

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
June 1, 2026
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday June 1, 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
Penny Dzubinski
Rich Mitzel
Joseph Bryant

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

On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the May 4, 2026 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided a report for the month of May for the Laurel Fire Dept. The following was discussed:
 - ✓ The dept had a total of 27 dispatches in May, none in the Borough.
 - ✓ 8 members will attend the Pumps II class at the York County Fire School on Sat June 13th.
 - ✓ 2 new members joined last month.

- ♣ Janie Reeves of 8 W Main St attended the meeting to discuss the property located at 4 N Penn St. The following was discussed:
 - ✓ It has been 6 months since the house was destroyed by a fire and no progress has been made to restore the property/clean up the yard.
 - ✓ There are all kinds of things sitting in the yard and along the creek bed. Janie stated this is an eyesore to look at every day.
 - ✓ If flooding occurred, there would be a lot of debris that would get washed into the creek.
 - ✓ Donna stated that the homeowners or their insurance company has not contacted the Borough to offer fire escrow. The owners did not provide any updated mailing address/contact information.
 - ✓ Matt will ask Bob to contact the property owners to discuss the complaint.

Codes Enforcement Officer: Bob provided the following report:

- ♣ As discussed in the May Minutes, Mr. John Garner made a complaint that Bob should not be issuing a Certificate of Occupancy permit for homes in the Walnut Creek Development. Mr. Garner filed a complaint with the PA Dep of Labor & Industry. The Borough received a letter from them stating that since Bob is not certified with the State as an inspector/plans examiner, he cannot issue a Certificate of Occupancy. Dean reviewed the letter and will follow up with the State. The “certificate of occupancy form” the Bob signs just testifies that he completed his required inspections and is attesting that all other required inspections have been completed. Common Wealth Code Services provides the official Certificate of Occupancy. Bob would like Council to review the form he signs to see if the wording needs to be changed since this seems to be a problem with the State.

- ♣ Bob has been working with Dean as legal issues need to be resolved for properties at 44 E Main St and 9 N Camp St before the Borough can enforce violations for property violations. New efforts are being discussed with Dean in holding the owner of 23 W High St accountable to clean up the property.

- ♣ Bob continues to work on updates/revisions for the Traffic/Parking Ordinance.

- ♣ Violation notifications were sent to approximately 30 owners of vehicles who have expired inspections or registrations. This includes vehicles parked on public streets and private properties.

Mayor:

- ♣ Larry is working on plans for the 125th anniversary for Windsor Borough. Larry will work on a list of ideas to move forward with the event.
- ♣ Larry stated that Brett Raver was able to fix the drainage problems at his property.
- ♣ Larry stated that Nate Neff had Kleppers come out to the baseball team storage building to open it. Someone had vandalized the lock, so Nate was not able to get the baseball equipment. Nate paid for the service call and Larry feels that he should be reimbursed. *On a motion from Brenda Kramer and second from Joseph Bryant, Council members unanimously approved reimbursing Nate Neff \$75 for the lock repair.*

Engineer:

- ♣ Walnut Creek Development:
 - ✓ John and Dean are reviewing the Developers Agreement for Phase IV.
 - ✓ Matt stated that trucks continue to use School House Lane and the road shows signs of damage. A weight limit sign was posted in July of 2024. Keystone and the Barclays have been reminded several times that heavy equipment is not allowed to use this road. Dean stated he can add language into the Developers Agreement about the problem. Matt also wants pictures taken of current road conditions and use satellite images of the road before the start of the project.
- ♣ John provided a payment request from Recon Construction for the East 1st Ave project. The payment request is in the amount of \$48,265.40. Paving will be completed this week. *On a motion from Brenda Kramer and second from Rich Mitzel, Council members unanimously approved the payment request.* John said the soft area that was found and delayed the project was unforeseeable. He is checking to see if there are additional grant monies available to pay for the repair. If grant money is not available, the Borough will have to pay for the repair.
- ♣ HRG prepared a cost proposal for the design, permitting, bidding and construction engineering for the Herman and Heindel Ave bridges. The cost will be \$109,900. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved the proposal from HRG.*
- ♣ John reported that the Herman Ave bridge is showing more deterioration within the last 2 months. HRG recommends that the bridge be closed until a new bridge can be built. The following was discussed:
 - ✓ Matt stated that to prevent closing the bridge, a monthly inspection of the bridge can be done. Pictures would be taken of the bridge and sent to HRG so they can review current bridge conditions.
 - ✓ Matt feels that closing the bridge will impact residents because the bridge is used as a short cut.
 - ✓ Emergency vehicles cannot use the bridge because there isn't enough of a turning radius.
 - ✓ Penny stated that Council members should follow HRG's recommendations to close the bridge to avoid potential accidents should it collapse.
 - ✓ Council members were in agreeance to close the bridge in July until a new one can be constructed.
 - ✓ Steve asked about placing signs to inform residents that the bridge will be closed beginning in July. Signs should be posted a few weeks before the bridge is closed.
 - ✓ *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved spending up to \$500 for "Bridge closed" signs".*
 - ✓ Steve stated he will get quotes for K-Block as that will be needed to close off the bridge area.
 - ✓ The property at 128 W Main St will also be impacted by necessary repairs since the bridge is tied into part of their property. Council members feel that the property owner should be advised of the bridge condition and

the design plans for a new bridge. Bob or John will reach out to the owner to provide details and answer questions.

- ♣ The Borough and County perform regular inspections on the following bridges: Heindel Ave, N Camp St, Herman Ave, W Gay St (behind pizza shop), Myers Ave, and W Gay St @ Heindel Ave. Since garbage trucks use the Gable Ave bridge, Matt would like this bridge to be added to the list and inspected regularly. HRG will provide a quote for the inspection.
- ♣ John reviewed the bid for the W Main St Curb & Sidewalks Improvement project. 1 bid was received (from Restuccia Construction). Dean advised that the Borough has the option of accepting the bid. The grant amount the Borough will receive is approximately \$102,000.
 - ✓ Matt stated that the grant will not cover a small section on W Main St that he feels needs to be done. Rumble strips will replace a crumbling sidewalk. The cost will be \$11,440. Council members agreed this needs to be done.
 - ✓ John will reach out to the County to see if they can get additional funds.
 - ✓ *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved accepting the bid from Restuccia Construction contingent on the County approving the bid.*
- ♣ PennDot reached out to John for an update on the Penn St/Main St intersection project as they will be paving these streets sometime in 2027. John provided them with an unofficial copy of the proposed intersection redesign plan. John will also provide an updated design plan to the property owners that will be impacted. TRG will need to provide an updated proposal for Council members to review & approve. John is planning on submitting permitting and grant applications in the summer.

Solicitor:

- ♣ Donna reached out to Dean regarding a request she received from Springettsbury Township. The EPA updated levels of certain contaminants that are specifically prohibited for Municipalities that partner with the Springettsbury Township Wastewater Treatment Facility. The Borough must update their original Ordinance to reflect the EPA's revision. Donna was not made aware of this until the beginning of May and the Ordinance had to be submitted to the Township by June 2nd. A notice was advertised so Council could approve the Ordinance. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved adopting Ordinance #2-2026 "Specific Prohibitions for Unacceptable Waste and Discharges".*
- ♣ 9 N Camp St - a zoom hearing is scheduled for July 7 at 10 am to consider the Borough's Petition to Administer the Estate. Attorney Spurlin advises that a representative from the Borough join the meeting. The decedent's daughter does not want the responsibility of the house and advises the Borough to condemn the house due to various problems.
 - ✓ Mayor Markel stated that the grass needs to be cut and a portion of the fence that is leaning on the neighbor's property needs to be removed. Dean advised that Bob should send a letter to the property and also to the beneficiaries to notify them about this. Ten days after the letters have been mailed, Council can pay for someone to clean up the yard, and the expense will be added to the estate.
- ♣ Council members previously asked Dean if additional Solicitor fees to follow-up with the resident on Water St who is not paying the fines he was charged could be added to his account. Dean stated that additional fees cannot be applied. Council members asked Dean to reach out to the resident again as payments are not being made.

Council Members:

- ♣ Council members reviewed Ordinance #1-2020 which established a tax credit program for volunteer firefighter members who live in the Borough. The Ordinance allows residents who volunteer with Laurel Fire Dept or the Red Lion Ambulance Association to be eligible for a \$500 Earned Income Tax Credit. Dave Rittenhouse

previously requested that the Ordinance be changed to reflect that Borough residents who volunteer at any fire dept would be eligible for the tax credit. In addition, Council members discussed increasing the tax credit amount. Council members were in agreeance that the Ordinance should be changed. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved increasing the tax credit amount to \$1,000.* The Solicitor will draft an Ordinance.

- ♣ Matt received a complaint regarding 118 E Main St. The yard is not being maintained. The grass is overgrown, so rodents are in the yard. There is also a pool, and a large amount of water sits on top of the pool cover. Matt will ask Bob to contact the owners.
- ♣ Council members discussed which company should manage the Borough's website. Council members did not have a preference as it appears that the services and price are comparable for both companies (Double Dog Communications & Course Vector). Donna stated that Course Vector has been keeping in touch to answer any questions. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously approved using Course Vector to manage the Borough's website.*
- ♣ Penny stated that she is working with Gingrich Memorials to revise the project quote for the Memorial in hopes that the Borough can get a grant to help with the restoration of the Memorial.
- ♣ Matt stated that the Lions Club had their Family Fun Day on Sat May 30th. There was a nice turn out and the Lions Club provided free refreshments. The event included vendors, crafts and a bounce house for kids. The Lions Clun would like to host more community activities.
- ♣ Matt briefly discussed getting part time office help. He will work on drafting job duties and pay amount to review with Council members at another meeting.
- ♣ Donna provided information from the York County Solid Waste Authority on things to consider when choosing a garbage company. They also provided the contact information for local garbage companies and advised that Council should have a meeting with the companies to ask questions before advertising a bid packet. Some things to consider are:
 - ✓ Can they accommodate the same pick-up days?
 - ✓ Are toters or specific types of trash cans/recycle cans required?
 - ✓ What is the cost difference from 1 time a week pick-up instead of twice a week?
 - ✓ If going with a different company, what will change?
 - ✓ What length of contract is better?
 - ✓ Larry is pleased with Penn Waste's service and will reach out to them first to discuss an upcoming contract.
 - ✓ Larry and Penny will reach out to several garbage companies to ask questions. This should be done by August so a bid packet can be put together.

Secretary-Treasurer:

- ♣ Donna advised Council members that Rob Barclay has not paid the past due quarterly sewer and garbage bills for his property located at 40 W North Ave. The amount due is \$911.26. In addition, the escrow account needs to be replenished as there is only \$967.71 left. Donna has reached out to Rob Barclay several times about paying the bill and replenishing the escrow account. Council advised that Donna reach out to the Solicitor to get assistance with this.
- ♣ Donna reported that the York Housing Authority sent a letter stating that they were unable to pay "in lieu of taxes" for the 8 rental units in the Borough due to high utility expenses. It was noted that this is the 3rd year the Housing Authority could not pay any property taxes.

Maintenance:

- ♣ Steve stated that a resident notified him this morning about a sinkhole on Baseball Alley (at Penn St). Steve was unable to get a repair quote, but it will need to be fixed immediately. *On a motion from Penny Dzubinski, and second from Rich Mitzel, Council members unanimously approved the repair.*
- ♣ Steve stated that the pedestrian crosswalk signal on Main St (at the pizza shop) was hit by a truck last week and needs to be repaired. Steve was unable to get the truck information. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved the repair.*
- ♣ Met Ed provided a quote to install a new light on South Ave. Steve stated that this area is very dark and a light will help when he needs to snowplow. Council members commented that they like the new LED lights that Met Ed recently installed in the Borough. All streetlights have been upgraded with LED lights. The cost for a new streetlight will be \$2,600. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved a new streetlight.*

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

On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 8:40 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer