WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
October 5, 2026
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday October 5, 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
Dean Reynosa, Solicitor (MPL Law Firm)
Bob Huska, Codes Enforcement Officer
John Runge, Engineer (Gordon Brown Associates)

On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved the September 14, 2026 Minutes.

Citizens & Inquiries:

- Dave Rittenhouse provided a report for the month of September for the Laurel Fire Dept. The following was discussed:
  - ✓ The dept had a total of 25 dispatches in September, 4 in the Borough.
  - ✓ Council members requested Dave to provide a report for 2025 and 2026 detailing what Municipalities they assisted in responding to fire calls.
  - ✓ The 2026 Pierce engine is at the station and should be in service by November.
  - ✓ The annual Fire Prevention Open House will take place Oct 11th from 12:30-3:30 pm.
  - ✓ Lieutenant Keith Baum will take a leave of absence and return to active duty in the middle of 2027. Lt. Baum will be Laurel's 2nd member to enter the Baltimore County Fire Dept.'s Training Academy and the 4th member to pursue a career in the firefighting profession in the last 5 years.

- Mr. & Mrs. Manahan (110 W Main St) attended the meeting to discuss the following:
  - ✓ Mrs. Manahan stated that the rental unit at 112 W Main St has a pool that is full of green water, debris and isn't being cleaned up. Bob Huska stated that since the back yard is fenced in, he cannot see the pool but will reach out to the landlord about this.
  - ✓ 114 W Main St has a retaining wall along the creek bank that fell in a few years ago and has not been cleaned up. Mr. & Mrs. Manahan stated that when their wall fell a few months ago, they were given a limited amount of time to fix and clean up the debris. They feel that the debris in the creek from the collapsed retaining wall may have created water flow problems that caused their wall to fall. Bob stated that he doesn't walk along the creek bank so was unaware of this and will look into it.
  - ✓ The Manahan's stated that there are cars on W Gay St that are out of inspection which violates Borough Ordinances. Bob explained that over the last few months, he has been targeting cars that are out of inspection, unsightly/ in disrepair, especially if they are parked on Main St. Bob also tries to work with residents that have cars out of inspection but cannot afford to make necessary repairs. Mayor Markel explained that the Borough is limited in what can be done for cars that are out of inspection and are parked on private property.

Codes Enforcement Officer:

- A Zoning Hearing took place on Sept 23 for the Variance appeal of Mr. Bull at 18 Church St. The Board granted Mr. Bull the variance along with conditions/stipulations so that the project can be completed.

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- ♣ Bob stated that he has been making an increased effort to contact owners who have vehicles parked along Borough streets that are out of inspection and/or with expired registrations to bring them into compliance.

- ♣ Fire restoration at 4 N Penn St is scheduled to begin once permitting is secured.

Mayor: Nothing to report

Engineer:

- ♣ The following was discussed with John Barclay regarding the Tot Lot:
  - ✓ The swings for small children need to be installed.
  - ✓ There is a small section of grassy area that is not draining correctly. More topsoil and grass seed need to be put down.
  - ✓ Grass needs to be mowed on a regular basis.
  - ✓ Signage posting Playground Rules need to be installed. Council wants signage similar to what is posted at the Borough playground. Signage also needs to include that no bikes, skateboards, scooters or ebikes can be used on the sidewalk at the Tot Lot.
  - ✓ Developers & Stormwater Agreements need to be reviewed by the Barclay's attorney. It was noted that the Agreement will need to be updated to include that the Barclay's will be responsible for paving a portion of Wellyn Dr and School House Lane once construction has been completed. John Barclay stated that he needs Keystone to agree that they will be responsible for paving other portions of the road that are in disrepair as a result of their trucks.

- ♣ John recalculated costs for the Herman & Hendel Ave bridge project.
  - ✓ John stated that construction costs increased. Do Council members feel they need to increase the amount they will be requesting from the owner whose structure sits partially on the bridge? Council members requested Dean to increase the cost to $67,000. Dean will reach out to the owner with the proposal and will prepare a new Bridge Repair Cost Contribution Agreement to be reviewed and approved by Council.
  - ✓ The 2025 Statewide Local Share Grant was not approved.
  - ✓ The Borough received the DCNR Multimodal Grant in the amount of $692,463.
  - ✓ A multimodal grant for additional funds for repairs to the Herman Ave bridge was submitted at the end of July.
  - ✓ John can submit a request to waive the 30% matching funds for the DCNR multimodal grant. This may help reduce the amount the Borough will pay for the bridge projects. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved for John to submit a request to have the 30% matching funds waived.*

- ♣ PennDot has not issued the permit for the W Main St Curb & Sidewalk project. More than likely, this project will need to be completed in the Spring of 2027.

- ♣ John stated that another round of grant applications through the Community Development Block Grant (CDBG) will be coming up soon. Matt suggested 2 projects to apply for. He would like sidewalks and drainage repairs done to the north side of High St. Matt also suggested getting a grant to overhaul the SALDO (Subdivision and Land Development Ordinance). John stated that he can work up an estimate on costs for the High St project. He anticipates it would cost approximately $5,000 for him to calculate, complete and submit a grant application. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved John to complete and submit a CDBG grant application for the High St project.*

Solicitor:

- ♣ Dean discussed the Penn St/Main St project. A quote was received from HRG detailing costs for the project.
  - ✓ Updated Design plans and submission of the PennDot HOP permit application - cost not to exceed $29,500
  - ✓ Traffic signal modification – cost not to exceed $10,000

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- ✓ Right-of-Way plans – cost not to exceed $10,000
- ✓ Meetings, other permit fees, traffic counts for timing updates, postage & mileage reimbursement - cost not to exceed $3,900.
- ✓ John advised getting HRG to update the design plan and submit it to PennDot for review. If they have any changes or suggestions, it would be best to revise and finalize the design plans before filing for eminent domain.
- ✓ Dean will send letters to the property owners saying that the Engineer/HRG will be conducting a survey of the affected properties within the next few weeks.
- ✓ Once the survey and design plans are completed, the Borough can adopt an Ordinance for partial condemnation for traffic improvements in connection with the realignment and improvement of the Main St/Penn St intersection and exercise eminent domain if necessary.
- ✓ *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved moving forward with the updated design plans and PennDot HOP permitting with a cost not to exceed $29,500* (through HRG).

♣ Dean stated that his office is in the process of filing paperwork to put a lien on 9 N Camp St. Cleanup of the property was just completed, and a copy of the paid invoice was sent to Dean so this could be included with all expenses paid by the Borough for the court records. Dean's office will have to send letters to the heirs informing them about the lien. When the property is sold at a tax sale, the Borough should be reimbursed for all applicable expenses.

♣ Dean stated that the owner of 109 E Main St has not responded to the certified letter he sent regarding non-payment of the garbage bill and the owner has not paid the account. Dean will begin the process of placing a lien on the property. All expenses incurred will be added to the owner's garbage account.

Council Members:

♣ Council members reviewed the bid documents for the garbage contract. Matt suggested requesting a bid to include the disposal of 2 large items per week. Council members do not want to include language regarding a "pay-as-you-throw" option because it may be hard for the garbage company to keep track of this. O*n a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved advertising the garbage bid documents with a bid opening to take place on January 4, 2027.*

♣ Steve stated that the water meter pit repair in the Walnut Creek Development is to be completed by Oct 9th. The lid needs to be raised by 3 ft to bring it up to grade. The Barclay's were advised back in the Spring about the repair and agreed that it would be done by Oct 9th. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously agreed that if the work is not done by Oct 9th, Steve will call a contractor to complete the work, and all expenses will be taken from the escrow funds.*

♣ The Gable Ave bridge needed repairs as the steel beams were noticeably deteriorating. Steve had repairs done last week. HRG sent a proposal to inspect the bridge to see if weight limit restriction signs need to be posted. Steve stated that the beams were rated to hold 20 tons. Council members feel that a bridge inspection does not need to be done at this time but will have it inspected on a regular rotational basis.

♣ Council members reviewed the current Fee Schedule. Sabrina Bowman requested the Returned Check Fee for the Tax Collector be increased to $40 because the bank charges $35. Council members also increased the Return Check Fee for the Borough to $40. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved the Fee Schedule for 2027.*

♣ Council members discussed ongoing vandalism problems in the Borough. Matt stated that the Lions Club property was vandalized last week. The police were called and a report was filed. The police were able to identify 1 person who participated in the vandalism. Matt asked the Solicitor if the Borough could ban people from the park if they are caught vandalizing. Dean responded that if the vandals are convicted, the Borough can

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ban that person. The Borough would need to reach out to the police/court system with this request. Regarding the Lions Club, Matt should reach out to the police for an update on what is being done. It was noted that Council members are legally allowed to hold parents responsible for damages to Borough property. Council members also noted that there is an increase of ebikes in the Borough and feel that it is necessary to add signage to the posted Playground Rules that ebikes, scooters, skateboard or motorized bikes cannot be used in the playground.

- ♣ Council members discussed renewing the Animal Control contract with Michelle Klugh and renewing the contract with the SPCA. Michelle Klugh's contract requires a retainer fee of $300. Donna stated that the Borough has not used her services this year and Ms. Klugh reduced the services that she offers because she is the only Animal Control Officer for York County. There have been policy changes in the SPCA as well, but this is the only place that residents can take stray animals to. Council members feel that the SPCA offers some valuable services to residents. *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved renewing the contract with the SPCA with an annual fee of $1,235.*

- ♣ Brenda Kramer informed Council members that she will need to resign from being on Council due to some health issues. Brenda stated that she will attend the October budget meeting and the November Council meeting but will resign after that. Since Brenda is Council Vice President, another Council member will need to fill this position. Penny Dzubinski volunteered for this role. Penny will also be added to the bank accounts to sign checks. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved adding Penny Dzubinski to the bank accounts to sign checks for payment of invoices.*

Secretary-Treasurer: Nothing to report

Maintenance: Nothing to report

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

Council meeting was convened at 9:15 pm and will reconvene on Thursday, October 8th at 5:30 pm for a budget planning session.

The Windsor Borough Council reconvened on Thursday October 8, 2026 at 5:30 pm. The following members were present: Larry Markel, Matt Dietz, Brenda Kramer, Penny Dzubinski and Joseph Bryant. The following was discussed:

Council members reviewed the 2027 preliminary General Funds budget.

- ✓ Council members discussed 2 projects that will take place in 2027-2028. The Penn St/Main St intersection project is in the planning stage, and there is more work to be done before the Borough can apply for a grant to help fund the project. The Herman and Heindel Ave bridge projects are in the planning stage, and grant applications have been submitted to help fund the project. Council members agreed they need to increase the budget amount for Engineer services, Solicitor services and construction expenses to see these projects through to completion.
- ✓ Council members discussed the fire depts request for additional funds. They are requesting $28,000 from the Borough in 2027. It was noted that Council members typically give them $15,000-$18,000 in revenue and help pay for the Worker's Comp premium each year. Council members are uncertain if the budget has a surplus that will allow them to meet the fire dept's request. This will be further discussed in an Executive session to be held at the November Council meeting.
- ✓ Council members added the amount of $10,000 to the budget for an office assistant.
- ✓ Penny requested to increase the donation amount for the Lions Club as they serve the community in many ways. Council members agreed to increase the annual donation to $4,000.
- ✓ Revenue will not cover all expenses for 2027 so Council members will need to take funds from the savings account to balance the budget.

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- ✓ Council members discussed possibly increasing the tax mills to help cover expenses. The tax rate is currently 2.8 mills. Increasing tax revenue to 3 mills will add approximately $10,800 in revenue and taxpayers will see an increase on their tax bill between $10-$40. Taxes were last increased in 2024. Council members will discuss this at the November Council meeting.
- ✓ Council members will discuss employee salaries in an Executive session at the November Council meeting.

♣ The York County Planning Commission sent a grant contract for the W Main St curb, sidewalk and drainage project. The contract awarded the Borough additional funds in the amount of $54,000. *On a motion from Brenda Kramer and second from Joseph Bryant, Council members approved Matt to sign the contract.*

On a motion from Brenda Kramer and second from Joseph Bryant, Council members unanimously agreed to adjourn the meeting at 8:00 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer

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