WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
August 3, 2026
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday August 3, 2026 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 (absent)
Penny Dzubinski
Rich Mitzel
Joseph Bryant

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) (absent)

On a motion from Rich Mitzel and second from Joseph Bryant, Council members unanimously approved the July 6, 2026 Minutes.

Citizens & Inquiries:

- Dave Rittenhouse provided a report for the month of July for the Laurel Fire Dept. The following was discussed:
  - ✓ The dept had a total of 26 dispatches in July, 1 in the Borough.
  - ✓ The new fire engine is currently having equipment mounted and will be completed sometime in August.
  - ✓ 9 members completed the Pump Operations 2 class.
  - ✓ Chief Rittenhouse and Deputy Chief Souders are going to be working with the Lancaster County Public Training Center on Train-the-Trainer for specific teaching disciplines. This will allow them to teach other volunteer fire dept members.

- Brenda Dietz attended the meeting to provide an update on behalf of the Kaltreider-Benfer library and the Windsor Lions Club. The following was discussed:
  - ✓ 426 Borough residents have library cards and 32.3% actively use the library.
  - ✓ 2,680 items were borrowed from Borough residents in 2025
  - ✓ The library provides early learning programs, adult seminars and digital literacy classes for all ages.
  - ✓ $112,763 was raised through community fundraising events in 2025.
  - ✓ Windsor Borough gives an annual donation of $4,000. It is recommended that the total annual donation should be $5 per resident or $6,595.

  - ✓ Brenda thanked the Borough for their annual donation of $3,000. The funds are used for many events.
  - ✓ The Windsor Lions Club has 21 members and meetings are held the 1st & 3rd Tuesday of the month.
  - ✓ The Lions Club donates to the food bank that is held in the basement of the Borough office and members serve at the monthly food distribution.
  - ✓ They have a Blessing Box in front of the Lions Club building with non-perishable food items for the community.
  - ✓ Members volunteer in cleaning up roads in the Borough.
  - ✓ The Lions Club sponsors a free Community Breakfast each month, a Community Family Fun Day in May, Trick-or-Treat event in October, a Community Christmas Party in December and a Memorial Wreath event wherein 210 wreaths are placed at the local cemetery.

- Brian Ferree at 7 Maryland Ave attended the meeting to discuss a problem with a section of his yard that is being affected by the creek that runs beside his property. A portion of his yard is holding water so he cannot walk in it,

and the standing water attracts mosquitoes. Brian needs to take some corrective measures to help the yard from holding too much water and wasn't sure if a permit is needed. Steve recommended that he reach out to the York County Conservation District to discuss the problem and they can help find a solution. Steve will provide Brian with a contact name and phone number.

- Janie Reeves of 8 W Main St attended the meeting to thank Bob Huska for reaching out to the owners of 4 N Penn St to clean up the property. The property looks very nice, and she hopes they will keep it this way in the future. Janie also asked about the possibility of putting a data center in the Borough. Steve stated that a data center would not be allowed because the Borough does not have enough water capacity, which is regulated by DEP. Council members also explained that per Borough Zoning Rules & Regs, there is not a parcel of land that would qualify to have a data center on it.

- John Barclay attended the meeting to discuss the quarterly sewer and garbage bill for his property located at 40 W North Ave. John stated that the property has been vacant for a few years and asked if the sewer and garbage fee can be waived since the house is not occupied. The house will eventually be torn down to allow construction at the Walnut Creek Development. It was noted that the quarterly bill has not been paid for the last 3 quarters so the balance due is $1,143.26. Matt stated that once the bill has been paid, John will need to speak with the Water and Sewer Authority members to get permission to cap off the sewer line and take it out of service. Once that has been approved, Council members will discuss removing his property from the garbage collection route.

Codes Enforcement Officer:

- Bob discussed a Zoning permit that was issued for 18 Church St in error. The matter was turned over to the Borough Solicitor and the Zoning Solicitor for advice and instructions. Council members went into an Executive Session at 7:42 pm to discuss litigation matters and the session ended at 8:33 pm. Council members determined that the permit will be revoked and a Zoning Hearing will need to take place for the shed. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved to waive the Zoning Hearing fee of $750.*

- Bob issued a second citation to the owner of 23 W High St although previous citations have not been effective. It was noted that the condition of this property is unfair to the immediate neighboring property owners.

- Penny asked Bob to look at a tree on the property of 121 W Main St. Penny stated the tree is dead and could fall on power lines or cause other damage.

- Bob has been reaching out to the owner of the property at 118 E Main St about numerous property violations. He has sent letters and tried to phone and text the owner, but the owner has not responded. Bob questioned if the property is vacant and has not issued a citation because of this. Steve stated that the owner lives elsewhere but he sees the owner drive past the property daily. The owner also pays the quarterly bill so it's safe to assume the property is not vacant. Council members agreed that Bob should send a citation to the property owner.

- Bob received a Right-to-Know Request asking for all property maintenance violations issued for a specific 30-day period. Bob submitted the information to the Solicitor to review and approve before sending it to the requestor.

Mayor:

- Mayor Markel discussed the problem with an increase in e-bikes in the Borough. People riding e-bikes are not following traffic laws and are creating dangerous situations for other drivers. Larry recommends that the Bike Ordinance be updated to include e-bikes, scooters and motorized bikes. An updated Ordinance will help when the police issue a citation for violating traffic laws and Borough Ordinances. Bob will review the Bike Ordinance and work on this.

Engineer: In John's absence, Matt reviewed the agenda and the following was discussed:

- ♣ John sent a letter dated 7-17-26 to Wynthrop Partners discussing Tot Lot improvements that had not been completed yet (as discussed at the July Council mtg). The following was discussed:
  - ✓ The letter stated that per Council members, the following items need to be completed by 8-31-26: Installation of concrete sidewalk, plant trees, provide ADA handicap access, provide buckets swings, maintain yard area, install required ID sign, install swale & check/confirm required depth of mulch in Tot Lot and refresh as needed.
  - ✓ Bob confirmed that the yard area of the Tot Lot has been mowed but reminded John Barclay that it needs to be done on a weekly basis. Also, some areas need to be re-seeded, and junk needs to be removed so kids do not hurt themselves. Council members emphasized that the Tot Lot needs to be a safe, enjoyable and visually appealing place for the residents that live in the Walnut Creek Development.
  - ✓ John Barclay stated that he is getting prices for the installation of the sidewalk but will not be able to get it done by the end of August as weather or the contractor's schedule may not allow this. He also requested additional time to install the swale. John anticipates that he can get the project list completed by the end of September.
  - ✓ *On a motion from Joseph Bryant and second from Rich Mitzel, Council members unanimously approved that the work is to be started within 30 days and is to be completed within 90 days.*

- ♣ Walnut Creek Phase IV
  - ✓ The meter pit will be done by the 1st week of October
  - ✓ Bond for Phase IV – the Barclay's are working with the bank to get this finalized
  - ✓ Sewer lines need to be inspected. Steve stated that he was not notified that the sewer lines were being installed so he did not inspect it. Steve reminded John Barclay that he must be informed before work starts so he can inspect the sewer line installation periodically. Steve will perform a pressure check after all sewer lines are installed. If there are any problems, it will show up during the pressure check.
  - ✓ Site Design is currently working on the Developers Agreement & Stormwater Agreement.

- ♣ There will be a pre-construction meeting in August for the W Main St Curb & Sidewalk Improvement project. Mayor Markel spoke with the owner of 222 W Main St about putting rumble strips where the last part of the sidewalk ends on her property. He explained that if rumble strips are put down, it would be the property owner's responsibility to maintain them. Larry stated the owner has not decided if she wants rumble strips.

- ♣ The E 1st Ave project has been completed but there are some problems with the project. The following was discussed
  - ✓ The slope of the road is not working properly, and rainwater is running to the sides.
  - ✓ Storm drains sit too far below the asphalt which forces cars to drive around the storm drains.
  - ✓ Steve stated that because the slope of the road is incorrect, it will tear up the plow.
  - ✓ John will meet with contractors to discuss a resolution.

Solicitor:

- ♣ Dean has the legal description for the properties that will be affected by the Penn St/Main St project. He will prepare a Resolution to pursue Eminent Domain to be signed at the September Council meeting.

- ♣ The Herman Ave Bridge has been closed to traffic. The following was discussed:
  - ✓ The cost of replacing the Herman and Heindel Ave Bridge will be approximately $962,806. Grant funds will pay approximately $870,255. The Borough will need to pay the remaining balance.
  - ✓ Water and gas lines will need to be moved.
  - ✓ The bridge is partially shared by the owner of 128 W Main St (C.S Interiors, LLC). Several parking spaces for 128 W Main St are located on the bridge along with a structure/building that is partially located on the bridge.
  - ✓ The Borough had to allow parking spaces on the bridge because the building is a 3 unit rental which requires adequate parking spaces.

- ✓ Since C.S Interiors LLC has parking spaces and a structure partially on the bridge, would they be willing to help pay a portion of the cost?
- ✓ If the owner agrees to fund part of the project, the Borough would then take full ownership/responsibility to maintain the entire bridge once completed.
- ✓ Council members discussed an amount they feel is fair and determined that asking C.S Interiors for $50,000 to help fund the bridge replacement would be reasonable.
- ✓ *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved for the Solicitor to draft an agreement asking the property owner to pay $50,000 to help fund the bridge replacement project.*

♣ Dean discussed further options regarding seeking to be Administrator of the 9 N Camp St estate and answer any question. The following was discussed:

- ✓ A question was asked if the Borough could inspect the house to find out if there are structural deficiencies especially related to the roof. Dean stated the Borough could not randomly inspect the house unless a condemnation process was instituted. Mayor Markel confirmed that the roof had a hole in it because the adjoining neighbor needed roof repairs and was able to see roof damage on this house.
- ✓ The Borough can place a lien on the property instead of seeking to become Administrator of the property. This could result in the property going to Sheriff Sale and all liens will be paid before the property is transferred to the buyer. The lien will cover the cost of maintaining the property and Solicitor expenses.
- ✓ Council members will consider this option.

Council Members:

♣ Council members discussed a vandalism problem that occurred in the park 2 weeks ago. The playground equipment had graffiti sprayed on it along with the concrete pad at the basketball area. The porta potty also had offensive language painted on the door. Steve had a company come out to power wash/remove the graffiti. The cost was $475. Steve stated that he reviewed the camera footage but since he did not know the exact date and time of the incident, he could not find any footage. Also, it can be hard to get a good picture during the night because shadows and objects will block/distort the picture. Council members agreed that the police should be notified whenever this happens. It was noted that Council members are legally allowed to hold parents responsible for damages to Borough property.

♣ Penny reviewed a quote she received from Gingrich Memorials. The quote was for a granite Memorial and will include refinishing and remounting the eagle that is on the current Memorial, refinish and mount the name plaque that is on the current Memorial, and list all the military branches on the front of the Memorial. The quote amount is $59,625. *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved submitting the quote for a State Wide Local Share Account grant.*

♣ Penny provided a quote from Heritage Lawn and Landscaping for the paver area and stone walkway for the new Memorial. The quote was in the amount of $45,790. Council members discussed applying for a separate grant for this as well as reaching out to several organizations for donations to help fund the cost. Donna will see what grants are available.

Secretary-Treasurer:

♣ Donna stated she received an email from Red Lion Ambulance asking about the annual donation. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved sending the annual donation of $4,000.*

♣ Donna stated that the owner of 109 E Main St has not made the agreed upon monthly payments for the outstanding trash bill and is 2 months behind. Donna mailed a letter to the owner in July informing her that since the monthly payments have not been made, the full balance was due immediately. Donna has not received a

response or payment. Council members stated that the Solicitor should send a letter requesting full payment within 30 days or a lien will be placed on her property. All Solicitor fees should also be charged to her account.

- ♣ Donna asked if Council members want to replace the front door to the office. The door can be hard to open for some people and does not open wide enough for people who are in wheel chairs, on crutches, walkers, scooters, etc. The door also must be locked and unlocked with an allen wrench key which is not very functional. Council members asked Steve to get a few quotes for a 36" wide door that would be ADA compliant.

Maintenance: Nothing to discuss

On a motion from Rich Mitzel and second from Joseph Bryant, 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 9:08 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer