

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
May 4, 2026
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday May 4, 2026 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

Donna Martin, Secretary-Treasurer

Penny Dzubinski (absent)

Steve Carr, Maintenance Supervisor

Rich Mitzel (absent)

Dean Reynosa, Solicitor (MPL Law Firm) (absent)

Joseph Bryant

Bob Huska, Codes Enforcement Officer

John Runge, Engineer (Gordon Brown Associates)
(absent)

On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved the April 6, 2026 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided a report for the month of April for the Laurel Fire Dept. The following was discussed:
 - ✓ The dept had a total of 34 dispatches in April with 2 being in the Borough.
 - ✓ 5 members are registered for the ProBoard Traffic Incident Management testing in June.
 - ✓ 3 Applications for membership will be voted on at their next meeting. 2 people are already certified at the ProBoard Firefighter II Level or higher.
 - ✓ The new engine has been inspected and once the engine arrives at the station, they will install the radio and equipment will be mounted. After driver/operator training has been completed, the engine should be in service in July or August.
 - ✓ Dave is working to enhance their website so that high school students/interested people can go to the website to research requirements and complete an on-line membership application.
 - ✓ Dave received approval from their insurance company so people who are interested in becoming a member can ride along with crew members and respond to calls in an observer role.
 - ✓ Dave discussed problems in keeping volunteers. Volunteers are required to get extensive training and certifications. The amount of time spent completing the training and time spent responding to calls can be a deterrent to volunteers. Although there are some incentives, such as Earned Income Tax credits, many volunteers are leaving because of the amount of time required to be a volunteer. Dave stated that many fire depts have to offer some type of financial compensation to keep volunteers. The fire department has been looking for other ways to bring in revenue so volunteers can be compensated. Windsor Township is reviewing their contribution level and Dave wanted to bring this to the attention of the Borough so they can consider increasing the contribution amount.

Codes Enforcement Officer:

- ♣ Street sweeping was held April 22nd & April 23rd. Bob will cite 8 vehicles for parking on the street. Bob needs to find owner information for a car that has out-of-state tags and a vehicle that has incorrect tag numbers.
- ♣ Bob discussed the Right to Know requests he received last month. The Solicitor reviewed the information that was being requested and approved releasing it. A request from Mr. John Garner was discussed as he wants information on properties in the Walnut Creek Development. Mr. Garner sent letters/emails stating that the Borough is not properly following the Uniform Construction Code when issuing Certificates of Occupancy's for new houses. The Solicitor approved sending the requested information and will review if proper procedures are being followed to issue a Certificate of Occupancy. Bob signs off for set-back inspections he completes and Common Wealth Code

Services, who inspects structural/electrical/plumbing work, signs off after their inspections are completed. Council members feel we are being compliant and transparent with all UCC codes.

- ♣ Bob followed up with the request from Mr. Butts (89 W Main St) to operate a small gun business in his house. Bob spoke with Dean and a letter was sent to Mr. Butts informing him that he will need to apply for a hearing to get approval from the Zoning Board.
- ♣ Bob has been sending violation notices to 44 E Main St for unsightly property. Bob did not receive a response from the owner and had the Solicitor assist in finding out owner information. The owners are deceased and the son lives in the house. Bob was able to send the violation notices to Executrix and the attorney handling the estate.
- ♣ Bob has been focusing on reducing the number of uninspected/unregistered/junk vehicles in the Borough. Efforts are focusing first on the more unsightly and partially unassembled junk vehicles.

Mayor: Nothing to report

Engineer: John's report addressed the following:

- ♣ Walnut Creek Development:
 - ✓ The Tot Lot sidewalk needs to be installed/completed by July 4.
 - ✓ It was noted that the York Co Conservation District, the DEP & the EPA conducted a site inspection on 4-22-26. The Conservation District noted deficiencies that need to be corrected by 5-20-26. Waiting to hear if the DEP or EPA issued any deficiencies. Keystone, the Barclay's and York Excavating were all fined.
 - ✓ Matt stated he saw 2 large, heavy trucks using School House Lane last week to deliver materials to the development. The drivers disregarded the signs about weight limit of trucks allowed on that road. Keystone and the Barclays have been reminded several times that heavy equipment is not allowed to use the School House Lane entrance because it is destroying the road. Since drivers are ignoring the Borough's requests and weight limit signs, Matt feels that Keystone or the Barclays should be required to pave the road once construction has been completed.
- ♣ An updated cost proposal was completed by TRG (traffic consultant) for the Penn St/Main St intersection project, and John will provide that information next month. He stated that a PennDot rep reached out to him to get updates on the project as PennDot will be paving Penn St sometime in 2027. Mayor Markel stated that tractor trailers cannot get through the intersection easily, so he feels the realignment is necessary.
- ♣ Cold-in-Place recycling for East 1st Ave began the week of 4/20/26. A soft area was found and inspected by John's office. The area had to be dug out and fixed and will need to sit for at least 30 days before it can be blacktopped. before paving can begin.
- ♣ HRG prepared a cost proposal to replace/repair the Herman & Heindel Ave bridges. The original bridge inspection report was downgraded to reflect current problems with the bridge. Council may need to consider closing down the bridges until repairs can be done. Weight limit signs are posted on the bridges, but heavy trucks continue to use the bridge. A grant in the amount of \$692,463 was awarded and John is seeking additional grants to make up the cost difference.
- ♣ John stated the W Main St Curb & Sidewalks Improvement project will be advertised in May and the bid opening will be in June. John is aware that additional funds will be needed for the project and will reach out to the York Co Planning Commission next month to see about obtaining the necessary funds.

Solicitor: Dean's report reflected the following:

- ♣ In order to move forward with the eminent domain process for the Main St/Penn St project, Council members need to approve authorization to pursue personal service and publication. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved authorization to pursue personal service and publication of the eminent domain process.*
- ♣ Dean did not have any updates on the 9 N Camp St property, but Mayor Markel asked if the property needs to be cleaned up again. Larry stated that a fence is falling over and grass may need to be cut again. Council members asked Steve to get a price for additional cleanup.
- ♣ Dean reported that the Borough received a notice from an attorney's office regarding a mesothelioma claim from Mr. Douglas Baadte. This is not a lawsuit against the Borough, but Municipalities are required to be provided with a notice of potential claims. The Borough's insurance company has been notified. The allegation states Mr. Baadte was exposed to asbestos while working for Conewago Contractors/Conewago Enterprises while placing utility lines in the Borough between 1972 -1993. Dean will provide updates as he receives information.
- ♣ Council members reviewed the draft of the Parking Ordinance that Dean and Bob have been working on. There were a few questions & suggestions from Dean. Bob stated his goal is to make sure the language is clear as this is an important tool to guide him. Bob needs a clear definition of what an abandoned car is & when it can be towed. Illegal parking areas need to be thoroughly explained. Matt stated that Bob should work with Dean to ensure the Ordinance will be enforceable.

Council Members:

- ♣ Donna stated that the Borough's General Liability Insurance will be renewed on 6-1-26. The Borough has used Kocman Insurance for over 15 years to provide insurance coverage. Glatfelter Insurance Agency reached out to Donna a few months ago to see if they could provide a quote. Donna felt it was time to thoroughly review the policy to ensure the Borough has sufficient coverage. Packets were emailed to Council members several days prior to the meeting so they could review the policy. The following was discussed:
 - ✓ Donna and Steve met with the Glatfelter agent on 3 different occasions to review coverage and ask questions. Each section of the policy was thoroughly reviewed and updated as needed.
 - ✓ An agent from Kocman Insurance has not met with Donna in at least 3 years to review the policy. Donna reaches out to them to add or make changes to the policy.
 - ✓ The premium amounts with both companies are relatively comparable.
 - ✓ Glatfelter Insurance offers higher coverage amounts at a lesser cost.
 - ✓ Glatfelter also provides Crime coverage whereas Kocman did not provide coverage.
 - ✓ Council members were in agreement that it would be wise to get higher coverage amounts at a lower cost.
 - ✓ *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved contracting with the Glatfelter Insurance Agency for the General Liability Insurance.*
- ♣ Donna informed Council members that the owner of 109 E Main St called and requested a payment arrangement for the past due garbage bill. Solicitor fees and a fine were added to the bill so the balance due is \$839.26. The owner stated the tenant wants to make payments of \$100 a month. Council members discussed the request and feel that a payment of \$300 (to be paid by the end of May) should be made and payments of \$100 a month are acceptable. Payments are due at the end of each month. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved the payment arrangement.*
- ♣ Council members received an email request from the resident at 18 E Main St. The resident stated she has a 5-year-old daughter who is autistic and when the child is scared or angry, she will wander away from the house. The mother has taken various precautions to keep her daughter from wandering away but is asking the Borough to consider posting a sign near her house stating, "Autistic Child". The mother is particularly concerned because of cars that speed down the street. The following was discussed:

- ✓ Council members were not sure if they would be allowed to post a sign since this is a state road. They recommended that the mother check with PennDot about getting a sign.
- ✓ Placing a sign on the street does not guarantee that people will slow down.
- ✓ This could be a liability issue for the Borough.
- ✓ A Council member suggested that the residents use deadbolts on the door to prevent the child from leaving the house/wandering away.
- ✓ Council members were in agreement that this is something the Borough should not get involved in.
- ✓ Mayor Markel stated that he took the liberty of contacting Child Services regarding this problem and provided them with the Borough office contact information.

Secretary-Treasurer:

- ♣ Donna stated that the Borough's electric contract will be expiring in September. The broker shopped for rates and recommended contracting with Constellation Energy. Given how electric rates have increased over the last 3 years, the broker advised going with a 48 month term at .0906. *On a motion from Joseph Bryant and second from Brenda Kramer, Council members unanimously approved contracting with Constellation energy for 48 months with a rate of .0906.*
- ♣ Donna reviewed the quarterly sewer and garbage bill for 40 W North Ave, owner is Rob Barclay. The bill has not been paid since July 2025. Donna emailed Mr. Barclay several times regarding the outstanding bill and also mailed several letters but did not receive a response. Donna was able to speak Mr. Barclay a few weeks ago and asked when the outstanding bill would be paid. Mr. Barclay stated they do not have the funds at this time and will pay the bill when funds become available. Council members want to wait until the next Council meeting to see if Mr. Barclay pays the bill by the May due date.
- ♣ Donna discussed getting another company to manage the Borough's website. Donna feels that the website is outdated and not user friendly. Donna stated that the person who manages the website doesn't always post things in a timely manner. Donna provided quotes from 2 companies. The companies are Course Vector and Double Dog Communications. Donna encouraged Council members to look at Red Lion Borough and Dallastown Borough's websites to see an example of what each company can provide. The following information was discussed:
 - ✓ The average start up cost (1 time fee) is \$3,200 and the average annual fee is \$800.
 - ✓ Website company will create, design and upload contents from our current website.
 - ✓ The Borough website address will remain the same.
 - ✓ Website company can create a Borough logo.
 - ✓ Will be able to post pictures of Council members, Mayor, residents, buildings, events, etc.
 - ✓ Will provide training so Donna can post things as needed.
 - ✓ Will also provide assistance to post items.
 - ✓ Will ensure website is ADA compliant which will be required in 2027. To be ADA compliant, website must allow users to enlarge print or have the ability to read items that are posted.
 - ✓ Council members will look at the websites and will discuss this next month.

Maintenance:

- ♣ Steve discussed increased problems with vandalism at the park. He stated that there is a group of girls along with other kids that take belongings from residents' property and throw it in the creek. They also paint vulgar obscenities on the dugout walls. Steve has been painting over the offensive graffiti. Residents who live close to the park have been complaining. A Council member also saw the group of girls vandalizing the park area. Council members acknowledged that with school being out soon, vandalism may increase. Council members asked Steve to keep an eye on the playground/park area and keep them informed.
- ♣ Steve provided information to Council members regarding paving a small section of E First Ave/Patterson Ave. The following was discussed:

- ✓ At last month's meeting, Dan Hoerr & Christine Emma requested Council to consider paving a small portion of Patterson Ave.
- ✓ After looking at the areas, Steve stated that a larger portion needs to be paved in order to keep the road intact.
- ✓ In order to prevent wash out, a larger section needs to be paved.
- ✓ Paving the extended area will help protect the road that has already been repaired/paved.
- ✓ Not paving it could cause damage.
- ✓ 70% of the area to be paved is in the Borough.
- ✓ *On a motion from Brenda Kramer and second from Joseph Bryant, Council members unanimously agreed to spend up to \$10,000 to pave a section of E First Ave/Patterson Ave.*

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

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

Respectfully Submitted,

Donna Martin
Secretary-Treasurer