

**WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
December 4, 2023
6:00 PM**

The regular monthly meeting of the Windsor Borough Council was called to order on Monday December 4, 2023 by Matt Dietz, Council President, at the Borough Municipal Building, 2 East Main St, Windsor PA. Attendance was as follows:

Matthew Dietz, President	Larry R. Markel, Mayor
Brenda Kramer	Donna Martin, Secretary-
Treasurer	
Rich Mitzel (absent)	Steve Carr, Maint Supervisor
(absent)	
Penny Dzubinski	Dean Reynosa, MPL Law Firm
Melissa Raver (absent)	Robert Huska, Codes
Enforcement Officer (absent)	
John Runge, Gordon L. Brown Jr. & Assoc-Engineer	

Minutes from the November 6, 2023 meeting were unanimously approved on a motion from Penny Dzubinski and second from Brenda Kramer.

Citizens & Inquiries:

- Dave Rittenhouse and Ed Souders from the Laurel Fire Dept attended the meeting to provide a monthly report. The following was discussed:
 - The Fire dept responded to 39 calls in the month of November with 5 being in the Borough.
 - The Fire dept will have a Christmas Tree lighting on Sat Dec 9th at 6:00 pm. Everyone is welcome to attend.
 - The Fire Dept has planned fund raisers for 2024 which will include ham suppers and chicken barbeques. Dates will be advertised in advance.
 - Dave and Ed explained that several members of the Fire dept assisted Steve with the traffic signal outage that lasted for a few days. The generator was hooked up to keep the traffic signal working, unfortunately the generator could not handle the demand so oftentimes the traffic signal had a flashing red or yellow light. The problem was a result of old wiring along with a voltage issue that Met Ed had to fix. Steve purchased a more powerful generator that is also lighter and easily portable for future use. Matt stated that in the future, whenever there is a traffic signal problem, the lights need to be flashing red in all directions so that people treat it as a 4 way stop.

- Jerry Daley attended the meeting to make Council members aware of problems occurring on Water St. Mr. Daley stated that several residents are involved with bickering, fighting, and vandalizing other people's property. Matt stated that the police need to be called for matters of vandalism and the Council can only get involved if residents are violating Borough Ordinances.

Codes Enforcement Officer: Matt reviewed Bob's report in his absence. The following was

discussed:

- Bob was able to speak with the owner of 194 W Main St regarding the renovations being done in the house. The owner stated that he will not be using the house as a rental unit but it will be sold as a single family house.
- Bob spoke with the owner of 112 W Main St regarding poorly maintained property conditions and letters of violation. The owner decided to evict the tenants.
- Bob is aware of problems on Water St and has gotten involved when necessary.

Mayor: Nothing to report

EMA: Nothing to report

Engineer: John discussed the following:

- Walnut Creek Development:
 - Street identification and street traffic control signs need to be installed by the Developer for Phase I and II.
 - Keystone would like to put up an entrance sign for the Development. The sign would be placed at the entrance on Windsor Rd. Council members discussed this and feel that an Entrance sign would bring more traffic into the development off of Windsor Rd. At this time, that entrance is for construction equipment and delivery trucks, not general traffic. Council members were not in approval of this request.
 - John stated that the York County Conservation District performs monthly inspections and will send letters to the Barclays with any deficiencies or problems. John has not been getting copies of the letters. John followed up with the Conservation District to ensure there were no outstanding problems. John requested that he also get copies of the letters so that he can oversee to make sure all problems are being corrected in a timely manner.
 - Council members discussed the Tot Lot and who would be allowed to use it. Matt feels that since the Borough will adopt the Development, all residents would be able to use the Tot Lot. Matt would like to get a grant to put a walking trail that would connect the new Development to High St. John will review the contract regarding uses of the Tot Lot.
- John will meet with York Co Planning Commission to review the grant and bid documents for the High St project. John is hopeful that a bid opening will occur in mid-January.

Solicitor:

- Dean provided Resolution #4-2023 which states the tax rate remains at 2.8 mills for 2024. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved Resolution #4-2023.*
- Dean provided Resolution #5-2023 which will increase the employer funded pension to 20% for the next 2 years. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved Resolution #5-2023.*

Council Members:

- Donna provided information to Council members regarding the bids for maintenance of the traffic signal. Windsor Township collected the bids and provided Municipalities with copies. The following was discussed:
 - C.M. High was the lowest bidder as a result of the bid for the annual maintenance contract. C.M. High's rate for the annual Maintenance inspection is \$250. Their hourly rate is \$72 during business hours and \$108 after hours.
 - Donna spoke with Atlantic Transportation System (ATS). Their annual maintenance rate is \$1,000. The business hourly rate is \$60 and after-hours rate is \$95. ATS stated they inspect the traffic signal twice a year instead of once a year. PennDot requires that traffic signals are inspected annually, and a report must be submitted to PennDot.
 - ATS services Yoe Boro, York Township, the city of Harrisburg and other Municipalities.
 - All companies charge mileage, so ATS has dispatchers that live closer to Windsor than C.M. High.
 - Steve informed Donna that he was very pleased with how ATS handled the traffic signal outage that occurred the last week of November.
 - It was noted that the traffic signal has LED lights and new wiring so there shouldn't be much that would need to be repaired in the future.
 - *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved using Atlantic Transportation System for 1 year.*
- Matt and Penny discussed the "Wreaths Across America" ceremony that will be held at the Windsor cemetery on Saturday Dec 16th at noon. The Lions Club sold 250 Remembrance wreaths which will be placed on the graves of veterans. Representative Wendy Fink will attend, and Matt asked Mayor Larry Markel to come and say a few words of appreciation.
- Donna provided information to Council members regarding someone who would be interested in taking over the tax collector position.
 - Sharon Wolfe submitted a letter of interest as she is tax collector for 2 other Municipalities.
 - Donna stated that she contacted the Red Lion School District about using the County to collect taxes. The School District was very opposed to using the County as they had prior problems with them.
 - Dean stated Bobbi Jo Daley will need to submit another resignation letter stating that she will officially resign on December 31, 2023.
 - Dean will check to see how records can be transferred, if bank funds need to be audited, and what needs to be done to ensure a smooth transition.
 - Larry Markel was adamant that the Borough should not use a private tax collector but should use the County to collect taxes. Larry feels that the County will always have employees to handle things whereas a private tax collector is only 1 person and could resign at any moment.
 - Larry stated that the Borough should not pay an additional fee to have a County tax

collector come to the office for tax sitting times. Residents will have to mail payments to the County tax office or go into their office to pay the bill.

- Penny discussed giving a donation to the food bank that uses the basement of the Borough office and is run by the Emmanuel UM Church. Penny said in speaking with Wade Markel who assists in running the food bank, they are responsible for raising funds of up to \$7,500 each year to help pay for food given to them by the Central PA Food Bank. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved donating \$1,000 to the food bank.* Penny will provide further information to Donna as to who the check should be made out to.

Secretary-Treasurer: Nothing to report

Maintenance: Nothing to report

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

On a motion from Penny Dzubinski and second from Brenda Kramer, the meeting was adjourned at 8:15 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*