

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
March 3, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday March 3, 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 (absent)
Sabrina Bowman

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor
Dean Reynosa, Solicitor (MPL Law Firm)
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 February 3, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of February at the Laurel Fire Dept:
 - ✓ There was a total of 25 dispatches.
 - ✓ 5 members will start the ProBoard Vehicle Rescue Series for National Certification.
 - ✓ 2 members will begin the Rapid Intervention Training (RIT). The course teaches proper techniques to enter a building when a May Day is called.
 - ✓ Dave reported that their insurance carrier will no longer offer coverage beginning March 15th. Dave stated this is due to the number of claims that were filed. Over the last 5 years, 15 claims have been filed. Most of the claims were less than \$4,000 but 2 recent claims were significant. Dave stated they have been reaching out to other insurance companies but have not had success in getting insurance coverage. If they cannot get coverage by March 15th, they will not be able to send out fire equipment. Dave asked if the Borough could add the fire dept to their policy. Donna will contact the insurance agent. If the fire dept cannot get coverage, the Borough will need to reach out to other fire depts to ensure there is coverage for residents.

- ♣ Melissa Wills from 19 W High St attended the meeting to discuss a concern at 23 W High St. It appears that the resident may be using a wood stove in the basement because there is a pipe coming out of the basement and she sees embers coming from the pipe. Melissa is very concerned about this because there is a wooden deck above the basement and there are trees close by. It was also noted that the resident does not have electricity and does not have water service. Council members advised Melissa to call the fire dept if she sees embers coming from the pipe.

Codes Enforcement Officer:

- ♣ The owner of 38 Water St has not responded to numerous requests to submit another permit application for the carport structure. At this time, the structure is in violation of the setback requirements and is alleged to be encroaching onto a neighboring property. Bob will file a Civil Complaint.

- ♣ The property owner at 23 W High St has not responded to a citation issued on 9-25-24 for unsightly property conditions. As of 3-3-25, a warrant for his arrest is still active and the Magistrates Office is awaiting a plea.

- ♣ Two landlords have not paid the Rental License fee for 2025. They will now be assessed a late fee of \$50 (per unit).

Mayor:

- ♣ Mayor Markel stated that he spoke with the fire dept about providing traffic control for the Olde Time Fun Faire that will be held in May. The fire dept agreed to assist with this. Larry also spoke with them about overseeing the Burn Ordinance as properties will need to be inspected before a resident would be allowed to use a fire pit. Larry feels that since the fire dept is willing to assist with these duties, Council members should consider compensating the fire dept in some way.

EMA:

- ♣ Constable Mike Smith reported that the York County EMA Office will host a Hazards Exercise on April 22nd from 9 am-12pm. The scenario will focus on a hazardous materials related incident. Anyone interested in attending will need to register in advance.

Engineer:

- ♣ John reported that the Phase IV Final Plans for Walnut Creek will be submitted in March. John also reported that Keystone decided not to reduce lot sizes in order to put more houses in the Development.
- ♣ Donna informed Council members she received a call from a new homeowner at 412 Little Walnut Ct regarding trees that were to be planted in the front yard. The owner stated that he does not want trees planted in his yard because the water and sewer lines run through the yard and trees will eventually cause problems with the lines. The owner also stated that the trees would be close to the sidewalk which will eventually cause problems with roots growing under the sidewalk. Council members feel that the new owner has a valid request but is unsure what can be done since the installation of trees is in the Walnut Creek Development plan. John and Dean stated they will look into this.
- ♣ John will coordinate with the contractor to schedule repairs to be done to the sidewalk and section of road on Heindel Ave as weather permits.

Solicitor:

- ♣ Dean reviewed the draft of the Burn Ban Ordinance. Overall, Council members were satisfied. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved to advertise the Burn Ban Ordinance which will be adopted at the next meeting.*

Council Members:

- ♣ Council members discussed extending the garbage contract with Penn Waste for an additional 2 years. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved extending the contract.*
- ♣ Council members were provided information from the York Co Planning Commission regarding the County's Hazard Mitigation Plan. The County is asking that all Municipalities adopt their Hazard Mitigation Plan. Adopting the Plan places no requirements on the Municipality but shows they have taken proper planning steps to be eligible for hazard mitigation grants (if needed). The Borough signed a Resolution in 2019 adopting the County's Hazard Mitigation Plan. The County provided a Resolution to be signed/approved. Matt asked Dean to review the Resolution to ensure there were no changes the Borough should be aware of. This will be discussed at the next meeting.
- ♣ Council members discussed putting more banners up in the Borough. The cost of purchasing 12 banners and 6 additional brackets was under \$1,700. Council members agreed that it would be nice to have more banners. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved spending up to \$2,500 for banners and brackets.*

- ♣ Information was provided regarding 2 new street lights Council members feel are necessary. The streetlights would be placed at Myers Ave and also on South Ave since there are no lights in this area. Steve stated that when he plows these areas, it is very difficult because of inadequate lighting. The cost to purchase/install 2 new lights is \$3,911.23. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved installing the lights.*
- ♣ Penny Dzubinski asked Council members to consider making a contribution to the food pantry that is operated out of the basement by members of Emmanuel Church. The food pantry workers are reporting there has been an increase in the number of people coming for food and they have to purchase more food in order to meet needs. Matt stated that people utilize the food box located at the Lions Club on a regular basis. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved donating \$2,000 to the food pantry.*
- ♣ Penny discussed making a change to the sign/cabinet that is mounted on the front of the building. The sign was originally used to advertise meeting dates, office hours, etc. The sign is not functional to post messages because plastic letters/numbers break and fall off of the sign. Penny would like to re-design the cabinet and provided information. The cost will be approximately \$200. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the expense.*

Secretary-Treasurer: Nothing to report

Maintenance: Nothing to report

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

On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously agreed to adjourn the meeting at 8:15 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*