

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

The regular monthly meeting of the Windsor Borough Council was called to order on Monday October 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
Brenda Kramer, Vice President
Penny Dzubinski (absent)
Rich Mitzel (absent)
Sabrina Bowman

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

On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved the September 8, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided an activity report for the month of September at the Laurel Fire Dept:
 - ✓ There was a total of 28 dispatches for the month.
 - ✓ Training classes for members continue.
 - ✓ Deputy Chief Souders and Chief Rittenhouse achieved ProBoard certification as Fire Service Instructor 1. This is a gateway to the ProBoard Fire Officer series certification for being able to teach certified classes in-house.
 - ✓ The 3rd Annual Fire Prevention Open House is scheduled for Oct 12th from 11-2 pm.
 - ✓ Dave informed Council members that the fire dept wants to apply for a Local Share Account grant but will need a Resolution from the Borough. Dave stated that they need to replace a Duty truck. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved Resolution #2025-7, approving the fire dept to apply for a grant through the Borough.*
- ♣ Brian Ferree, 7 Maryland Ave, attended the meeting to get clarification on the new Open Burning Ordinance. The following were discussed:
 - ✓ Information was in the recent newsletter that residents can apply for an Open Burning Permit and the Laurel Fire Dept would inspect the property to ensure certain requirements were met. Prior to the new Ordinance, open burning was not allowed in the Borough.
 - ✓ Brian stated that many years ago, Council members told him that he was exempt and was allowed to burn on his property because he has several acres of land, sits on the outskirts of the Borough and is not close to homes.
 - ✓ Brian asked if he needed to apply for a permit under the new Ordinance. Brian stated that whenever he needs to burn tree limbs, yard debris and such, he calls County Control prior to burning then calls them after he is done.
 - ✓ Council members agreed that Brian can continue to burn but wanted to issue a permit for the Borough records. Council members unanimously agreed that he was exempt from paying an annual fee because he was always allowed to burn at his property.
- ♣ Joseph Bryant, 61 E Main St, attended the meeting at the request of Bob Huska. Bob stated that there are 3 Zoning Board members but feels an alternate Zoning Board member is needed in case a Board member cannot

attend a hearing. Mr. Bryant stated he was interested in being on the Zoning Board and since hearings take place in the evenings, this would work for his schedule.

Codes Enforcement Officer:

- ♣ Bob reported that he notified the Magistrates Office that the Water St resident has not paid the fines the court imposed for 2 judgements. The judgments were signed by Judge Fishel and are now being filed at the Prothonotary's office for further action to be taken.
- ♣ A Zoning hearing is scheduled for Oct 15th at 6:00 pm. The Zoning hearing is for Chance Marsteller of Stellar Training who wants to open a character-building program for teens at the old church on 68 W Main St. Council members discussed the request for an alternate Zoning Board member and agreed it would be wise to have an extra person. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved appointing Joseph Bryant to the Zoning Board.*
- ♣ Rental license renewal letters were mailed to all landlords and fees are due by 1/1/26. If fees are not paid by this date, Bob has the option to impose a \$50 late fee.
- ♣ Bob stated that the property owner at 32 Water St contacted him about the inground pool. The owner wants to invest a substantial amount of money in new pool equipment and liner. The owner is seeking a letter from the Borough confirming that the pool is in compliance with Borough Codes. Bob pulled the permit that was originally issued in 2004 for the inground pool and determined the permit application did not provide any setback requirements or require property line verification. Bob discussed this with the Solicitor, and he feels that there are no safety concerns for this property, so Council members can uphold the original permit.
- ♣ Bob discussed the abandoned property located at 9 N Camp St with the Solicitor. Dean confirmed that no one was appointed to handle the estate's affairs. Dean advised that there are a couple of options for the Borough. The Borough can hire a contractor to take care of maintenance violations. The Borough would pay the contractor and place a lien on the property. The other option is to appoint a company (administrator) to maintain the property, put a lien on the house and push for the sale of the house. The Borough would pay for this service and not all fees would be recovered. It was noted that neighbors are complaining about rodents coming from the property. Council members asked Matt to get more information from Dean regarding appointing an administrator.
- ♣ Bob reported that the Tot Lot in the Walnut Creek Development has not been completed yet. Bob sent a letter to the Barclay's about the material/equipment lying around and the unsafe conditions. Some cleanup has been done but the playground has not been completed. Matt stated he will reach out to the Solicitor and request a letter be sent stating that if the project is not completed within 30 days, permits will not be issued. Council members were in agreement with this.
- ♣ Bob stated that he has experienced problems recently with issuing permits to residents who want to put fences/decks on their property at the Walnut Creek Development. Drawings of the locations of decks & fences do not always show accurate property lines or easement information. Bob has been consulting with the Engineer to ensure proper placement of fences and decks.
- ♣ Bob stated that he is working with the Solicitor to create a Certificate of Occupancy to be issued for existing properties that experience a change of use (as required by the Zoning Ordinance). Once the Solicitor has a draft, it will be presented for Council members to review.

Mayor: Nothing to report

EMA: Nothing to report

Engineer: Matt reviewed John's agenda

- ♣ John submitted the annual MS4 report.
- ♣ Walnut Creek Development:
 - ✓ The Barclay's have not completed the Tot Lot. John will speak to them again about the necessity of completing it very soon.
 - ✓ It appears that the erosion control issues have been resolved. York Co Conservation District continues to monitor the work site.
- ♣ A site visit was conducted at 2 houses regarding the wall retention erosion. Once the report has been completed and given to John, he will apply for a permit through DEP.

Solicitor: Matt reviewed Dean's report

- ♣ Dean stated he will reach out to the property owners that will be involved with the Penn St/Main St intersection project to see if they are willing to meet with Council members to discuss the project.

Council Members:

- ♣ The Borough received a letter from Kevin Smith, founder of Kindness Worldwide, asking that the Borough sign a Proclamation for "Kindness Week Worldwide". Kindness week will occur Nov 8th through Nov 15th. The movie "For Such a Time As This" will be shown on Nov 12th at the Appell Center for the Performing Arts. During this week, people will be encouraged to personify the theme "See the Good. Be the Good. Go the Extra Mile". *On a motion from Brenda Kranmer and second from Sabrina Bowman, Council members unanimously approved Resolution #2025-6 for Proclamation of Kindness Week Worldwide.*
- ♣ The York Co Planning Commission sent the approved contract for the W Main St Curb & Sidewalk Drainage Improvement project to be signed. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved Matt signing the contract.*
- ♣ Matt spoke with Dean regarding the need to update the Zoning Ordinance. Bob stated that no Ordinance covers setback requirements for pools or fences. Matt feels that the Zoning Ordinance needs to be updated but it will be a time-consuming project which will require the Engineer, Solicitor and Codes Enforcement Officer to review. Dean estimated that it will cost between \$5,000-\$10,000 to update the Ordinance. *On a motion from Sabrina Bowman and second from Brenda Krmaer, Council members unanimously approved updating the Zoning Ordinance with a cost of up to \$10,000.*
- ♣ Matt and the Mayor attended a meeting with Kipp Allison at Windsor Township to discuss water run-off problems as was discussed at last month's meeting. The amount of water that runs from the Chatham Creek development creates flooding problems with a few properties around the S Camp St area. The Township will camera the stormwater pipes to make sure everything is working correctly. Matt will attend the Windsor Township meeting on Oct 20th to discuss the problems.

Secretary-Treasurer:

- ♣ Donna informed Council members that the resident who has not paid their trash fee for several quarters was served a letter by Constable Michael Smith. The letter stated that the resident must pay the bill within 7 days of receiving the letter or Council would proceed with legal action. The resident has not paid the bill or attempted to contact Donna about the bill. At this time, the amount due is \$591.85. Council members discussed their options and Matt stated he will reach out to the Solicitor for assistance.

Maintenance:

- ♣ Steve suggested that a One Call fee be added to the fee schedule. Steve gets One Call requests to mark utility lines in the Walnut Creek Development for cable installation. Oftentimes, Steve must go out on weekends to mark utility lines, which is overtime hours. Steve suggested that Keystone be charged a fee to help pay for his overtime hours. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved charging \$45 for each One Call visit.*

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

Meeting was recessed at 8:12 pm and will re-convene for a budget planning session on Thursday, October 16th at 5:00 pm.

The Windsor Borough Council reconvened the meeting on Thursday, October 16, 2025 at 5:00 pm. The following members were present: Larry Markel, Matt Dietz, Brenda Kramer, Penny Dzubinski, Rich Mitzel and Donna Martin.

- ♣ Council members reviewed the preliminary 2026 budget. The following was discussed:
 - ✓ Council members discussed using the Constable, Mike Smith for Borough related activities, if needed. Council members would also like to increase his monthly fee to attend Council meetings to \$60 a month. The annual amount allotted is \$1,100.
 - ✓ Council members allotted an amount for donations to the fire dept, the Red Lion Ambulance Association, the Lions Club, the Food Pantry and the library. Council members will determine next year if the donation amounts will be increased depending on revenue and expenses at that time.
 - ✓ Council members had questions about the Red Lion Ambulance Association, what areas they serve and their financial status. Larry stated that he will contact the Association to get more information.
 - ✓ Matt reminded Council members that a portion of E First Ave will be paved next year so the amount of \$50,000 was allotted for road repairs.
 - ✓ Matt reminded Council members that they agreed to revise/update the Zoning Ordinance. The Solicitor estimated that the legal fees would be approximately \$10,000 so the budgeted amount for 2026 was set at \$25,000 for the annual Solicitor fees.
 - ✓ The Engineer fee was set at \$40,000 for 2026.
 - ✓ Council members discussed looking into using a Resident Notification system to alert residents of any emergencies or other important activities in the Borough. Council members agreed to put \$5,000 into the budget for a program.
 - ✓ Council members agreed that property taxes will not be raised in 2026.
 - ✓ Council members will have an Executive session at the end of the November Council meeting to discuss employee salary/benefits.

On a motion from Penny Dzubinski and second from Rich Mitael, Council members unanimously agreed to adjourn the meeting at 6:32 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer

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