

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
September 8, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday September 8, 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
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 Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved the August 4, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of August at the Laurel Fire Dept:
 - ✓ There was a total of 35 dispatches for the month.
 - ✓ Training classes for members continue.
 - ✓ A driver training course was implemented and will help with insurance rates.
 - ✓ Dave looked into applying for the Local Share grant and discovered that he can submit a grant through Windsor Township and through Windsor Borough. They will submit a grant through both Municipalities for building upgrades and expansions.
 - ✓ The 3rd Annual Fire Prevention Open House is scheduled for Oct 12th from 11-2 pm.
- ♣ Wes Grafton, 43 Water St, attended the meeting to discuss some concerns. The following was discussed:
 - ✓ The house at 42 Water St was recently sold. The new owner is doing extensive remodeling in the house and leaves materials sitting in the yard. Wes feels the company should have rented a dumpster. Bob stated that he cannot require someone to rent a dumpster when they remodel a house, but they are required to remove the materials daily. Bob also stated that there may not be adequate space at this property to place a dumpster. Bob sent a letter to the company reminding them of Borough requirements.
 - ✓ Wes stated that the workers told him they will be power washing the house. The house has asbestos siding which is hazardous. Bob is not sure how asbestos siding should be handled and will check the regulations. Bob will reach out to the company regarding this issue.
 - ✓ Wes stated that the house has mold on the walls and is concerned that the company will either paint over the mold or put up new drywall without eradicating the mold. Wes is concerned that a new owner will have to deal with the mold problem in the near future.
 - ✓ Bob stated he will continue to monitor the work being done at the house.
- ♣ Willie and Danika Nevin from 2202 Windsor Rd attended the meeting to discuss problems they have with Keystone and the new development. The following was discussed:
 - ✓ Mr. Nevin stated that they are currently in a dispute with Keystone over a property line complaint. Their property was never clearly marked with pins to indicate a property line, so the Nevins hired a survey company to determine the property line.
 - ✓ The Nevins reported that Keystone stated they are taking them to court over the property line dispute but have not done so yet. Since this is a legal matter, Keystone should not have removed trees, bushes that the Nevins

planted and demanded that they move a shed. The Solicitor for Keystone informed the Nevins that they will be moving the shed on Sept 22nd since the Nevins have not moved it yet.

- ✓ Mr. & Mrs. Nevin stated that they have been and continue to be harassed by the Keystone Solicitor and are concerned about this.
- ✓ Mr. Nevins reviewed plot plans for the development. He stated that lot #75 did not have property line pins in place so does Keystone know the correct property line? Mr. Nevin believes that lots #75 & #76 encroaches on setback lines.
- ✓ Mr. Nevins asked if he should proceed with court action or does he need to go through a Zoning hearing. Windsor Borough Solicitor stated that since this is a personal property line dispute, the Zoning Board does not need to be involved, so they can proceed with court action.
- ✓ Council members are concerned about the Keystone Solicitor harassing the Nevins and asked Dean to reach out to discuss this with the Keystone Solicitor.

Codes Enforcement Officer:

- ♣ Bob filed 3 citations in August for property owners who are not cutting grass and for an abandoned vehicle in the Borough.
- ♣ Bob provided an update on the pool situation at 197 W Main St. The following was discussed:
 - ✓ A letter was sent to the owner stating that a fence needs to be placed around the in-ground pool.
 - ✓ The owner spoke with Bob and stated that her pool is not required to have a fence because it was “grandfathered” in, meaning it was installed before the Borough enacted any Pool Ordinances. Bob asked when the pool was installed but the owner could not find that information. Several Council members confirmed that the pool was built before 1999, which is when the State created laws requiring fences to be placed around pools.
 - ✓ Bob checked the Ordinances and referred back to a discussion that took place in 2013. Council members discussed this situation in several Council meetings in 2013 and were advised by Solicitor Greg Gettle that the owner was excused from installing a fence because of when it was built. Mr. Gettle also stated that the Borough would not be responsible should an accident happen on that property.
 - ✓ Solicitor Reynosa confirmed that the Borough cannot be held liable because the Borough did not install the pool and does not maintain it.
 - ✓ Bob will send a letter to the owner with this information.
- ♣ Bob discussed the property located at 9 N Camp St. The property has been abandoned, and neighbors are complaining about overgrown grass attracting rodents. The owners of the property are deceased, and the property was not left to anyone. The adult children informed Bob they will not maintain the property. Bob asked Council members how they want to handle this situation. Dean stated that the Borough has no authority to do anything unless they open an Estate and file a violation. After an Estate has been opened, the court will appoint an executor to handle any expenses. The Borough would pay all legal fees up front. The other option is to condemn the property. Council members asked Dean to get further information to be discussed next month.
- ♣ Bob reported that the former church located at 68 W Main St is being considered for use as an indoor recreation establishment. Chance Marsteller is a professional wrestler who created a character-building program for kids and wants to use the old church for his program. A Zoning hearing is required and will be scheduled for October. Bob stated that there is a private parking lot for the building so parking would not be a problem.
- ♣ Bob issued a permit extension for the Walnut Creek Tot Lot. The permit expired and Mr. Barclay has not completed the Tot Lot. Bob advised Mr. Barclay that it needs to be completed immediately since the original permit was issued in Aug 2024 and the material/equipment lying around is unsightly and could hurt someone.
- ♣ Bob cited 2 property owners for property maintenance violations. The property owners have not responded so Bob will continue to follow up on this.

- ♣ Bob stated that he received info about the resident at 56 W Main St possibly operating a dog kennel. The resident has a website stating they have a kennel license for “Down Home Rottweilers”. Bob discussed the situation with Dean and sent a letter to the residents reminding them they are not allowed to breed dogs or operate a kennel. The residents stated they are not operating a kennel.

Mayor:

- ♣ Mayor Markel presented Nate Neff with a trophy to the Windsor Cardinals as they won the Baseball Championship for 2025. Nate has been managing the team for 26 years and they had 24 straight wins. Nate expressed appreciation to the community who came out to support the team. Nate stated that throughout the years, he was able to coach many children who lived in the Borough and developed great friendships.

EMA: Nothing to report

Engineer:

- ♣ John reviewed the MS4 files in the office and stated they are in good shape but would like to add some information. The annual MS4 report is due at the end of September, so John will reach out to Steve and Donna for information that needs to be included in the report.
- ♣ Walnut Creek Development:
 - ✓ The storm pipe to the new stormwater basin was completed.
 - ✓ A letter was sent to Keystone from the Solicitor informing them that if deficiencies are not corrected, the Borough could possibly hold future building permits.
 - ✓ John stated that the Barclays have been working to correct all deficiencies from the York County Conservation District (YCCD).
 - ✓ The Conservation District has been meeting with Keystone on a regular basis to discuss the numerous violations and how to correct them.
- ♣ There is no further update on the Penn St/Main St Intersection project. Dean will reach out to the property owners again to coordinate a meeting and discuss the project with them. John will proceed with the permitting and grant applications in the fall/winter of 2025.
- ♣ John presented the bid documents he received for the East 1st Ave project which was advertised in August. Four bid packets were received with the lowest bid from Recon Construction at \$129,053. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved Recon’s bid for the East First Avenue project.* John stated that the storm pipe and inlet work will be completed this fall, and the paving portion will be completed in the Spring of 2026. The grant amount is \$149,713 and the Borough is responsible for paying \$15,000 for paving.
- ♣ John is ready to submit a grant project through the Local Share Category 4 Grant for improvements to 2 bridges. John stated he would like to review his figures before submitting the application but needs a conditional approval/Resolution. The grant amount will be no more than \$1,000,000. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved a grant submission for repairs to 2 bridges in the amount of \$1,000,000 under Resolution #5-2025 for the Local Share Category 4 grant.*
 - ✓ John stated that the Borough will be responsible for paying a match amount of \$15,000. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved a matching amount of \$15,000 for the bridge repair project.*
- ♣ John and Council members discussed a water runoff problem from stormwater ponds in Windsor Township. Flooding seems to be coming from the Chatham Creek development. A resident who lives close to the development went to the Township to discuss the flooding problems they are experiencing in the field/yard. John stated he feels

that the rainwater is bypassing the inlets and gathers in certain areas. John requested a meeting with Windsor Township to see how the problem can be resolved.

Solicitor:

- ♣ Dean reviewed the request from a tenant at 109 E Main St who wants to operate a used car lot and inspection station. The tenant is requesting a Certificate of Occupancy or letter from the Borough approving the operation of a used car in the Borough. Bob provided the tenants with a copy of the Zoning hearing that took place in 2008 which provides information on the number of cars allowed on the lot, business hours and size of any business signs. Bob also provided a copy of Zoning regulations. Bob reiterated that the business could have a maximum of 5 cars to sell at all times. Bob will continue to monitor this property in the event they open a used car lot.
- ✓ In addition, Bob feels that a Certificate of Occupancy form needs to be created for situations where a property is changing uses. Dean suggested a Change of Use application and will work with Bob on this.

Council Members:

- ♣ School tax collector Sharon Wolfe submitted a letter asking Council members to consider using her to collect both property and school taxes. Currently, the York County Tax Office collects property tax, and Red Lion School District uses Sharon to collect school taxes. The following was discussed:
 - ✓ Sharon feels that it would be beneficial for residents to pay their taxes to 1 person instead of 2. Residents would not be confused as to who to call when needing answers for both sets of taxes.
 - ✓ Sharon would schedule 3 tax sitting dates and times for both sets of taxes. Currently, the York Tax Bureau has only 1 tax sitting date in the Borough office for property taxes.
 - ✓ Sharon stated that her collection fee is 4%.
 - ✓ The County Tax Office charges 2% for their collection fee.
 - ✓ Donna reported that since the County Tax Office took over collection of property taxes, she has not had any complaints/phone calls from residents, mortgage or settlement companies. Donna also noted that she has not received complaints about Sharon and lots of residents come to pay their school taxes when she has tax sitting dates in the office.
 - ✓ Council members stated that they do not want to make another change at this time. The Borough started using the County Tax Office about a year ago and since everything is running smoothly, they don't want to confuse residents with making another change.

Secretary-Treasurer:

- ♣ Donna informed Council members that a resident has not paid their trash fee for several quarters, so the amount due is \$479.82. Donna sent several letters (both certified and regular mail) to remind the resident that the trash fee needs to be paid. Donna also called and left a voice mail message, but the resident has not responded. Donna had the same problem with this resident last year. Council members discussed having the Solicitor send a letter or have Constable Mike Smith take a letter to her door. Council members agreed to have the Constable deliver a letter to her personally and if that doesn't work, then the Solicitor will become involved.
- ♣ Donna discussed the court ordered fines that a Water St resident owes for not obtaining a proper permit. The total amount of fines is \$2,883.38 and the resident paid \$300 over the last year. Donna has sent several reminder letters to the resident but has not heard from him. Council members decided that Bob should notify the District Magistrate that the resident is not paying the fines and let the court determine what needs to be done. Mayor Markel stated he would discuss this with Bob.

Maintenance:

- ♣ Steve discussed a problem at the entrance of E High St (off of Penn St). Box trucks and tractor trailers cannot get up the slope at the entrance of E High St because they get stuck at the bottom of the slope. Steve stated that trucks get stuck on a regular basis which then blocks traffic until a tow truck can remove it. Steve stated that he also has a hard time going up the slope when he plows and is concerned that emergency vehicles could also get

stuck if they tried to go up the hill. Steve would like to get the road fixed before the end of the season. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved spending up to \$15,000 to make necessary road repairs.*

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

On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously agreed to adjourn the meeting at 8:40 pm.

Respectfully Submitted

Donna Martin /Secretary-Treasurer

DRAFT