

**WINDSOR BOROUGH COUNCIL  
MINUTES OF MEETING  
January 2, 2024  
6:00 PM**

The 2024 Re-Organizational Meeting of the Windsor Borough Council was called to order by Windsor Mayor Larry Markel on Tuesday January 2, 2024.

**Members present**

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

Mayor Markel called for nominations for Council President and Council Vice President.

<u>Office</u>	<u>Nominated</u>	<u>Nominated By</u>	<u>Additional Nominations</u>	<u>Vote</u>
Council President	Matt Dietz	Brenda Kramer	None	Unanimous Yes
Council Vice President	Brenda Kramer	Penny Dzubinski	Penny Dzubinski	Unanimous Yes for Brenda Kramer

Mayor Markel swore in Matt Dietz as Council President.

The regular monthly meeting of the Windsor Borough Council was called to order on Tuesday January 2, 2024 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 (absent)	Dean Reynosa, Solicitor (MPL Law Firm)
	John Runge, Engineer (Gordon Brown Associates)
	Bob Huska, Codes Enforcement Officer

*Minutes from the December 4, 2023 meeting was unanimously approved on a motion from Penny Dzubinski and second from Brenda Kramer.*

**Citizens & Inquiries:**

- ✓ A resident (John) from 138 W Main St attended the meeting to discuss parking problems at his house. John stated that a few months ago, when Columbia Gas completed the work on gas lines, they paved the street and re-painted the parking lines. John stated the parking spaces have changed dramatically and he no longer has a parking space in front of his house. John measured the parking spaces, and they vary in length.
  - ♣ John states that his wife is handicapped so he needs to park as close as possible to the house. John has off street parking available and uses 1 space out back but needs closer parking for his wife.
  - ♣ John stated neighbors who live in rental units and have off street parking don't use them but park multiple vehicles on Main St. John tried talking to the neighbors who park multiple vehicles on Main St but this turned into an argument.
  - ♣ Steve explained that the parking spaces were measured 15 ft from the fire hydrants (each way) and also a yellow curb area. Also, there are 2 driveways that was factored in so parking lines had to give room for the driveways.
  - ♣ Steve feels that re-measuring the spaces will bring the same results.
  - ♣ Larry stated that he and Steve will look at the spaces to see if anything needs to be done.

- ♣ Matt suggested that John apply for a handicapped parking permit for his wife.

**Codes Enforcement Officer:**

- ✓ Bob reported that in the month of December, he completed 4 final inspections, 3 setback inspections and issued 3 Certificates of Occupancy for the Walnut Creek Development.
- ✓ Bob completed 14 rental inspections in December and will continue to complete rental inspections on a cyclical basis.
- ✓ A resident reported to Bob that a tree had fallen down and in the creek at 16 N Blacksmith Ave. He discovered that there is a large collection of debris obstructing the flow of the creek and this poses a high risk for flooding. Bob contacted the property owner and informed her that she was responsible for removing the tree and debris. The property owner stated she could not afford to pay someone to remove the tree. Matt questioned if the resident has homeowners' insurance as that may cover the cost. It was acknowledged that the Borough does not get involved in removing trees or debris for property owners because of potential damage to people's yards that the Borough would then be responsible for. The resident that lives at 138 W Main St stated he would assist with the removal and clean up at no charge. Matt thanked him and asked him to contact the owner of 16 N Blacksmith Ave to make arrangements.
- ✓ Bob stated that the tenants at 41 Water St were given a 30 day extension to move out. Their move out date is now February 5<sup>th</sup>.
- ✓ Bob informed Tony Randazzo that he will need to apply for a Special Exception hearing in order to have a 3<sup>rd</sup> rental in the house located at 27 W Main St. Tony is still working on a parking plan for this rental unit.
- ✓ Bob continues to work on unsightly problem properties in the Borough.

**Mayor:**

- ✓ Larry reported that he gave paperwork to Constable Michael Smith to become the EMA Rep for the Borough. It was noted that any equipment that was purchased for the EMA team can be used for Mike.
- ✓ Larry asked the Solicitor if Council members can ask/require that residents give a reason as to why they are attending the Council meeting. Dean stated that since it is a public meeting, residents are allowed to attend without a reason.

**EMA:** Nothing to report

**Engineer:** John discussed the following:

- ✓ Street name signs and traffic control signs need to be installed by the Developer for Phase I and Phase II at Walnut Creek.
- ♣ The Developer's Engineer will review the Surety Reduction for Phase I and Phase II at the February Council meeting.
- ♣ The Developer's Engineer will also provide a Surety Estimate to be reviewed for Phase III.
- ✓ John will have a bid opening for the High St CDBG project on February 20th and the bid will be awarded at the March 4<sup>th</sup> Council meeting.
- ✓ Water St and E High St projects were awarded for the Dirt, Gravel & Low Volume Road applications. This will be a spring/summer project in 2024.
- ✓ John discussed the CDBG grant application which must be submitted 1-23-24. John stated that Resolution

#3-2024 must be signed to allow him to submit 3 projects on the application. Projects will include work to be done on W High St, work to be done at the ballfield and work to be done on W Main St. John included in the application that the Borough will contribute \$5,000 for the projects. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council member unanimously approved Resolution #3-2024.*

#### **Solicitor:**

- ✓ Dean provided Resolution #1-2024 for approval. The Resolution will approve the current Fee Schedule. Council members reviewed the Fee Schedule at the December meeting and added a fee for residents to post messages on the digital sign. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the Fee Schedule.*
- ✓ Dean provided Resolution #2-2024 which approves Traditions Bank and PLGIT as the banking institutions for the Borough. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the banking institutions.*
- ✓ Dean discussed the Election results for Melissa Raver. Melissa was elected to Council during the November 2023 election cycle. Melissa recently notified the York Co Elections Office that she would be unable to accept the position because she is a Federal Employee. Melissa was unaware that Federal employees are not allowed to run for government positions. Melissa was previously appointed to fill an empty position which was allowed. At this time, the Election office shows there is a vacant Council position that needs to be filled. Council members discussed appointing another resident but would like to see if Melissa would be interested in being appointed to a 2 year term. Larry stated he will speak with Melissa to see if she is interested, and Council members can discuss this at next month's meeting. Larry also inquired about completing background checks for anyone who is appointed. Council members will discuss this next month.

#### **Council Members:**

- ✓ Council members discussed the tax collector position. The following was discussed:
  - ♣ Dean contacted Bobbi Jo Daley via email to remind her that all records will need to be turned over to the Borough and all reports need to be completed and turned into the County by January 15<sup>th</sup>. Ms. Daley updated her resignation letter to reflect that the effective resignation date will be Jan 15<sup>th</sup> which will allow her to complete all required reports to the County and turn over all records.
  - ♣ Larry confirmed with Dean that the Borough can appoint the County to collect taxes for the next 2 years, but this position cannot be removed from the ballot. In the future, if a resident runs for this position and is voted in, the Borough will be required to use them.
  - ♣ Larry stated that the Borough is required to provide tax sitting dates. If the County is approved to collect taxes, they charge \$35 an hour for tax sitting times.
  - ♣ Matt does not want to inconvenience residents by requiring them to go to the County tax office to pay property taxes and then pay school taxes to another person.
  - ♣ Council members discussed the Red Lion School District's request to use Sharon Wolfe to collect school taxes. Matt feels it would be less confusing to use one tax collector instead of two.
  - ♣ Donna stated that typically tax bills are mailed out in February. By delaying appointing a tax collector, the bills will be mailed out late.
  - ♣ Council members asked Donna to reach out to Sharon Wolfe to see if she is still interested in taking over the tax collector position.
  - ♣ Council members will review and discuss this at the February Council meeting.
- ✓ There were 2 residents on the November ballot who were write-ins for the Borough Auditor. Council members discussed if they wanted to have a 3<sup>rd</sup> auditor. Matt feels that it would be best to have a 3<sup>rd</sup> auditor. Council members asked Donna to reach out to the 2 people who were on the ballot to see if they are interested in the Auditor position. Council members would like them to attend the February Council meeting to discuss their interest.

**Secretary-Treasurer: Nothing to report**

**Maintenance:**

- ✓ Steve reported that he had the signal light company come out and fix the signal light so that the generator can quickly and easily be hooked up. Also, the lights will work as they are supposed to when the generator is running the lights (lights will not flash yellow or red).

*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 7:50 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*

**WB GEN FUNDS CHECKING ACCT**

Accrual Type	Basis	Date	Num	Name	Memo	Amount	Balance	
<b>AS of January 3, 2024</b>								
100.01 YTB SAVINGS ACCT -							<b>43,191.84</b>	
Deposit		12/18/2023			Deposit	9,192.28	52,384.12	
Total 100.01 YTB SAVINGS ACCT -							<b>9,192.28</b>	<b>52,384.12</b>
100.02 GEN FUND CHECKING - YTB							<b>25,198.15</b>	
Check		12/05/2023	20031	ROBERT J HUSKA JR	MILEAGE REIMBURSEMENT FOR NOV	-254.79	24,943.36	
Deposit		12/05/2023			Deposit	2,265.87	27,209.23	
Deposit		12/05/2023			Deposit	3,677.89	30,887.12	
Check		12/05/2023		AUTO PA' SAMS CLUB	VERIZON, COMCAST & OFFICE SUPPLIE	-561.48	30,325.64	
Check		12/06/2023		AUTO PA' MET ED	MULTIPLE ACCOUNTS	-458.00	29,867.64	
Deposit		12/06/2023			Deposit	11,892.84	41,760.48	
Genera		12/06/2023		TRANSFER	TRANSFERRED FUNDS INTO ACTIVITIE	-1,810.00	39,950.48	
Liability		12/06/2023		AUTO PA' PAYROLL LIABILITIES	23-6003015 / NOV PAYROLL TAX	-2,571.92	37,378.56	
Liability		12/06/2023		AUTO PA' PA DEPARTMENT OF REVENUE	1566 2604 / NOV PAYROLL TAX	-335.90	37,042.66	
Genera		12/06/2023		ADJUST	CK FOR ACCT #107-1 WAS RETURNED I	-376.65	36,666.01	
Genera		12/06/2023		ADJUST	ACCT#229 - CK WRITTEN FOR LARGER	35.00	36,701.01	
Check		12/12/2023	20032	GORDON L BROWN & ASSOCIATES	INVOICES FOR WALNUT CREEK, E HIGH	-1,341.40	35,359.61	
Genera		12/14/2023		ADJUST	CK FOR ACCT#201 WAS RETURNED FO	-868.15	34,491.46	
Genera		12/14/2023		ADJUST	BANK FEE FOR RETURNED CK FOR AC	-15.00	34,476.46	
Genera		12/18/2023		TRANSFER	TRANSFERRED FUNDS TO ACTIVITES F	-1,800.00	32,676.46	
Deposit		12/21/2023			Deposit	21,341.18	54,017.64	
Deposit		12/21/2023			Deposit	2,962.71	56,980.35	
Deposit		12/21/2023			Deposit	436.72	57,417.07	
Deposit		12/21/2023			Deposit	1,515.10	58,932.17	
Liability		12/21/2023	20047	PA MUNICIPAL RETIREMENT SYSTEM	67-192-3N / DEC PENSION PYMT	-2,343.80	56,588.37	
Check		01/01/2024	20033	LINK COMPUTER CORP	ANNUAL SOFTWARE FEE	-1,534.59	55,053.78	
Check		01/01/2024	20034	WINDSOR BOROUGH GENERAL FUN	PETTY CASH	-100.00	54,953.78	
Check		01/01/2024	20035	EMMANUEL CHURCH OF WINDSOR F	DONATION TO THE FOOD PANTRY	-1,000.00	53,953.78	
Check		01/01/2024	20036	KLUGH ANIMAL CONTROL	ACO SERVICE FOR NOV	-53.00	53,900.78	
Check		01/01/2024	20037	PA STATE MAYORS' ASSOCIATION	ANNUAL MEMBERSHIP DUES FOR 2024	-70.00	53,830.78	
Check		01/01/2024	20038	H A THOMSON CO	INV#370380 / TREASURERS BOND	-604.00	53,226.78	
Check		01/01/2024	20039	PA STATE ASSOCIATION OF BOROU	ID#1007 - BOROUGH COUNCIL ASSOC I	-242.00	52,984.78	
Check		01/01/2024	20040	PSAB	BOROUGH NEWS MAGAZINE SUBSCRIF	-20.00	52,964.78	
Check		01/01/2024	20041	ASSOC OF MAYORS OF THE BOROU	ANNUAL MEMBERSHIP DUES	-60.00	52,904.78	
Payche		01/01/2024	20042	DIETZ, MATTHEW L		-44.13	52,860.65	
Payche		01/01/2024	20043	KRAMER, BRENDA L		-44.13	52,816.52	
Payche		01/01/2024	20044	MARKEL, LARRY R		-44.13	52,772.39	
Payche		01/01/2024	20045	MITZEL, RICHARD		-44.13	52,728.26	
Check		01/01/2024	20046	ROBERT J HUSKA JR	ZONING SERVICES FOR DEC 2023	-1,250.00	51,478.26	
Check		01/02/2024		AUTO PA' MET ED-STREET LIGHTS	STREET LIGHTS	-1,358.31	50,119.95	
Check		01/02/2024		AUTO PA' MET ED	MULTIPLE ACCOUNTS	-549.77	49,570.18	
Check		01/02/2024	20048	MARTHA J LUTZ	CLEANING SERVICES - 12/10 & 12/24/23	-120.00	49,450.18	
Check		01/02/2024	20049	YORK CO SOLID WASTE & REFUSE /	ACCT #623	-1,273.68	48,176.50	
Check		01/02/2024	20050	PENN WASTE INC	INV#7337169 - DEC PYMT	-13,407.45	34,769.05	
Check		01/02/2024	20051	WINDSOR BOROUGH GENERAL FUN	1ST QRT 2024 W,S,G BILL	-271.82	34,497.23	
Check		01/02/2024	20052	ROBERT J HUSKA JR	MILEAGE REIMBURSEMENT FOR DEC	-250.21	34,247.02	
Check		01/02/2024	20053	MPL LAW FIRM	INV#25788 & INV#25787 - COUNCIL ITEM	-2,957.16	31,289.86	
Check		01/02/2024	20054	KEITH PENNELL	REMOVE SPEED BUMP & CLEAN STORM	-4,040.00	27,249.86	
Check		01/02/2024	20055	DAN MATTHEWS	REPAIR STORM BOX	-2,560.00	24,689.86	

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01/02/24

### WB GEN FUNDS CHECKING ACCT

Accrual Basis	Date	Num	Name	Memo	Amount	Balance
Check	01/02/2024		AUTO PA WEX BANK / SUNOCO UNIVERSAL	ACCT#0496-00-332845-7 / MONTHLY GA	-125.55	24,564.31
Check	01/02/2024	20056	AMBER BLASSER		-221.00	24,343.31
Total 100.02 GEN FUND CHECKING - YTB					-854.84	24,343.31
<b>100.03 PLGIT-GENERAL FUND</b>						<b>14,575.76</b>
Payche	12/07/2023		DIRECT C CARR, STEPHEN W		-716.51	13,859.25
Payche	12/07/2023		DIRECT C MARTIN, DONNA J		-771.97	13,087.28
Payche	12/14/2023		DIRECT C CARR, STEPHEN W		-1,179.35	11,907.93
Payche	12/14/2023		DIRECT C MARTIN, DONNA J		-749.04	11,158.89
Payche	12/18/2023		DIRECT C HERBERT, GEORGE		-35.31	11,123.58
Payche	12/18/2023		DIRECT C PHAM., TROY		-35.31	11,088.27
Payche	12/18/2023		DIRECT C WARNER, FLIM D		-35.31	11,052.96
Payche	12/21/2023		DIRECT C CARR, STEPHEN W		-1,052.00	10,000.96
Payche	12/21/2023		DIRECT C MARTIN, DONNA J		-749.03	9,251.93
Payche	12/28/2023		DIRECT C CARR, STEPHEN W		-716.52	8,535.41
Payche	12/28/2023		DIRECT C MARTIN, DONNA J		-762.15	7,773.26
Payche	01/01/2024		DIRECT C DZUBINSKI, PENNY		-44.09	7,729.17
					-6,846.59	7,729.17
<b>100.04 PLGIT SAVINGS ACCT</b>						<b>326,939.04</b>
Total 100.04 PLGIT SAVINGS ACCT						326,939.04

General Ledger  
As of January 3, 2024

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01/02/24  
Accrual Basis

### WINDSOR BOROUGH-STATE HIGHWAY AID FUND

General Ledger

As of January 3, 2024

Type	Date	Num	Name	Memo	Amount	Balance
LIQUID FUELS	-YORK TRADITIONS				6,321.14	
Total LIQUID FUELS -YORK TRADITIONS					6,321.14	