

**WINDSOR BOROUGH COUNCIL  
MINUTES OF MEETING  
January 6, 2025  
6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday January 6, 2025** by Matt Dietz, Council President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President	Larry R. Markel, Mayor
Brenda Kramer, Vice President (absent)	Donna Martin,
Secretary-Treasurer (absent)	
Penny Dzubinski	Steve Carr, Maintenance
Supervisor (absent)	
Rich Mitzel	Dean Reynosa, Solicitor (MPL
Law Firm) (absent)	
Sabrina Bowman (absent)	Bob Huska, Codes Enforcement
Officer (absent)	
	John Runge, Engineer (Gordon
	Brown Associates)
	(absent)

On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the December 2, 2024 Minutes.

**Citizens & Inquiries:** None

**Codes Enforcement Officer:** Nothing to Report

**Mayor:** Nothing to Report

**EMA:** Nothing to report

**Engineer:**

John provided a project update and the following was discussed:

- John sent Keystone Custom Homes a list of Borough concerns (from the December Council meeting) regarding their request to add 29 additional homes in the Walnut Creek Development.
- An inspection was done by the York County Planning Commission and John for the Water St and High St grant projects to ensure the projects were completed properly.
- John and Matt will attend a FEMA Flood Plan Virtual Meeting on 1-17-25 from 1-3 pm.

**Solicitor:** Nothing to report

**Council Members:**

- Council members reviewed the Burn Ban Ordinance draft the Solicitor provided. They will review the draft and discuss it at the next Council meeting.
- Council members reviewed a report provided by the Red Lion Ambulance Association. The report detailed the number and type of calls they responded to in 2024.
- Matt informed Council members that the owner of 109 E Main St would like to rent the garage out to someone who wants to run a tire shop. Bob Huska will provide more details at the February Council meeting.
- Bob Huska is in the process of revoking the building permit to the owner of 38 Water St because he has not complied in providing proof that the carport is not sitting on the neighbor's property.
- Donna provided information regarding 2 residents who have not paid their garbage bill for the last 3 quarters. Typically, the Borough would turn off the water service for residents who are past due on their quarterly bills and not making attempts to catch up. The residents have well water, so the trash service was suspended. Donna mailed letters to the residents regarding the past due balance and Council members will review this at the February meeting.
- Steve provided a quote from Keith Pennell to do the necessary repairs to the chimney on the office building. The quote is \$2,200. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the repairs to be done.*
- Matt informed Council members that over the last month, there were 3 water leaks and a gas leak on Water St. Milling, reclamation and paving was recently done on Water St. The equipment was too heavy and caused the water and gas lines to break. Columbia Gas had to close the road for 2 days to find and repair the gas line. Steve had to cut the newly paved road as well to repair 3 water leaks. Council members decided that in the future, heavy equipment cannot be used on older roads.

**Secretary-Treasurer:** Absent due to inclement weather

**Maintenance:** Absent due to inclement weather

*On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved to pay the current invoices.*

*On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously*

*agreed to adjourn the meeting at 6:42 pm.*

*Meeting notes were taken by Matt Dietz and typed by Donna Martin.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*