

# WINDSOR BOROUGH COUNCIL AGENDA

July 6, 2026

6:00 PM

## Minutes from Previous Meeting

## Citizens & Inquiries

### Reports:

Codes Enforcement Officer

EMA

Mayor

**Engineer** – see agenda

**Solicitor** - see agenda

- Approve Ordinance #3-2026 (Earned Income Tax Credit for Fire Fighters)
- Zoom meeting 7-7-26 at 10 am re: 9 N Camp St. Does anyone want to participate?

### Council Members:

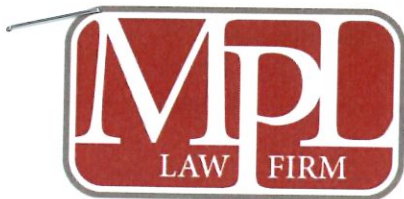
- Oct 12th Budget meeting – Penny not available. Can date be changed?
- Discuss garbage contract

### Secretary-Treasurer:

- Donation to Red Lion Ambulance - what amount?
- Workers Comp premium for fire dept increased by \$7,200 this year.
- Year to date budget report

**Maintenance: Nothing to report**

**Approve General Funds Bills**



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## MEMORANDUM

*Attorney-Client Privileged and Confidential*

**TO:** Windsor Borough Council

**FROM:** Dean E. Reynosa

**DATE:** July 6, 2026

**RE:** July 6, 2026, Solicitor's Report

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### Solicitor Report Agenda Items:

- Parking Ordinance – I previously shared the draft ordinance. I understand that the draft ordinance is still under consideration.
- Volunteer Firefighter Earned Tax Credit Ordinance – (Ordinance 3-2026) (attached) – Borough Council wanted to expand the eligibility of those who qualify for the credit to all Borough residents who volunteer for any volunteer fire company or nonprofit emergency medical services agency. Additionally, Borough Council wanted to increase the amount of the potential earned income credit from \$500.00 to \$1,000.00. Attached is an ordinance and notice of intent to consider it at the July 6, 2026 Borough Council meeting. Donna Martin made arrangements to have the notice scheduled to be published on June 28, 2026, in advance of the July 6<sup>th</sup> Borough Council meeting.

### Old Business

- Main Street Intersection – we are waiting for the specific property descriptions for the areas to be taken.
- 9 N. Camp Street – As noted last month, Attorney Spurlin reported that there is a hearing scheduled for **July 7, 2026, at 10:00 a.m. by Zoom** to consider the Borough's Petition to Administer the Estate. Attorney Spurlin said that it probably “wouldn't hurt to have someone from the Borough appear by Zoom[.]”

I understand that State Rep. Wendy Fink's Office reached out to Robert Huska about this matter. Robert Huska's email message about his conversation with Representative Fink's

Office is attached. I spoke with Matt Dietz about Representative Fink's Office's contact and it was understood that Matt would reach out to her office.

Also, I spoke with Donna Martin and confirmed that the minutes from March 2026 reflect that Borough Council voted and authorized retaining Erik Spurlin to pursue the administration of the estate. Any expenses related to maintaining the property should be kept and provided to Attorney Spurlin for inclusion as a creditor claim for the estate.

- George Herbert – Attached is the letter that was sent to George Herbert concerning collection efforts. I understand that George Herbert has not made any additional payments as of the date of this report.
- Zoning Ordinance – I spoke with John Runge about this item and I understood that the individual that he is working with is still working on preparing a draft of a revised ordinance.

#### **Pending Plan Agenda Items:**

- I contacted Attorney Timothy Bupp regarding the outstanding escrow balance and trash invoices. He said that he passed the messages along. Donna Martin reported that the Borough received an escrow replenishment payment from Wynthrop Partners. The trash bill remains outstanding for the Barclay personal property.

#### **Miscellaneous Items**

- Douglas J. Baadte Notice of Mesothelioma claim – I checked the Philadelphia Court dockets on June 23, 2026, for any activity joining Windsor Borough. There was no such activity noted. Windsor Borough does not appear to be a party to this lawsuit at this time. Donna Martin passed along a message she received from the insurance company on June 23, 2026, reporting that the insurance company closed the claim since there was no current activity involving Windsor Borough. See attached message. If we receive additional information, the insurance company stated that it would reopen the claim.
- I was finally able to connect with Samuel Marranca from the Department of Labor and Industry on June 15, 2026, about the complaint letter he sent to Robert Huska dated May 12, 2026. The letter is again attached. Mr. Marranca described the letter as a "cease and desist" letter. He said it was just a warning that Robert Huska should not be signing Certificates of Occupancy permits. I explained that all properties (including the five listed in the letter) have a Certificate of Occupancy that is reviewed and signed by Commonwealth Codes before Mr. Huska signed his form. He said he did not recall what information was provided to him for review. But he

Windsor Borough Council  
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said, to the extent that the form Mr. Huska is signing is called Certificate of Occupancy, he should not be signing those and they should be renamed to avoid any confusion. I have advised Mr. Huska not to sign any Certificates of Occupancy.

**WINDSOR BOROUGH COUNCIL MEETING**  
**Monday, July 6, 2026**  
**ENGINEER'S PROJECT UPDATE**

**YCPC – MS 4 Program**

- Continue monitoring & improving implemented programs.
- Sch. Training/review/update meeting with Donna (Summer 2026)
- Review & update files with required monitoring forms (Process started) – **Need to insert information into Donna's files.**
- **Annual report due September 30, 2026**

**Walnut Creek Development**

- Phase I & II Final plan:
  - Processing building permit applications.
  - Certificate of use and occupancy – being issued.
  - Tot Lot sidewalk needs to be installed. **Direct John Barclay to complete by end of July.**
  
- Phase III Final Plan:
  - Processing Building Permit Applications.

**Phase IV Final Plan:**

- Site & Utility work.
- Rear corners in Phase 4 have been set and there appears to be no conflicts/issues (**Confirm in the Spring**).
- Review & discuss reduced Surety for Phase #4. Conditional Final Plan approval was conditioned on providing updated Developers Agreement, Update Stormwater Agreement, and posting of surety. Surety was conditionally approved based on Engineer & Solicitor review & approval. Reviewed revised Surety breakdown and provided approval letter. **Surety letter sent, need confirmation on reduced surety being in place. Barclay's looking to record Phase #4 – need outstanding comments/conditions referenced in GLB&A comment letter dated 4/7/25 addressed, amended Developers & Stormwater Agreements reviewed and approved by solicitor and Borough Council.**

NOTE: YCCD-DEP-EPA conducted a site inspection on 4/22/2026, YCCD sent inspection report with deficiencies needing to be corrected by 5/20/2026 (9:00 AM site inspection). The 5/20/2026 follow-up site inspection completed and Developer & Builder are addressing deficiencies.

### Penn Street / Main Street signalized intersection geometric realignment

- Next Steps:
  - Per direction at January's Borough Council meeting, Solicitor sent Agreement Documents with reference to the possibility of Eminent Domain to the impacted property owners. Will follow up with updated Site Plan. Provided updated site plan. **Check Easement & Right-of-Way closures and provide Dean with updated descriptions.**
  - Meet with Property owners **(Summer 2026)**
  - Review and approve Traffic Consultant (TRG) updated proposal **(Following resolution of property owner's Easement or Right-of-Way requests).**
  - Proceed with permitting & grant applications **(Summer 2026).**
  - Penn DOT Street Betterment Program project (North & South Penn St.) scheduled to Bid in 2027. Appears this date may be pushed. Penn DOT's consultant reached out for an update on the Borough's intersection project. I will follow up the week of 5/4/2026. Followed up and sent PennDOT consultant unofficial copy of the proposed intersection redesign.

### Grant Opportunities:

- Continue to research and gather opportunity information (Donna).
- Green Light Go Grant (Penn & Main Streets – 2027)
- 2025 Category 4 – Local Share Grant – **Waiting on notification.**
- **YCCD – Dirt/Gravel/Low Vol. Rd. Grant – Applications due – 9/1/26**
  - **Check East 1<sup>st</sup> Avenue unit costs and resubmit**
  - **Submit Grant application for Herman Street Storm & Street Improvements**

### Fishing Creek- Borough/Resident wall permitting:

- Walk West Gay Street to determine property wall issues. Completed walking evaluation.
- **Prepare base mapping of locations with pictures. (July/August)**
- Coordinate with residents on wall issues and Borough's proposal. **(July)**
- Update permit application.
- Schedule another pre-application meeting with DEP
- Electronic filing of GP-11

### YCCD Dirt, Gravel, Low Volume Road Grant Projects:

- East 1<sup>st</sup> Avenue – Cold-in-Place Recycling & Paving scheduled for April. Cold-In-Place Recycling began week of 4/20/26. Encountered soft area. Inspected by GLB&A office 4/28/26. **Area in question was dug out and repaired.**
- **Majority of Grant Funds have been used. Review & Approve Change Order for removal & repair of encountered soft area..**
- **Wearing Course installation completed and inspected – Payment for bituminous wearing course to be paid by Borough.**

### Bridge Grants (Herman & Heindel):

- 2025 Statewide Local Share Grant -- **Waiting on decision.**
- Multi-Modal Grant - \$692,463.00 Awarded.
  - **Contract for Heindel Ave. bridge executed – Bridge Engineer proceeding with design.**
  - **Review issues with Herman St. Bridge.**
    - **Met with adjacent property owner to review condition of driveway bridge.**
    - **Review with Dean and prepare draft proposal for property owner's financial obligation.**
  - **Submit Multi-Modal Grant application by 7/31/26 for additional funds due to expanded project scope.**

### 2024 – 2026 CDBG Grant:

- W. Main Street Curb & Sidewalk/Improvements
  - **Received only one bid. CDBG Grants require at least two bids be received the first time. Otherwise, the project needs to be advertised and bid again.**
  - **Contractor was notified and bids were re-advertised with a bid opening date of 7/6/2026.**
  - **Following bid opening, Borough Council will need to review & award project.**
  - **Following award, if there are not enough Grant monies available, a request for additional funds can be submitted to YCPC.**

### FEMA Flood Plain Requirements:

- **Provide updates as needed.**

### GLB&A Project Cost Tracking:

- **Will be provided quarterly – 2<sup>nd</sup> quarter (July 6, 2026)**

### General Discussion Items:

- Water runoff from stormwater ponds in Windsor Township
  - **GLB&A will reach out to Med Ed on work within easement.**
  - **Check with Kipp at Windsor Township on horse farm runoff. (Completed)**
- **Coordinate with solicitor on updating Zoning & SALDO Ordinances (2026). Process Continues**
- **Coordinate with Kipp (spoke w/Kipp) and PennDOT (waiting until we review design options) on stormwater runoff from property at 100 S. Camp Street and possible controls. (July/August)**
- **Hess Farm – Geofabric blowing into pasture – put Barclays & Keystone on notice. GLB&A will monitor this issue.**
- **Walnut Creek/Borough Water Meter Vault – Steve has coordinated with John Barclay. Site meeting will be scheduled in the Summer to review/discuss modification to the vault to improve the situation. Steve coordinating.**
- **Coordinate with Matt D. on walk above & below Racetrack Road to evaluate potential Stormwater Control Facility (late Winter/early Spring). Completed, prepare estimate to do a preliminary evaluation. (July/August)**

**WINDSOR BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 3 -2026**

**AN ORDINANCE OF THE BOROUGH OF WINDSOR,  
YORK COUNTY, PENNSYLVANIA, AMENDING AND  
REPEALING IN PART ORDINANCE 1-2020  
ESTABLISHING A VOLUNTEER SERVICE CREDIT  
PROGRAM; ENACTING A TAX CREDIT FOR  
VOLUNTEER MEMBERS OF VOLUNTEER FIRE  
COMPANIES AND NONPROFIT EMERGENCY MEDICAL  
SERVICES AGENCIES; AND ESTABLISHING  
ADMINISTRATIVE PROCEDURES AND APPEALS**

**WHEREAS**, Act 172 of 2016, 35 Pa.C.S. § 79A01, *et seq.*, authorizes the governing body of a municipality to establish a Volunteer Service Tax Credit Program to provide tax relief to “Active Volunteers” (as that term is defined at 35 Pa.C.S. § 79A03) of Volunteer Fire Companies and Nonprofit Emergency Medical Services Agencies living within the municipality; and

**WHEREAS**, Windsor Borough adopted Ordinance 1-2020 on November 2, 2020, establishing a volunteer service credit for active volunteer members of volunteer fire companies and nonprofit emergency medical services agency living within the municipality; and

**WHEREAS**, Windsor Borough desires to amend, and repeal to the extent inconsistent herewith, its program providing tax relief to Active Volunteers who live in the Borough and have complied with the requirements of the Volunteer Service Tax Credit Program; and

**WHEREAS**, the goal of the program is to encourage the participation of new members and to retain current members of volunteer fire companies and nonprofit emergency medical services agencies and to ensure the long-term viability of firefighter and EMS volunteers within the community;

**WHEREAS**, the Borough Code authorizes the Borough Council to make and adopt Ordinances that are consistent with the Constitution and the laws of the Commonwealth that it deems necessary for the proper management and control of the Borough and welfare of the Borough and its citizens;

**WHEREAS**, the Borough Council, after due consideration of the proposed ordinance at a duly advertised public meeting, has determined that the health, safety, and general welfare of the residents of the Borough will be served by amending the Volunteer Service Tax Credit Program.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Windsor Borough Council, and it is hereby ordained and enacted, by the authority of the same to wit:

**SECTION 1. Definitions.**

The following words and phrases when used in this ordinance shall have the meanings given to them in this section unless the context clearly indicates otherwise.

**Active Volunteer-** A volunteer for a volunteer fire company or nonprofit EMS agency listed under Section 2(c) who has complied with and is certified under the Volunteer Service Credit Program.

**Application for Tax Credit-** The form completed by an Active Volunteer and submitted to the fire chief for signature certifying eligibility according to the Volunteer Service Credit Program Criteria.

**Earned Income Tax-** A tax on earned income and net profits levied under Chapter 3 of the Act of December 31, 1965 (P.L.1247, No.511) known as The Local Tax Enabling Act.

**Eligibility List-**The document provided by the fire chief or nonprofit EMS agency supervisor or chief that contains the names and addresses of those Active Volunteers who the chief or supervisor certifies as eligible according to the Volunteer Service Credit Program Criteria Resolution.

**Eligibility Period -**The timeframe when volunteers may earn credit under the Volunteer Service Credit Program.

**Emergency Response Call-** Any emergency call to which a volunteer responds, including travel directly from and to a volunteer's home, place of business or other place where he/she shall have been when the call was received.

**Volunteer-** A member of the volunteer fire company or a nonprofit EMS agency volunteer in good standing.

**SECTION 2. Volunteer Service Credit Program.**

- A. **Establishment.** Windsor Borough hereby amends and re-establishes its Volunteer Service Credit Program. The goal of the program is to encourage membership and service in the community's volunteer fire companies and nonprofit EMS agencies.
- B. **Program Criteria.** The Borough Council shall establish, by resolution, the annual criteria that must be met to qualify for credits under the program based on the following:
  1. The number of emergency response calls to which a volunteer responds.
  2. The total amount of time expended by a volunteer on operational, administrative and/or other support services, including but not limited to:
    - i. Fundraising

- ii. Providing facility or equipment maintenance
- iii. Financial bookkeeping

3. The involvement in other events or projects that aid the financial viability, emergency response or operational readiness of a volunteer fire company or nonprofit EMS agency.

C. **Eligible Entities.** The Volunteer Service Credit Program is available to residents of the Borough who are volunteers of a volunteer fire company or nonprofit emergency medical services agency (as those terms are defined at 35 Pa.C.S. § 79A03), including but not limited to:

- Laurel Fire Company No. I
- Red Lion Ambulance Association

D. **Eligibility Period.** A volunteer must meet the minimum criteria, set by resolution under this section, during the eligibility period to qualify for the tax credit established under Section 3. For 2026, and each subsequent year thereafter, the eligibility period shall run from December 1 through November 30 of the following year.

E. **Injured Volunteers.**

1. A volunteer who is injured during an emergency response call may be eligible for future tax credits. The injury must have occurred while responding to, participating in, or returning from an emergency response call with one of the entities listed in Section 2.C.
2. An injured volunteer shall provide documentation from a licensed physician with the application required under Section 2.G stating that their injury prevents them from performing duties to qualify as an Active Volunteer. In such a case, the injured volunteer shall be deemed an Active Volunteer for that tax year.
3. An injured volunteer shall annually submit the application required under Section 2.G, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an Active Volunteer. The injured volunteer shall again be deemed an Active Volunteer for that *tax year*. An injured volunteer shall only be deemed an Active Volunteer for a maximum of five (5) consecutive tax years.

F. **Recordkeeping/Eligibility List.** The chief or supervisor of each volunteer fire company and nonprofit EMS agency identified in Section 2.C shall keep specific records of each volunteer's activities in a service log to establish credits under the Volunteer Service Credit Program. Service logs shall be subject to review by the Borough Council, the State Fire Commissioner and the State Auditor General. The chief or supervisor shall annually transmit to the Borough a notarized Eligibility List of all volunteers that have met the minimum criteria for the Volunteer Service Credit Program. The notarized Eligibility List

shall be transmitted to the Borough no later than December 15th of each year. The chief or supervisor shall post the notarized Eligibility List in an accessible area of the volunteer agencies facilities.

- G. **Application for Tax Credit.** Volunteers that have met the minimum criteria of the Volunteer Service Credit Program shall sign and submit an Application for Tax Credit to their chief or supervisor. The chief shall sign the application if the volunteer has met the minimum criteria of the Volunteer Service Credit Program. Active Volunteers wishing to receive an earned income tax credit for the previous year shall complete and submit an Application for Tax Credit, including all required documentation, to the York Adams Tax Bureau between January 1 and April 1. Applications shall not be accepted by the York Adams Tax Bureau after April 1<sup>st</sup> of each year.
- H. **Municipal Review.** The Borough Secretary shall review the notarized Eligibility List under the Volunteer Service Credit Program and shall verify that the addresses of the Active Volunteers are located within Windsor Borough. The Borough Council shall approve all applicants that are on the notarized Eligibility List.
- I. **Official Tax Credit Register.** The Borough shall keep an official Tax Credit Register of all active volunteers that have been certified to have met the minimum criteria of the Volunteer Service Credit Program. The Borough Secretary shall issue updates, as needed, of the official Tax Credit Register to the following:
1. Borough Council;
  2. Chief or supervisor of the volunteer fire company(ies) and nonprofit EMS agency(ies);
  3. Tax officer (York Adams Tax Bureau) for the Tax Collection District

### **SECTION 3. EARNED INCOME TAX CREDIT.**

**Tax Credit.** Each Active Volunteer shall be eligible to receive a tax credit of up to \$1,000.00 of the Earned Income Tax levied by the Borough. The tax credit applies only to the portion of the Earned Income Tax ultimately payable to Windsor Borough. When an Active Volunteer's earned income tax liability is less than the amount of the tax credit, the tax credit shall equal the individual's tax liability. As of the date of this ordinance, the Earned Income Tax is divided equally between Windsor Borough and the Red Lion Area School District.

#### **A. Claim.**

1. An Active Volunteer may submit an Application for Tax Credit of his/her Borough earned income tax liability. The tax credit shall be administered as a refund by the York Adams Tax Bureau. An Active Volunteer shall file the following with the York Adams Tax Bureau when he/she files the local tax return:
  - i. Completed and signed Application for Tax Credit
  - ii. Copies of all W-2 forms (or quarterly vouchers with cancelled checks if

self-employed.

**B. Rejection of Tax Credit Claim.**

1. The York Adams Tax Bureau shall reject a claim for a tax credit if the taxpayer is not on Tax Credit Register or fails to provide the documentation required under subsection A.1.
2. If the York Adams Tax Bureau rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reason(s) for the rejection and provide the method of appealing the decision pursuant to Section 4 of this Ordinance.
3. Taxpayers shall have 30 days to appeal the decision of the York Adams Tax Bureau.

**SECTION 4. APPEALS.**

**A. Earned Income Tax Credit Appeals.**

1. Any taxpayer aggrieved by a decision under Section 3 shall have the right to appeal said decision to the York County Tax Collection Committee Tax Appeals Board.
2. A taxpayer shall have 30 days from the date set forth on the notice of decision to appeal a decision or rejection of claim.
3. All appeals under Section 3 shall follow the provisions of the Act of May 5, 1998, P.L.301, No. 50 known as the Local Taxpayers Bill of Rights.

**SECTIONS 5. SEVERABILITY.**

In the event that any provision, section, sentence, clause, or part of this Ordinance is held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of the Ordinance, it being the intent of the Windsor Borough Council that such remainder shall be and shall remain in full force and effect and for this purpose the provisions of this Ordinance are hereby declared to be severable.

**SECTION 6. REPEALER.**

This ordinance explicitly repeals Ordinance 1-2020 to the extent inconsistent herewith.

**SECTION 7. EFFECTIVE DATE.**

This ordinance shall be effective five (5) days after adoption.

**ORDAINED AND ENACTED** by the Council of Windsor Borough, York County, Pennsylvania, on the 6<sup>th</sup> day of July, 2026.

ATTEST:

WINDSOR BOROUGH COUNCIL

\_\_\_\_\_  
Donna J. Martin, Secretary

By: \_\_\_\_\_  
Matthew L. Dietz, President

Approved this 6<sup>th</sup> day of July, 2026

\_\_\_\_\_  
Larry R. Markle, Mayor