

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
July 7, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday July 7, 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

Tom Lang, 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 Sabrina Bowman, Council members unanimously approved the June 2, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of June at the Laurel Fire Dept:
 - ✓ There was a total of 32 dispatches for the month.
 - ✓ The fire dept will implement a new training course - Emergency Vehicle Driving Training recertification. This will be done every 3 years and additional drivers will be completing the training soon.
 - ✓ The fire dept will participate in the Parade of Hero's which will be held on the 1st Sunday of the York Fair.
 - ✓ Dave discussed parking concerns on E Main St. Dave stated that when pulling out off of Wise Ave, cars parked on E Main St block the view of oncoming traffic which makes it very difficult to pull out safely onto Main St. The following ideas were discussed:
 - ❖ Can a mirror be placed on Main St to help drivers see oncoming traffic?
 - ❖ Should Myers Ave be turned into a 2-way street so drivers can use that road to pull onto Main St?
 - ❖ Should residents go further down E Gay St and use Shaw Ave to pull out onto E Main St?
 - ❖ Council members will discuss this at the next meeting.
- ♣ Amanda Gingrich at 4 W High St attended the meeting to discuss getting a Free Little Library in the Borough. The average cost of a kit is \$500, and Amanda provided pictures and costs for Council members to review. Amanda feels this would be an asset to the community as there are lots of children in the Borough. Amanda suggested putting the library at the Lions Club building beside the food pantry because this would be easily accessible for all residents. Amanda stated that she would help to keep the library stocked with books. Matt stated that he would like to speak with the Lions Club about this as they may be able to help with this project. The next Lions Club meeting will be in September.
- ♣ David & Judi Moritz sent in a letter & pictures of complaints they want Council members to be aware of. The following complaints were listed in the letter:
 - ✓ 11 E Main St – overgrown grass in front & back yard for the last 3 years. Bob stated that he sent a letter to the owner when the problem first started. The owner was having serious health problems, so Bob gave more time for the grass to be cut. The owner sprayed the vegetation in the front yard but not in the back yard. Bob was not aware of the problems in the backyard because he could not see that part of the property. Bob will reach out to the owner regarding the problem.
 - ✓ Overgrown vegetation at other properties on E First Ave. Bob is aware of properties in the Borough with overgrown vegetation that encroaches roadways and has sent letters to property owners reminding them to cut back all vegetation. Bob will continue to follow up with property owners.

- ✓ Uninspected or unregistered vehicles/dilapidated campers in the Borough. The Borough allows residents to have vehicles on their property that may need repairs. Bob contacts owners when vehicles pose a health & safety concern or have been abandoned.

Codes Enforcement Officer:

- ♣ A second Civil Action Hearing was held on June 9th against the owner of 38 Water St for the carport that he placed on the property. The resident was assessed a \$500 fine as well as associated attorney fees and court costs. Donna stated that the resident has only paid \$300 towards his last fine and has not made any payments in several months. Donna sent reminder letters but has not received further payments. Bob stated that he could fine the resident on a daily basis until the carport structure is moved. Bob stated that the neighboring property will be going to settlement at the end of July so the new owner can decide if they want to pursue a property line battle. Mayor Larry Markel stated that the Borough should not spend any more money pursuing this as it is unlikely that the resident will pay what is currently owed for Solicitor fees.
- ♣ Bob stated there were 4 summary hearings on June 10th for defendants appealing citations received during street sweeping. All 4 decisions were in favor of the Borough.
- ♣ An anonymous complaint was made regarding the in-ground swimming pool at 197 W Main St. The complaint states that the residents do not have a fence around the pool. Bob is working with the Solicitor to get this resolved as the Borough must comply with State laws.
- ♣ A letter was sent to the mortgage company that owns 43 W High St regarding the violation of tall grass. The Solicitor also reached out to the mortgage company. The front lawn was recently cut and Matt stated that as of today, a company came to the house to finish cutting the grass. Bob will continue to monitor the property.

Mayor: Nothing to report

EMA: Nothing to report

Engineer: Matt reviewed John's agenda items

- ♣ The York County Storm Water Consortium is requesting that all participating Municipalities amend Section 9.a of the Regional Chesapeake Bay Pollutant Reduction Plan that was signed and submitted to DEP in 2020. The amendment is to extend the Agreement term from December 31, 2025 to December 31, 2030. This will provide more time to complete and submit the final MS4 report and close out funded project contracts. It will also provide sufficient time to prepare the "new" plan and have the "new" plan approved by DEP and develop a fee schedule to implement the "new" plan. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved signing Resolution 4-2025 to extend the term of the agreement.*
- ♣ John is ready to submit the Multimodal Grant application for the bridge projects at Herman and Heindel Ave. The project cost will be \$975,000 and the Borough will need to financially commit to 30% of the project (\$292,500). A grant may be available to help offset the cost that the Borough would be responsible for. The savings account shows the Borough can commit to the project. *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved for the grant to be submitted.*
- ♣ John reported that the Low Volume Road grant application for East First Ave was approved for \$149,713. The application for West First Ave was tabled and will be reviewed in September once the grant funds have been replenished. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved that Matt Dietz sign the grant contract.*

Solicitor: Matt reviewed Dean's agenda items:

- ✓ Dean spoke with Thomas Abboud on June 26th and informed him that Council members would like to meet with property owners to discuss the Main St/Penn St intersection project. Dean requested that Mr. Abboud provide dates and times in July that he is available. Letters were mailed to the resident at 5 W Main St and 1 E Main St asking that they provide dates and times to attend a meeting. Dean will follow up to schedule a meeting.

Council Members:

- ♣ Matt stated that the flagpole in the park is damaged and needs to be repaired or replaced. Steve stated that it cannot be repaired. Matt would like to get a flagpole that has a solar light to illuminate the flag at night. Steve reminded Council members that solar lights don't work all the time as it is dependent on getting lots of sunshine. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved spending up to \$1,000 for a flagpole and light.*
- ♣ Matt discussed the stream restoration project at the Lions Club property. As discussed at last month's meeting, the Lions Club can apply for a grant through DCNR but would need the Borough to sponsor it as they would need to manage the funds. There would be no cost to the Borough. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously agreed to sponsor a grant for the stream restoration project with the Lions Club.*
- ♣ Penny discussed the Memorial project she is working on. A quote was provided from Gingrich Memorials showing 2 different types of Memorials (steel gray granite or a polished black granite). The honor roll plaque that is on the old Memorial will be removed, refinished then put on the back of the new monument. The eagle that is on the old Memorial will also be removed, refinished and mounted on top of the new monument. Council members liked the steel barre gray monument which is \$87,750. The cost for the foundation, mounting the honor roll plaque, mounting the eagle and removing the existing monument is \$15,625 for a total project cost of \$103,375. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved submitting a grant for this project.*

Secretary-Treasurer:

- ♣ Donna stated that Johnny Frey (1 E Main St) stopped in the office and requested copies of anything related to the Penn St/Main St project. Donna contacted the Solicitor to see if there were any documents she was not allowed to give. The Solicitor confirmed that all documents can be provided to Johnny, but Council members should decide if a Right-to-Know request should be completed. Council members stated that all of the documents are public knowledge, and a formal request is unnecessary.

Maintenance:

- ♣ Steve stated that there are several storm boxes that need to be cleaned out as soon as possible. Steve estimated the cost will be approximately \$6,000. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved getting storm boxes cleaned out.*

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

On a motion from Sabrina Bowman and second from Rich Mitzel, Council members unanimously agreed to adjourn the meeting at 7:40 pm.

Respectfully Submitted

Donna Martin /Secretary-Treasurer