

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
April 7, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday April 7, 2025 by Matt Dietz, Council President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President
Brenda Kramer, Vice President
Penny Dzubinski
Rich Mitzel
Sabrina Bowman

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor
Dean Reynosa, Solicitor (MPL Law Firm) absent
Bob Huska, Codes Enforcement Officer
John Runge, Engineer (Gordon Brown Associates)

On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the March 3, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of March at the Laurel Fire Dept:
 - ✓ There was a total of 34 dispatches.
 - ✓ 4 members attended the Vehicle Rescue Awareness/Operations at the York County Fire School. All were awarded certificates from the Buck County Community College.
 - ✓ 3 members tested for the ProBoard Vehicle Technicians.
 - ✓ 3 members will begin the Vehicle Rescue Technician Class for commercial vehicles and machinery.
 - ✓ 2 members will begin Rapid Intervention Training.
 - ✓ The fire dept was able to obtain insurance coverage through PIRMA.
 - ✓ Matt Dietz asked if the fire dept has enough members to drive the vehicles. Dave stated that there are enough drivers and more will be added once they complete the required training.
 - ✓ The fire dept is requesting a donation from the Borough to help fund Commendations that will be presented to volunteers at the annual Appreciation and Awards Banquet in May. The fire dept is asking for a donation in the amount of \$2,000 this year and \$1,000 annually after that. Dave provided information on who would be eligible to receive a Commendation and what criteria must be met to be considered for a Commendation.

- ♣ Adam Anderson & Micah Paules from Site Design Concepts attended the meeting to discuss progress with Wanut Creek Development. The following was discussed:
 - ✓ Plans for Phase IV were submitted, and Adam is seeking approval. There will be 44 lots in this phase.
 - ✓ The Barclay's will install the storm sewer system over the next few months.
 - ✓ The updated Developers Agreement, Stormwater Management Agreement and Surety Agreement will be provided. A Bond will be posted once the stormwater work is completed.
 - ✓ Matt expressed a concern that Keystone is not following the approved driveway plans. Gordon Browns office commented on a recent permit application that Keystone varied several driveway slopes from what was originally approved. John will speak with Keystone about this.
 - ✓ Matt discussed a complaint from a resident regarding work being done in the development late at night. A resident called the office to complain that a worker was in a house at 9:30 pm and making enough noise to disturb them. Matt stated that he was out one night walking his dog and heard a "banging" noise coming from the development. He later figured out that it was a worker in one of the houses. John stated that he will address this with Keystone to ensure that the workers do not work beyond the time stated in the Ordinance.

- ✓ Matt stated that there may be some homeowners who do not want trees on their property. A homeowner expressed a concern that by planting trees on the property at the sidewalk, the root system will eventually interfere with the service lines and sidewalk. It was suggested that additional trees could be planted in the Tot Lot.
- ✓ Matt discussed a boundary complaint with a resident on Penn St whose property sits up against the Development. The resident has a shed that sits on the property line and Keystone is demanding that the shed be moved. Matt hopes that Keystone will work with the resident, so this is resolved to everyone's satisfaction.
- ✓ *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members conditionally approved the revised final plan for Phase IV providing all requirements are met as described in the comment letter from Gordon Brown's office and from the York Co Planning Commission.*

Codes Enforcement Officer:

- ♣ The resident on Water St has not complied with zoning requirements for a carport structure. A Civil Court hearing will take place on April 16th, which most likely will be a second penalty hearing for the same offense.
- ♣ Bob looked into a complaint from last month's meeting about a resident at 23 High St using a wood burning stove in the basement. The complaint centered around safety concerns with embers coming out of a stove pipe. Bob stated that a woodstove can be vented out of a concrete wall. Embers coming out of the pipe could be a result of buildup in the stove pipe. Bob was able to see the stove pipe from the road and felt that it is safe. In addition, the resident has not responded to a citation issued on 9-25-24.
- ♣ The rental property located at 34 W Main St is nearing completion with 1 unit being inspected and is now occupied.
- ♣ Annual street sweeping will take place on April 16th and April 17th. Bob will issue citations for cars that remain on designated/posted streets after 9:00 am
- ♣ Bob continues with rental inspections and inspecting lots in the Walnut Creek development.

Mayor:

- ♣ Mayor Markel stated that he checked with several insurance companies to help secure liability insurance for the fire dept. Larry mentioned that the insurance company (PIRMA) is a federally run company that insures everyone, so their fees are much higher. It may eventually become difficult for the fire dept to break away from PIRMA but he is happy the fire dept was able to obtain insurance coverage.

EMA: Nothing to report

Engineer:

- ♣ John stated that DEP is making changes with the MS4 program. DEP will require new permits starting in 2026. John will review the information with Council members at the June Council meeting.
- ♣ John stated that the sidewalk repair on High St was completed. The paving repair is being scheduled.
- ♣ John stated that he will review the Easement & Right-of-Way Agreements for the Penn St/Main St project at the June meeting. The Traffic Consultant (TRG) has an updated proposal.
- ♣ There is a Multimodal Grant opportunity that John is looking into for street and stormwater repairs on High St. John will also research grants for bridge and other road repairs.

Solicitor: Nothing to report

Council Members:

- ♣ Council members reviewed the Open Burn Ordinance that was advertised for adoption. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved adopting the Open Burn Ordinance 1-2025.*
- ♣ Council members discussed permit fee amounts for the Open Burning Ordinance. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members adopted the Open Burning Permit Fee Resolution #1-2025 with a single use permit fee set at \$25 and an annual permit fee set at \$100.*
- ♣ Council members stated that the fire dept will be responsible for issuing permits for Open Burning since they would have to inspect the residents' property to ensure that all requirements stated in the Ordinance are met. *On a motion from Sabrina Bowman and second from Rich Mitzel, Council members unanimously approved that the fire dept will keep the permit fees as compensation for issuing permits.*
- ♣ Council members discussed the fire depts request for a donation to pay for Commendation awards given to volunteer fire members. Before giving a large donation, Council members would like to know when awards are given (quarterly/annually) and would also like to see a list of volunteers who received a Commendation and what they were recognized for. Council members decided to give a smaller donation at this time and will consider a larger donation when they see how the program will work. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved giving a donation in the amount of \$500 to Laurel Fire Dept.*
- ♣ Matt discussed the use of the old conference table. Currently, the old conference table is in the basement for the Food Pantry's use. Matt stated that the workers feel the table is not sturdy enough for all the heavy boxes. Wendy Fink's office asked if the Borough would be willing to donate the old conference table to their office as they have a need for it. Council members unanimously agreed to this request.
- ♣ Council members reviewed the Hazard Mitigation Resolution. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously adopted the Hazard Mitigation Plan Resolution #2-2025.*
- ♣ Council members reviewed the Intergovernmental Cooperation Agreement Resolution. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously adopted the Agreement as Resolution #3-2025.*
- ♣ Matt had a meeting in March with PEMA (PA Emergency Management Agency). The following was discussed:
 - ✓ PEMA regulates/oversees Municipalities for flood control purposes. PEMA will be changing and enforcing stricter flood control regulations for all Counties that have a Flood Plain Ordinance.
 - ✓ Some of the proposed regulations will focus on anything that could float away during a flood be removed or somehow firmly anchored. Flood gates may be required for garages and sheds. FEMA/PEMA are currently working on details.
 - ✓ All properties along the creek will be mandated to comply with PEMA rules for flood control purposes.
 - ✓ Property owners in the Flood Plain could lose their flood insurance if they do not comply with the regulations.
 - ✓ Once FEMA approves the new Regulations, the Borough will have 12 months to come into compliance.
 - ✓ If the Borough is not compliant at that time, PEMA will give an additional 12 months to make all required changes.
 - ✓ If a Municipality does not comply with enforcing PEMA regulations, the Municipality will not be eligible for grant funds and Liquid Fuels money

- ✓ Matt has reached out to Representatives Wendy Fink and Lloyd Smucker.
- ✓ Matt stated he would like to ask Dean to look into this matter so Council can properly prepare. Council members agreed.

Secretary-Treasurer:

- ♣ Donna received a request from Emmanuel Church to advertise their preschool program on the electronic sign for the months of April, May and June. Council members approved the request and stated there will be no fee to advertise since the preschool program is a non-profit organization.
- ♣ Donna stated that she reached out to the Liquid Fuels rep to see if the cost of upgrading streetlights would be covered by Liquid Fuels. The rep stated that upgrading streetlights with new LED lights and also installing new lights is an approved expense. The 12 street light upgrades cost \$11,411 and the 2 new streetlights will cost \$3,911. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved using Liquid Fuels funds to pay these expenses.*
- ♣ Donna reported that she reached out to Met Ed to find out when the upgrades will be done. The rep stated it should be done within the next few weeks.
- ♣ Donna discussed an invoice from Barnes & Barnes for road repairs on Camp St. The invoice amount is \$5,400 and can be paid with Liquid Fuels. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved using Liquid Fuels to pay this invoice.*

Maintenance:

- ♣ Steve stated that Gable Ave bridge needs reinforcement at each corner for stability. He provided pictures showing the condition of the bridge. Steve recommended that Council approve getting repairs done soon. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved spending up to \$7,000 for the Gable Ave bridge repairs.*
- ♣ Steve said there are sections of roads that need to be paved. N Camp St, a section of Heindel Ave and a section of E High St needs paving. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved spending up to \$8,000 for the paving repairs.*

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

On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously agreed to adjourn the meeting at 8:45 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*