WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
September 14, 2026
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday September 14, 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 (absent)

Larry R. Markel, Mayor
Donna Martin, Secretary-Treasurer
Steve Carr, Maintenance Supervisor
Dean Reynosa, Solicitor (MPL Law Firm) (absent)
Bob Huska, Codes Enforcement Officer
John Runge, Engineer (Gordon Brown Associates) (absent)

On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the August 3, 2026 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided a report for the month of August for the Laurel Fire Dept. The following was discussed:
  - ✓ The dept had a total of 30 dispatches in June.
  - ✓ Laurel Fire was awarded the 75% level of ProBoard Certification through the Participating Dept Recognition Program administered through the Officer of the State Fire Commissioner.
  - ✓ Chief Rittenhouse is enrolled in both Fire Officer 3 and Fire Officer 4 courses.
  - ✓ A grant application through FEMA was submitted for new fire hose and turn out gear. A decision should be made soon. The fire dept plans on submitting grant applications through the Borough and Windsor Township in the next 2 months.
  - ✓ Multiple members will receive Commendation Bars at their Sept 14th company meeting. Some of the Commendation Bars are for increased ProBoard training levels, 1 for a Purple Heart and 3 Unit Citations. The Unit Citations come after a crew responded in Red Lion Borough for a reported structure fire. The crew was tasked with search and rescue. The crew found a small dog that was unconscious. They removed the dog from the home and performed life saving measures which saved the dog's life.
  - ✓ Dave provided Council members with a funding request to be considered for the General Funds budget. The following was detailed in the packet:
    - ⇒ The fire dept must aggressively build capital reserves in order to purchase equipment when/as needed.
    - ⇒ The average cost of a new tanker is $1.8 million.
    - ⇒ In 2024, the fire dept purchased a 2006 Engine Tanker to replace a tanker that was involved in an accident. In 2025, the fire dept purchased a demo Engine which was less expensive than a new engine. The trucks were financed for 15-30 years with monthly payments of approximately $3,000.
    - ⇒ Other expenses include fuel, apparatus repairs/equipment, turn out gear and training classes.
    - ⇒ Contributions from the community have been declining. In 2025, 643 mailers were sent and only 46 were returned with a donation.
    - ⇒ Windsor Township and Windsor Borough pay the Worker's Comp premium for the fire dept.
    - ⇒ Windsor Township contributes financially to the fire dept.
    - ⇒ Windsor Borough contributes a portion of property tax and gives an annual donation. The average amount the Borough contributes to the fire dept is $15,000.
    - ⇒ The fire dept is requesting the amount of $28,000 in 2027, $34,000 in 2028 and $40,000 in 2029.

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- ✓ Matt stated that Council members will discuss the financial request from the Laurel Fire Dept later in an Executive Session.

- ♣ John Lynam, owner of 99 School House Lane, attended the meeting to discuss 2 issues:
  - ✓ Mr. Lynam is being billed for 2 garbage services at his property. His business was originally approved to have a caretaker living on site which means Mr. Lynam would be billed for 2 water, sewer and garbage services.
  - ✓ Mr. Lynam stated that no one lives on site and he does not put out trash. The little bit of trash that is generated, he takes home and puts it out with his garbage.
  - ✓ Mr. Lynam is requesting that his business be exempt from garbage service. It was noted that his business is in the Industrial Zone.
  - ✓ Mr. Lynam stated that there is a parcel of land (Church Alley) that runs beside his property. He is not sure who owns the land or is responsible for maintaining it.
  - ✓ There are trees on the property that are dead and should be removed for safety reasons.
  - ✓ Can Mr. Lynam remove the trees, or would the Borough do it?
  - ✓ Matt will check with the Solicitor to see who the parcel of land belongs to. Matt wants to see if the parcel of land is a Right-of-Way and if there are legal reasons as to why the Borough or Mr. Lynam could not remove the trees.

- ♣ John Barclay attended the meeting to discuss the following:
  - ✓ John stated that there are 2 trees in the Tot Lot that need to be replaced. He discovered that the trees are not native to this area and are not thriving. John would like approval to replace them with trees that are native to the area. Matt will check with the Engineer and Solicitor to make sure there is nothing in the Developers Agreement that would prohibit this and to confirm they will grow to the specified size.

  - ✓ John discussed paving that will need to be done on School House Lane. John agreed that he will need to pave a portion of School House Lane after the Development has been completed due to trucks destroying the road. He also noted that a portion of Wellyn Dr will need to be repaved after the project is completed because trucks will use this road to make deliveries for Phase 5. John stated that any additional paving that needs to be done should be the responsibility of Keystone because their trucks continue to use the road despite posted signs stating that construction trucks are not allowed to use the road.

Codes Enforcement Officer:

- ♣ Bob stated that Rob Barclay appealed the citation they received in July for failing to keep the Tot Lot in a safe and clean condition for residents. A Summary trial was held on Sept 9th and Wynthrop Partners was found guilty and will have to pay fines and court costs. It was noted that the sidewalk at the Tot Lot was installed and the playground area has been cleaned up and looks nice.

- ♣ A Zoning Hearing is scheduled for Sept 23rd at 6:00 pm to decide a resolution for the shed the owner wants to put at 18 Church St. Although a permit was originally issued, the setback and lot coverage requirements will be violated due to the size of the shed the owner wants.

- ♣ Bob updated Council members about the property dispute between the Assembly of God Church on N Penn St and the owner of 12 Water St. The church will conduct a property survey to find out who owns the grass/stone area that the church wants to use as a parking lot.

- ♣ Bob was able to contact the owner of 118 E Main St regarding the property conditions and concern with the pool. The owner stated he treated the pool water against mosquitoes and the West Nile Virus. The owner will also work on cleaning up the property.

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- ♣ Bob stated that he will continue to issue citations every 30 days to the resident at 23 W High St until the code violations are corrected.

- ♣ A Council member briefly discussed with Bob the resident at 110 W Main St that repaired their bridge and lagged the bridge posts to the concrete slab in the creek which is a safety concern in the event of extreme rain and flooding.

Mayor: Nothing to report

Engineer: In John's absence, Matt discussed the following:

- ✓ The Developers & Stormwater Agreements for Phase 4 of the Walnut Creek Development were sent to Barclay's Attorney for review.

- ✓ Problems with the E First Ave project that was recently discovered will be fixed in October.

- ✓ John has not received the permit from PennDot to proceed with the W Main St Curb & Sidewalk Improvement project. More than likely, the project will not be started until Spring 2027.

Solicitor: In Dean's absence, Matt discussed the following:

- ♣ Dean stated that he will obtain a municipal lien for 9 N Camp St. A letter will be mailed to the house and known beneficiaries asserting the lien and attorney's fees. It was noted that the Borough will have someone clean up the property again due to high grass. The cost of cleanup will be added to the account.

Council Members:

- ♣ HRG sent a contract to inspect the Gable Ave bridge with a cost of $1,500. Council members noted that there has never been an official inspection of the bridge. The bridge appears to be in good shape, but Council members feel that it is important to begin inspections and have reports on file. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved HRG to inspect the Gable Ave bridge*.

- ♣ Council members reviewed the revised contract with the York County Planning Commission for the W Main St Curb, Sidewalk and Drainage Improvement Project with a grant amount of $54,000. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved signing the revised contract.*

- ♣ Donna is ready to submit the grant application to the Local Share Category 4 Facilities Program for the Memorial project. A Resolution is required and an application fee of $100 will need to be paid. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members approved the Resolution and to submit the application for the Memorial project.*

- ♣ Donna stated that a Resolution needs to be signed to keep the PMRS Employer Funded Pension amount at 20%. This will have to be approved annually unless Council members want to permanently keep the pension rate at this amount. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members approved Resolution #3-2026 which will set the employer funded pension amount at 20% for 2027.*

- ♣ Council members discussed the request of John Lynam. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved giving an exemption to Mr. Lynam because his business is in the Industrial Zone*. It was noted that businesses in the Industrial Zone can be exempt from garbage collection if they want to bring in a dumpster.

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Secretary-Treasurer:

- ♣ Donna stated there is a grant opportunity through the Local Share Account Statewide program that would be worth applying for a new plow truck to replace the 1992 plow truck. Steve feels the truck should be replaced and is willing to get a quote. Council members approved to submit a grant application.

- ♣ Donna received a call from Kurt Leitholf at the York County Planning Commission. Mr. Leitholf would like to feature the Borough in the Planning Commission's newsletter, Municipal Spotlight. Donna provided information on what is generally published in the newsletter along with articles from other Municipalities that were featured in the Spotlight section. Council members briefly discussed what could be highlighted about the Borough. Matt will work on this.

Maintenance: Nothing to report

Council members went into an Executive Session at 8:25 to discuss personnel matters. The Executive Session ended at 9:00 pm.

On a motion from Rich Mitzel and second from Penny Dzubinski, 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 9:10 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer

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