: Nothing to report

Maintenance:

- Steve reported that gates were installed at the ball field. Steve will purchase locks then give keys to Nate Neff and another representative for the ball teams. It will be the responsibility of the ball teams to lock the gates when they are done using the ball field.

On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved to pay the current invoices.

On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members adjourned the meeting at 8:45 pm.

Respectfully Submitted

Donna Martin

Secretary-Treasurer