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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday July 6, 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
Penny Dzubinski
Rich Mitzel (absent)
Joseph Bryant
Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor (absent)
Dean Reynosa, Solicitor (MPL Law Firm) (absent)
Bob Huska, Codes Enforcement Officer
John Runge, Engineer (Gordon Brown Associates)

On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the June 1, 2026 Minutes.

Citizens & Inquiries:

- Dave Rittenhouse provided a report for the month of June for the Laurel Fire Dept. The following was discussed:
  - ✓ The dept had a total of 32 dispatches in June, 4 in the Borough.
  - ✓ 7 additional ProBoard Certifications were added to the dept. including a Firefighter 1, Firefighter 2, Fire Officer 1 & 2 and Vehicle Rescue Technicians.
  - ✓ Chief Rittenhouse is enrolled in Fire Officer 3 and Captain Crumling is enrolled in the Emergency Medical Technician program.
  - ✓ Chief Rittenhouse and Deputy Chief Souders were both accepted by the PA State Fire Academy as Local Level Instructors.

- Janie Reeves of 8 W Main St attended the meeting to discuss the property located at 4 N Penn St. The following was discussed:
  - ✓ Janie stated that since last month's meeting, minimal cleanup has been done at the property. There are a few people who help to keep the grass cut, but the property still has overgrown grass and junk in the yard.
  - ✓ Bob Huska stated that he contacted the property owner and some junk was removed. The owner does not have a title for the car sitting in the yard. Bob is hopeful that the owner will continue to clean up the property.
  - ✓ Janie stated that even prior to the fire, the owners never kept the grass cut and there was always junk scattered everywhere.
  - ✓ Mayor Larry Markel feels that the owners have had enough time to clean up the mess, so he advised Bob to cite them until the yard is cleaned up and the grass is maintained.

  - ✓ Janie also discussed a concern that Windsor Township is currently going through. A resident in the Township has a large parcel of land to sell. Recently, there has been discussion about putting a data center or shopping center on the large parcel of land. This will create a host of problems with increased traffic, noise, pollution and disruption to residents. Janie is concerned this could happen in the Borough since there are a few large parcels of land. Mayor Markel and Council President Matt Dietz stated that although they don't have much control over what a resident can do with their property, a re-zoning hearing would have to take place, and residents can attend to voice their thoughts and concerns.

- Arissa Ward (61 W Main St) attended the meeting to make Council members aware of an incident that happened over the 4th of July weekend. The following was discussed:

- ✓ A young boy (about 10-12 years old) took tires from the tire shop and threw them onto W Main St and scattered other debris. This happened at approximately 3:00 am. Arissa's boyfriend was getting into his car when the boy was doing this, so he called the police immediately.
- ✓ The boy ran to the park, and police were able to find him.
- ✓ The boy was identified as Chance Emig who lives at 18 S Camp St.
- ✓ Arissa stated that Chance also dumped trash on her neighbors' front porches.
- ✓ Arissa stated that this boy has been on social media bragging about what he is doing.
- ✓ Donna stated that Steve was able to find out who damaged the fence at the ball field. Kids on the playground identified Chance as being the one that vandalized the fence.
- ✓ Matt explained that residents will need to call the police when they see vandalism happen.

♣ Dan Hoerr from Patterson Ave attended the meeting to discuss the following:

- ✓ Dan is paying to have a portion of Patterson Ave paved this week. Dan asked Council members to consider paying for part of the paving project. Council members stated they will see if any paving needs to be done for the Borough side of the road and will discuss his request.

- ✓ Dan also stated that there is a problem with the project that was recently done on E First Ave. The storm drains that were sunk into the ground below street level created a big dip in the road and can be dangerous for vehicles. The Engineer stated the project has been completed, was inspected and everything looked ok. Joseph Bryant agreed that the dips on the road can be dangerous and he drives around them, which then makes it a single lane road.

Codes Enforcement Officer:

♣ Bob reported that approximately 15 junk vehicles were removed from properties this month. Notice of violation was sent to another 12 property owners.

♣ Bob received a complaint about the condition of the playground area in the Walnut Creek Development. Bob agrees that it is being poorly maintained. Regular upkeep of the playground is to be done by the Barclay's. They were also to install a sidewalk in early Spring but that has not been done. Bob sent a letter to the Barclay's informing them that the grass in the playground must be cut on a regular basis. Mayor Markel stated that it is time to start giving citations for work that is not being done. Council members asked Bob to inform the Barclays that the sidewalk must be completed by August 15th or further measures will be taken.

♣ Bob reported that a second citation will be issued to the owner of 23 W High St. Previous citations have not been effective. Bob is working with Dean to find other legal actions to make the homeowner clean up his property.

♣ The Assembly of God Church on N Penn St contacted Bob about paving the parking lot and overflow parking lot to add more parking spaces. Bob advised them to have a property survey done to get an accurate idea of where property lines are. Also, Bob will consult with John regarding greenspace and stormwater requirements before paving can be done.

♣ The resident at 178 W Main St would like to build a bridge on their property. Bob was unsure of dimension specifications. Mayor Markel stated that the bridge can be 4 ft standard width and have rails but cannot have enclosed sides.

Mayor: Nothing to report

Engineer:

♣ John noted that the York County Conservation District (YCCD), the DEP and the EPA conducted a site inspection at the Walnut Creek Development on 4-22-26. The YCCD found deficiencies that had to be corrected by 5-20-26.

The Developer and Builder are addressing deficiencies, and EPA will continue to do spot inspections. Citations will be issued if deficiencies continue.

- ♣ John provided the Solicitor with an updated site plan for the Penn St/Main St intersection project. John provided PennDot with an unofficial copy of the proposed intersection redesign plan. John continues to work on permitting and grant applications for the project.

- ♣ The W Main St Curb & Sidewalk Improvement project was re-bid. Two bids were received. The lowest bid was from Restuccia Construction. The bid amount was $155,830. The grant amount that was awarded is $54,000 less than what is needed so John will request additional funding to cover the balance.
  - ✓ The bid amount to have concrete rumble strips put down on the side of the road to replace the crumbling sidewalk was $11,440. Grant funds won't cover this cost. Council members discussed paying for this portion of the project. Council members agreed that since residents are getting a new sidewalk, they should remove the portion of crumbling sidewalk and replace it with rumble strips. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved spending $11,440 for the rumble strips on W Main St.*
  - ✓ *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members conditionally approved awarding the bid to Restuccia based on the ability to get further funds from the York County Planning Commission.*

- ♣ John reported that the Multimodal grant that was awarded for the Herman & Heindel Ave Bridge project is in the amount of $692,463. This amount will not cover the total cost of the project. The Borough is also required to match the grant by 30% which will be approximately $200,000-$300,000. John can submit a letter requesting additional funds. *Motion made by Brenda Kramer and second from Joseph Bryant to approve John to request additional funds*. John will also submit another grant application to get funding to cover the remaining expenses. The bridge engineer, Steve Maklesker will provide the cost estimate. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members conditionally approved John to submit another grant application provided that the bridge engineer provides the cost estimate.* Matt suggested the Borough could also apply for a loan to help cover the cost of the bridge projects.

Solicitor:

- ♣ Dean prepared an Ordinance to be reviewed and adopted by Council. Ordinance # 3-2026 amends Ordinance #1-2020 that provides an Earned Income Tax Credit to Volunteer fire fighters in the Borough. New language was added to allow all residents in the Borough to volunteer at any fire dept and be eligible for the tax credit. The Ordinance also increases the tax credit from $500 to $1,000. *On a motion from Brenda Kramer and second from Joseph Bryant, Council members unanimously approved Ordinance #3-2026.*

- ♣ Dean provided an update regarding 9 N Camp St. In order for the Borough to pursue becoming the Administrator of the Estate, a bond amount of $544 (annually) will need to be paid. The following was discussed:
  - ✓ If the Borough is appointed as Administrator, they will need to complete the process of selling the property, filing an inheritance tax and paying off any debt related to the estate.
  - ✓ If the sale of the property produces enough funds to pay the attorney fees, bond, probate costs, etc, then the Borough will be reimbursed for expenses they covered (attorney fees, cleanup costs of the property). It was noted that the Borough has paid $7,900 so far for attorney fees and cleanup costs.
  - ✓ If the property is in such bad shape that they cannot reasonably sell it to cover their expenses, the Borough will not be able to recover expenses.
  - ✓ If the house is beyond repair, it will be very costly to demolish the house.
  - ✓ Council members do not know the interior condition of the house. Mrs. Asper's daughter stated there is a large hole in the roof. It is safe to assume that the house has not been weatherized.
  - ✓ Council members would like to find out if there were medical expenses that would need to be paid from the sale of the house.

- ✓ There was a lien on the house in the amount of $20,000 from Anderson Windows. Mrs. Aspers daughter said it was for work done at the son's house so there is a chance that the Borough may not need to pay the lien.
- ✓ The Solicitor will attend next month's meeting so Council members can ask more questions.

Council Members:

- ♣ PennDot requires the Borough to have a Business Partner Number in order to submit the Highway Occupancy Permit application for the W Main St Curb & Sidewalk project. A Resolution needs to be approved which appoints Donna to sign all necessary forms. *On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved Donna to sign the necessary forms*.

- ♣ Mayor Markel and Penny Dzubinski met with several garbage companies to review and discuss services they offer. While most garbage companies offer similar services, it was agreed that prices will be affected by the number of trash collection days and if recycle items are collected. Penny advocated that residents should be allowed to use their own trash cans instead of garbage company toters because older residents may not want larger, heavier cans. Penny has been inquiring with each company to see if they offer a service for residents who do not have a lot of trash to put out. Council members plan to review the previous bid document to see if any changes need to be made then will plan on advertising for bids in August. Council members noted that they need to know what the new garbage contract price will be in order to prepare the 2027 budget.

- ♣ Council members discussed Dan Hoerr's request to help cover the cost of paving on Patterson Ave. It was noted that they previously approved paving a small section of Patterson Ave & E First Ave at a cost of $10,000. Matt will discuss the project with Steve to see if there is a need for paving to protect the manhole covers.

Secretary-Treasurer:

- ♣ Donna provided a year-to-date budget report for Council members to review. Donna noted that a donation has not been made to the Red Lion Ambulance Association yet as Council members are still deciding the donation amount. Mayor Markel previously reached out to the Red Lion Ambulance Association to request a budget report and ask questions about income and expenses but did not receive clear answers. Council members agreed to wait on making a donation at this time.

- ♣ Donna stated that the Worker's Comp policy for the fire dept started on 6-1-26. The premium amount increased this year by $7,200 due to claims submitted over the last 3 years by the Volunteers.

Maintenance:

- ♣ In Steve's absence, Donna reported that a sinkhole on the bridge at N Camp St (along the curb edge) was discovered. Steve will arrange to have Keith Pennel repair it this week. Steve is requesting approval of the repair for a cost not to exceed $5,000. *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved the repair.*

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

On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously agreed to adjourn the meeting at 8:47 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer