

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
June 2, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday June 2, 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 (absent)
Rich Mitzel (absent)
Sabrina Bowman

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

On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved the May 5, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of May at the Laurel Fire Dept:
 - ✓ There was a total of 28 dispatches for the month.
 - ✓ Members are completing various trainings which includes Heavy Vehicle Rescue Class, Rapid Intervention, Emergency Vehicle Operations Class, Pump Operations Class & Educational Methodology for Local Level Instructors.
 - ✓ BBQ fundraisers will be held on June 21st, July 12th, Aug 9th and Sept 13th at the Borough Office parking lot.
 - ✓ Dave thanked Council members for their contribution toward the Commendation Awards. Members were awarded for: Exceptional Duty, Administrative, Bravery, Meritorious Conduct, Life Saving and a Purple Heart. Certificates were handed out at the Annual Appreciation & Awards Banquet.
 - ✓ Mayor Markel asked Dave to provide an answer to the question that was raised last month by a resident who lives in the Walnut Creek development about the need/use of the fire alarm. Dave explained the following:
 - The siren notifies residents that fire trucks are out and responding to an emergency.
 - The fire house is not staffed 24/7 so they need a fool proof way to communicate to the volunteers about an emergency. The notification system that comes through the phone has shown that it fails at times so they cannot rely on it.
 - To reduce the number of times the siren goes off, equipment would need to be replaced which will be very expensive.
 - Dave stated he is very opposed to eliminating the siren.
- ♣ Wes Grafton at 43 Water St made a complaint about the property at 42 Water St. Wes stated that there has been junk sitting in the property for a long time and would like to know what is being done. Bob Huska stated that the owners do not respond to letters about the junk in the yard and since they are moving soon, hopefully that will resolve the problem.
- ♣ Roxanne Grove at 4 Wellyn Dr discussed a problem with the property at 83 School House Lane. Ms. Grove stated that the property was sold in 2024 and the new owner has not been around very often, so the yard isn't being properly maintained. Ms. Grove provided pictures showing the very tall grass as well as a section of fence that is leaning into her property. The front yard was recently cut, but the grass in the back yard is as high as the fence. Ms. Grove stated that she sees rodents in the backyard and reported this problem a month ago. Bob stated that he

cannot see into people's backyard so was unaware of the problem. Bob will send a letter to the owner and inform them the grass needs to be cut, and the fence must be repaired.

- ♣ Dan Hoerr & Christine Emma from 20 Patterson Ave attended the meeting to get some guidance regarding their property. According to tax records, their property sits in Windsor Township and also in Windsor Borough. They want to put a large building on the property but are not sure if they need a permit with the Borough or Township. Mayor Markel advised that they get the property surveyed first and that will show what parts of the property is in the Township and Borough. Once property lines are determined, the owners should reach out to the respective Municipality for a permit. They also addressed the problem with bushes on E First Ave that have grown out onto the road so vehicles cannot get through. Bob stated he will look into this.

Codes Enforcement Officer:

- ♣ A second Civil Action Hearing is scheduled for June 9th against the owner of 38 Water St. The resident has not complied with obtaining a building permit for the carport he placed on the property.
- ♣ Summary Hearings are scheduled for June 10th for 4 citations that were issued for parking on the street during street sweeping.
- ♣ Bob is working to have a trailer that is parked on W High St removed. The trailer has been sitting there for about a year, but the inspection sticker expired in 2022, which violates a Borough Ordinance. Bob will contact the police to see if it can be legally removed.
- ♣ The Solicitor provided Bob contact information for the property at 43 W High St. The property was turned over to a mortgage company in Boca Raton, Florida. The grass has not been cut, and neighbors are complaining about rodents in the yard. The Solicitor stated that the Borough can cite the mortgage company for not maintaining the lawn, and/or the Borough can hire someone to cut the grass and send the bill to the mortgage company. Council members asked Bob to send a letter to the Mortgage company and if they do not respond by cutting the grass, Bob should cite them.
- ♣ Bob reviewed a problem with the owner of 86 W Main St. This property was a 2 unit rental property and was sold in March 2024. Bob reached out to the new owner to find out how the house was being used. The owner stated that he lived on the 1st side and his brother lives on the other side. The owner states that it should not be considered a rental unit because there is no formal rental agreement with his brother. The owner has not been very cooperative in responding to Bob's letters. The Solicitor stated that the Ordinance clearly spells out that this would be considered a rental unit. Council members advised Bob to contact the owner and if he does not respond, then a citation should be issued.

Mayor: Nothing to report

EMA: Nothing to report

Engineer:

- ♣ Walnut Creek Development – the following was discussed:
 - ✓ The York County Conservation District recently had several deficiencies that Keystone needed to correct. This included flood control problems.
 - ✓ Council members stated that no Certificate of Occupancy permits would be issued until all problems have been resolved.
 - ✓ Keystone and the Barclay's have been working to get all deficiencies resolved and are reporting to the Conservation District.

- ✓ The escrow account has been replenished.
- ✓ Matt stated that there are many areas in the new development where trash, materials and other debris is laying around, particularly in the Tot Lot area. Mr. Barclay assured Council members this will be cleaned up immediately.
- ♣ Penn St/Main St project – the following was discussed:
 - ✓ John stated that a Draft Easement & Right-of-Way Agreement is being reviewed with the Solicitor.
 - ✓ John provided copies of the updated proposal of costs by Transportation Resource Group (TRG) to perform Traffic Engineering Services (design plans). Council members will review and discuss the costs at the next meeting.
 - ✓ A meeting with property owners needs to be scheduled soon. Property owners will be provided with a copy of the design plans to review, and a financial offer will be discussed.
 - ✓ On a motion from Sabrina Bowman and second by Brenda Kramer, Council members unanimously approved for the Solicitor to reach out to the property owners to schedule a meeting.
- ♣ John stated that street core borings needed to be completed for the East First Ave and West First Avenue grant projects. The cost to do the core borings would be approximately \$700. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved the core borings to be completed.*
- ♣ John discussed a potential grant project to have walking trails that would connect the Lions Club building to the new development. A DCNR grant can be submitted but it would need to be done through the Borough as they would need to manage the grant funds. Council members will consider this and discuss it at the next meeting.

Solicitor: Nothing to report

Council Members:

- ♣ It was noted that prior to the Council meeting, John Runge conducted a meeting to review MS4 information.
 - ✓ DEP will be making some changes to enhance stormwater management practices and ensure compliance with federal and state regulations.
 - ✓ The PAG-13 General Permit regulates stormwater discharges from small MS4's (Municipal Separate Storm Sewer Systems). The permit is designed to minimize pollutants that enter waterways from urban and developed areas. It outlines specific Best Management Practices (BMP's) and requirements that Municipalities must implement to protect water quality.
 - ✓ The new PAG-13 permit will become effective on 10-1-26.
 - ✓ The new permit will focus on the reduction of sediment and nutrient runoff.
 - ✓ Volume management will focus on green infrastructure practices such as rain gardens and permeable pavement which are very effective at reducing the volume of stormwater runoff.
 - ✓ John stated that the Borough should begin to set aside funds so BMP's can be achieved.
 - ✓ John stated that more comprehensive planning and analysis will be needed to ensure compliance.

Secretary-Treasurer:

- ♣ Donna reported that MedEd refunded the amount of \$11,411.72 that the Borough paid for upgrading streetlights. This amount was deposited into the Liquid Fuels account as that is where the money was originally taken from.
- ♣ Donna reported that the Housing Authority sent a letter stating that they would not be able to pay "in Lieu of Taxes" this year due to utility expenses exceeding total rent received.

- ♣ Donna discussed codifying all of the Ordinance books into binders and possibly putting Ordinances into a digital format. Donna showed Council members how Ordinances are stapled, taped or glued into the Ordinance books which makes it very difficult to copy when needed. Council members asked Donna to get quotes from companies that could assist with this.
- ♣ Donna presented a request from the owner of 99 School House Lane (storage property facility). The owner stated that they are paying for trash service but do not use it. The owner stated that they would prefer to use a dumpster if needed. Council members stated that all houses & businesses in the Borough are included in the contract with PennWaste so there cannot be any exemptions.

Maintenance: Nothing to report

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

On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 8:30 pm.

Respectfully Submitted

*Donna Martin
Secretary-Treasurer*