

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday February 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	Larry R. Markel, Mayor
Brenda Kramer, Vice President	Donna Martin,
Secretary-Treasurer	
Penny Dzubinski	Steve Carr, Maintenance
Supervisor	
Rich Mitzel	Dean Reynosa, Solicitor (MPL
Law Firm) (absent)	
Sabrina Bowman (absent)	Bob Huska, Codes Enforcement
Officer	
	John Runge, Engineer (Gordon
	Brown Associates)
	(absent)

On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the January 6, 2025 Minutes.

Citizens & Inquiries:

- Ned Souders from the Laurel Fire Dept provided an update:
 - There were a total of 47 dispatches in December and 28 dispatches in January.
 - 2 members are enrolled in a Ropes & Rigging class.
 - 6 members are enrolled in the Vehicle Awareness Operations class & also a Vehicle Rescue class. Both classes are Proboard certified.
 - Joshua Giffin has been accepted to the Anne Arundel County Fire Dept and will begin his training soon.
 - The 37-02 box is now active in the CAD with York Co Emergency Services. The pre-plan for the Windsor House of Tires will be completed soon.
 - The fire dept responded to a call on First Ave (in the Township) and used School House Lane. The construction company left roof trusses and other building material on both sides of the road so that it was very difficult to get through. They asked Council members to remind the construction crew that it is very important to leave the roadway cleared at all times.
 - Fire dept members are aware that Keystone requested to add more houses in the Walnut Creek development by reducing lot sizes. The fire dept advises that if this is done, the houses should have sprinkler systems as a safety measure. With houses built very close together, all houses would be more susceptible of catching on fire.
 - The fire dept is requesting a donation in the amount of \$2,000 to help fund a Commendation policy. They would like to provide pins/medals or other items to the volunteers as a way to recognize all of the sacrifices that are made. Going forward, the fire dept is requesting each year the Borough donate \$1,000 to the

Commendation fund.

Codes Enforcement Officer:

- Bob reported that 109 E Main St is now being used as an auto repair shop. Bob will monitor the property to ensure no more than 5 cars are sitting on the lot.
- The owner of 38 Water St has not responded to numerous requests to submit another permit application for the carport structure. If the owner does not comply by 2-9-25 then another Civil Complaint will be issued.
- Bob continues to inspect rental units. 16 landlords are delinquent in paying the annual rental license fee. Fees must be paid by 2-17-25 to avoid paying additional penalty fees. Reminder letters were mailed to landlords.
- Bob mailed numerous letters to property owners who did not have sidewalks cleared within 24 hours after a snow event. Penny discussed the needs of elderly /disabled residents who cannot shovel snow and the need for volunteers to help with this.

Mayor:

- Mayor Markel stated that he recently swore in approximately 6 volunteer fire dept members and feel that they are very knowledgeable, have great skills and will be a benefit to the Borough.

EMA: Nothing to report

Engineer:

- Phase IV final plans of the Walnut Creek Development will be submitted to Council members in March.
- A draft of Easement & Right-of -Way agreements for the Penn St & Main St project was submitted to Council members for review.

Solicitor:

- Council members reviewed the Burn Ban Ordinance. The following was discussed:
 - Who will enforce the Ordinance?
 - Who will issue permits?
 - Who will inspect areas where residents want to have a fire pit?
 - Bob had concerns regarding fire pits being used in the evening. Bob stated that he usually gets complaints each summer from residents complaining about smoke drifting into houses from someone using a fire pit or burning debris.
 - Council members feel that the fire dept should be issuing permits, inspecting yards and enforcing the Ordinance. Mayor Markel will speak to the fire dept about this.

Council Members:

- Council members discussed the garbage contract with Penn Waste. The 3-year contract expires at the end of March but there is an option to extend it for 2 more years. Council members don't feel that the price will drop any lower if they bid out a contract at this

time. Council members also considered dropping the collection of recycling to see if that would lower the cost. Donna checked with Penn Waste and it would drop the price by \$36 a year per house. Council members decided to leave the extended contract with Penn Waste as is.

- Council members discussed putting more banners up in the Borough. They would like to purchase more banners, and more brackets will be needed. Donna will get prices.
- Council members discussed upgrading 12 streetlights in the Borough with LED lights. The cost for 12 LED lights is \$11,411. Council members feel that the LED lights will be brighter, will last longer and will also save on energy costs. Donna stated that this project is not eligible for grants because the lights are owned by MetEd, not the Borough. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the upgrades.* Once the LED lights are installed, Council members will consider upgrading more lights as there is a total of 87 lights in the Borough.
- Matt attended a FEMA Flood Plain virtual meeting in January. The following was discussed:
 - Matt completed a self evaluation of the flood plain for the Borough. John and Matt reviewed the form with a FEMA representative.
 - The current flood plain reporting form would need to be revised to include any building permits issued to houses in a flood plain.
 - The local fire company would need to receive info on all houses that are in a flood way.
 - All pedestrian bridges (Borough or private owned) would need to be rebuilt to comply with FEMA standards.
 - FEMA would conduct audits to ensure the Borough is complying with all requirements.
 - If the Borough is not in compliance, FEMA could freeze all grant and Federal money to the Borough (grant funds and State aid).
 - Matt met with representatives Wendy Fink, Lloyd Smucker & Kristen Phillips Hill to discuss FEMA's proposed plans.
- Council members discussed the request from the Fire Dept regarding a donation of \$2,000. They had some questions and Mayor Markel stated he would speak with the fire dept and this will be discussed at the next meeting.
- The Lions Club will sponsor a fund raising event on May 17th in the playground area. Penny will contact the fire dept. for assistance with traffic control. Mayor Markel suggested that the Constables attend as well.

Secretary-Treasurer:

- Donna discussed a garbage account that has not been paid for a year. Donna mailed a

certified letter to the resident last month stating that if the bill was not paid before 2-3-25, Council members would discuss taking legal action. The resident has not responded to any letters Donna mailed over the last several months. The amount due at this time is \$648.44 which is the quarterly garbage fee and late fees. The property owner has a tenant living there but this is not considered a rental unit. Council members advised Donna to send a certified letter to the property owner and the tenant advising them they have until 2-17-25 to pay the bill in full or legal action will be taken. If a lien is placed on the property and the Solicitor has to get involved, the property owner will be responsible for all legal costs.

Maintenance:

- Steve stated that the Myers Ave bridge needs to be parged. The estimated cost will be \$5,000. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved repairs to the Myers Ave bridge.*
- Steve reported that over the last 2 months, 6 water breaks had to be repaired. Most of the water breaks were weather related (freezing pipes).

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

On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 7:55 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*