

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**December 5, 2022**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday December 5, 2022** by Matthew Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

Matthew Dietz, President  
Brenda Kramer  
Rich Mitzel (absent)  
Penny Dzubinski  
Melissa Raver

Larry R. Markel, Mayor  
Donna Martin, Secretary-Treasurer  
Stephen W. Carr, Maint-Supervisor (absent)  
Doug Myers, MPL Law Firm (absent)  
Robert Huska, Codes Enforcement Officer  
John Runge, Gordon L. Brown Jr. & Assoc-Engineer

*Minutes from the November 7, 2022 Council meeting were unanimously approved on a motion from Melissa Raver and second from Brenda Kramer.*

**Citizens & Inquiries:**

- ✓ Edward Souders from the Laurel Fire Dept attended the meeting to provide an update.
  - ♣ During the month of November, the fire dept responded to 30 calls.
  - ♣ The fire dept participated in a Santa Run and passed out 523 candy canes.
  - ♣ The fire dept is conducting an electric vehicle training class in order to learn the proper techniques of handling lithium batteries. At this time, 3 people are fully trained for managing lithium batteries.
  
- ✓ Joe Eberly from Transportation Resource Group (TRG) attended the meeting to review updated plans for the traffic signal easement at Penn St & Main St. The following was discussed:
  - ♣ The design configurations show a 300 ft and a 500 radius.
  - ♣ With a 500 ft radius, more property will be encroached upon, but this plan offers a better scenario because it offers a softer turn for vehicles.
  - ♣ Once Council members decide which design plan they want to pursue, the next step would be to get an appraisal for the property that would be affected by the encroachment.
  - ♣ Council members would need to meet with the property owners to discuss the project and get approval to use some of their property.
  - ♣ *On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously approved having the appraisal done with a cost of up to \$1,000.*
  - ♣ Donna will reach out to Doug for assistance with setting up an appraisal.
  
- ✓ Adam Anderson from Site Design attended the meeting to review the Walnut Creek project. The following was discussed:
  - ♣ Phase I & II infrastructure and road work will be completed by the end of December.
  - ♣ Phase I will have 21 lots and construction will begin in the spring.
  - ♣ Phase II revisions entails some lots being taken out and added to Phase III.
  - ♣ Phase II will have 26 lots with the entrance on Windsor Rd.
  - ♣ Adam is currently working with PennDot for permitting and anticipates the approval soon.
  - ♣ The Windsor Rd entrance will be used as a temporary emergency exit for now.
  - ♣ Temporary access to the development will be School House Lane.
  - ♣ Paving of roads will begin in April of 2023.
  - ♣ Plans for Phase II and Phase II are in the office for public inspection.

- ♣ The Surety estimate for the Tot Lot will be included in the Phase III plans
- ♣ Phase III plans to be reviewed by the York Co Planning Commission.
- ♣ The Barclays are expecting their bank to issue a new Letter of Credit at any time.
- ♣ *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved Matt to sign a new Letter of Credit and other items that need to be approved in order to keep the project moving forward.*
- ♣ Mr. Barclay provided a bond document between York Excavating and Wynthrop Partners to be signed. Doug previously reviewed it and approved it for signature. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved signing it.*

**Codes Enforcement Officer:** Bob reported the following:

- ✓ Bob reported that the former church at 11 W Main St was recently sold at a public auction. Bob is trying to find out who purchased the building so he can inform them that the building can only be used for designated purposes due to parking challenges.
- ✓ Bob stated that he continues to follow up with problem properties and violations.
- ✓ Bob inspected 23 rental units in November and sees some improvement with rental units that had problems over the past years.

**Mayor:**

- ✓ Larry Markel presented a plaque to Nate Neff for the outstanding service he has provided the Windsor Cardinals over the many years.

**EMA:** Nothing to report

**Engineer:**

- ✓ John stated that he is continuing to search for grants for several projects in the Borough.

**Solicitor:**

- ✓ Doug was unable to attend the meeting but provided Resolutions for Councils approval.
  - ♣ Resolution #10-2022 to approve the tax rate to remain the same at 2.8 mills for 2023. *On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously approved the tax rate for 2023.*
  - ♣ Resolution #11-2022 to approve the Fee Schedule for 2023. *On a motion from Melissa Raver and second from Brenda Kramer, Council members unanimously approved the Fee schedule for 2023.*
  - ♣ Resolution #12-2022 to increase the employer funded pension reimbursement amount from Authority to 4%. The total pension amount will now be 17%. *On a motion from Brenda Kramer and second from Melissa Raver, Council members unanimously approved the Resolution.*
  - ♣ Resolution #13-2022 to allow a waiver of late penalty fees on property taxes for the first year for new homeowners. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved this Resolution.*

**Council Members:**

- ✓ Council members reviewed the annual contract for the SPCA. It was noted that the annual fee will increase to \$967 in Jan of 2024. Donna provided information on what services the Borough's annual contract fee pays for.
  - ♣ Low cost sterilization services for free roaming cats. In 2022, the SPCA trapped and neutered 211 cats in the Borough.

- ♣ Low cost vaccination, microchipping and sterilization services for resident's pets.
  - ♣ Provides vet services to sick and injured animals.
  - ♣ Pays salary for the Field Service Officer.
  - ♣ Pays salary for the Animal Cruelty Officer to investigate and prosecute animal cruelty cases.
  - ♣ Provides shelter, food and adoption services for unwanted pets.
  - ♣ *On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously approved the 2023 contract with the SPCA.*
- ✓ Council members reviewed a form Donna created for Steve to keep track of work done in the Walnut Creek Development. Steve will track his hours, duties performed and payroll amount as this will be taken out of the Walnut Creek Escrow funds. It was also noted that if the job is related to water or sewer then payroll reimbursement will go to water or sewer funds accounts.
  - ✓ Council members discussed the need for an additional Zoning Board member. Melissa Raver stated that she spoke with Ed Souders who is a volunteer with the Laurel Fire Dept. Mr. Souders (147 W First Ave) stated he would be willing to serve as a Zoning Board member. *On a motion from Melissa Raver and second from Penny Dzubinski, Council members unanimously approved the appointment of Ed Souders as a Zoning Board member.*
  - ✓ Matt stated that he has been receiving complaints about loose cats in the Borough. Other Council members have noticed there are cats running loose as well. Matt wasn't sure how to address this problem. Donna reminded Council members that they can call the SPCA and request traps to be set up. The SPCA will trap the cats, spay/neuter them then release or re-home them.

**Secretary-Treasurer:**

- ✓ Donna stated that she submitted a letter to Paymentus notifying them that the Borough will end the contract in 2023. Donna reiterated that the credit card processing company, NCR, will provide better services since they are integrated with the billing software company which will make processing payments easier for Donna. Donna stated they can be used for processing other types of payments such as rental inspect fees or permit fees but there will be a fee to residents for processing the credit card payment. NCR offers a credit card machine for the office with a one-time fee of \$300. If the machine would break or needs repairs, NCR will replace/repair the machine at no additional cost. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved contracting with NCR to process credit card payments for the quarterly water, sewer and garbage bills.*
- ✓ Donna stated that she will send a newsletter out with the water bills on 1-1-23 so if Council members want to include any information in the newsletter, Donna will need to have that by 12-16-22.

**Maintenance: Nothing to report**

*On a motion from Penny Dzubinski and second from Melissa Raver, Council members unanimously approved payment of the current invoices.*

*On a motion from Melissa Raver and second from Brenda Kramer, Council members unanimously adjourned the meeting at 8:15 pm.*

*Respectfully Submitted  
Donna Martin*

*Secretary-Treasurer*