

WINDSOR BOROUGH COUNCIL AGENDA

March 2, 2026

6:00 PM

Minutes from Previous Meeting

Citizens & Inquiries

Reports:

Codes Enforcement Officer

EMA

Mayor

Engineer – see agenda

Solicitor: see agenda

- Discuss letter from John Gardner

Council Members:

- Sign Resolution to appoint Rich Mitzel as Council member
- Approve Sabrina Bowman's resignation
- Discuss/review job description for Bob.

Secretary-Treasurer:

- MS4 audit to take place March 11th
- Wendy Fink event – March 12th
- Discuss bill for 109 E Main St

Maintenance:

- Discuss Maintenance Garage- door needs to be widened
- Trees overhanging into roadway – side of 27 W High on Deitz Ave & 154 W Gay on Mark Ave.
Causes problems when plowing

Approve General Funds Bills

WINDSOR BOROUGH COUNCIL MEETING
Monday, March 2, 2026
ENGINEER'S PROJECT UPDATE

YCPC – MS 4 Program

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

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.**
 - **Review/approve Phase #1 Surety Reduction Request #3 & Phase #2 Surety Reduction Request #2.**
- Phase III Final Plan:
 - Processing Building Permit Applications.
 - **Review/approve Phase #3 Surety reduction Request #2**

Phase IV Final Plan:

- Site & Utility work – **Stopped due to weather.**
- 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**

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.**
 - Meet with Property owners **(Spring 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 **(Spring/Summer 2026).**

- Penn DOT Street Betterment Program project (North & South Penn St.) scheduled to Bid in 2027. Appears this date may be pushed.

Grant Opportunities:

- Continue to research and gather opportunity information (Donna).
- Green Light Go Grant (Penn & Main Streets – 2027)
- Multi-Model Grant – Awarded \$692,463 for replacement of Herman & Heindel Bridges. Upon receiving and executing Contract, coordinate design – permitting – bidding. **Scheduling meeting with Bridge Consultant to be scheduled in March.**
- 2025 Category 4 – Local Share Grant – **Waiting on notification.**

Fishing Creek- Borough/Resident wall permitting:

- Walk West Gay Street to determine property wall issues. **Schedule after snow melts.**
- Coordinate with residents on wall issues and Borough's proposal.
- Update permit application.
- Schedule another pre-application meeting with DEP
- Electronic filing of GP-11

YCCD Dirt, Gravel, Low volume road grant Projects:

- East 1st Avenue – **Coordinate with Contractor on completing cold-in-place reclamation and paving. Looking to start remaining portion of project in April depending on the weather.**

Statewide Local Share Grant for Bridges (Herman & Heindel):

- 2025 Statewide Local Share Grant -- **Waiting on decision.**

2024 – 2026 CDBG Grant:

- W. Main Street Curb & Sidewalk/Improvements
 - **Prepare and submit PennDOT Highway Occupancy Permit application for curb installation/restoration following plan modifications.**
 - **During project walk through with Larry we decided to expand the limits of work to account for the sidewalk replacement at 222 W. Main St. (Commercial Building)**
 - **Reach out to YCPC to see if there are additional funds available.**
 - **Citizen's Informational meeting scheduled for 5:30 PM March 2, 2026, before the scheduled Borough Council meeting.**

- **Advertise project in March/April.**
- **Bid opening April/May.**
- **Larry and I met with affected property owners on 2/16/26 to notify of project and informed them of informational meeting on March 2, 2026, at 5:30 PM at the Borough Office.**

FEMA Flood Plain Requirements:

- Provide updates as needed.

GLB&A Project Cost Tracking:

- Will be provided **in April (Quarterly).**

General Discussion Items:

- Water runoff from stormwater ponds in Windsor Township
 - Larry coordinating with Bret Raver on televising storm sewer line.
 - GLB&A will reach out to Med Ed on work within easement.
 - Check with Kipp at Windsor Township on horse farm runoff.
- Coordinate with solicitor on updating Zoning & SALDO Ordinances (2026). **Started**
- 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.
- Walnut Creek HOA document (received), President, and individual responsible for decisions or interpretations. Waiting on follow-up from Rob Barclay. **Connected with Rob Barclay and he provided me with the executed Declaration of Covenants and Restrictions for Walnut Creek. Electric file was forwarded to Solicitor, Donn, and Matt. Appears from conversation with Rob Barclay PA Management Team is responsible for overseeing the covenants.**
- Walnut Creek Phase 3 & 4 – Bond reduction, Phase 3 – Nothing submitted; Phase 4 – No bond submitted. Working on conditionally approved Final Plan. No submissions/updates.
- Trucks still use older portions of Schoolhouse Lane. Solicitor (Dean) has researched validity of enforcing “Weight Limit Sign”. Needs engineering study. Dean has referenced in his meeting report last month. **Coordinating on a letter to put Barclay’s & Keystone on notice that they may be responsible for repairing road damage.**
- Keystone house stakeout & confirmation by Bob – Coordinated with Keystone on giving enough advanced notice before excavation starts. Solicitor sent a letter – No response. GLB&A has directed Keystone to address this issue. **Keystone confirmed that house location was good and met setback requirements.**
- 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 Spring to review/discuss modification to the vault to improve the situation.
- Coordinate with Matt D. on walk above & below Racetrack Road to evaluate potential Stormwater Control Facility (late Winter/early Spring).



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MEMORANDUM

Attorney-Client Privileged and Confidential

TO: Windsor Borough Council
FROM: Dean E. Reynosa
DATE: March 2, 2026
RE: March 2, 2026, Solicitor's Report

Solicitor Report Agenda Items:

- Consideration of Resolution to Appoint Richard Mitzel as Member of Borough Council. The resolution has been drafted and it is attached. This item needs to be on the Borough Council Agenda for Monday, March 2, 2026.
- If there is another individual interested in appointment as a member of Borough Council, we would need to place his/her consideration on the agenda for the Month of April.

Old Business

- Main Street Intersection – I understand that there should be an updated plan that can be included with a request to seek eminent domain related to the intersection. Once an updated plan is prepared, we can move forward with the adoption of an ordinance declaring the Borough's intent to utilize eminent domain to secure the necessary property for the intersection realignment. I recently discussed this issue with Attorney Doug France (counsel for Mr. John Frey – 3 E. Main Street, Windsor) and Attorney Richard Mylin (counsel for Mr. Thomas Abboud – 2 W. Main Street). I explained that I would share a copy of the updated plan with counsel once it is available. I have not heard from anyone on behalf of the property owners at 5 W. Main Street (Yakubowski/Rauhauser).
- 9 N. Camp Street – Attorney Erik Spurlin of MPL Law Firm, LLP, said that he would be preparing a petition to open an estate and would be sending paperwork to Donna Martin for review and signature on behalf of the Borough. Since it is not a next of kin or an executor/rix opening the estate, a rule will likely be issued on the statutory beneficiaries (children and/or next of kin) advising them of the effort to open the estate and if they choose to do so, they

could open an estate within that time frame. If they open an estate, the Borough will not have to follow through with opening the estate and can seek reimbursement and enforcement through the estate.

- George Herbert – The two judgments were submitted for filing at the Prothonotary’s Office. Filed copies of the judgments were attached to the December 2025 Solicitor’s Report. At the January 2026 meeting that Mr. Herbert made another payment. We were instructed to hold off pursuing execution of judgment proceedings to see if payments continue to be made by Mr. Herbert.
- Zoning Ordinance – I spoke with John Runge and we discussed a plan to begin this task. This would likely be a year-long process as it would involve additional agency review.

Pending Plan Agenda Items:

- Wynthrop Partners has requested a reduction of the bond for the development based on its report that some of the improvements have been completed and has requested that bonding should be reduced accordingly. Gordon Brown & Associates office has undertaken the review of this request. I understand that the request for reduction was received within the past two weeks from Wynthrop Partners. We need to confirm the date of receipt from John Runge’s office.

Miscellaneous Items

- **Schoolhouse Lane** – At the January 2026 Council Meeting, a discussion was held concerning heavy vehicles using Schoolhouse Lane. It was asked whether the Borough could put up a weight restriction sign limiting traffic to certain vehicles. As mentioned in earlier Solicitor Reports, such restrictions must be made by ordinance after a proper “engineering and traffic investigation[.]” It is possible at times to include restrictions in Developer Agreements or in a Project Transportation Plan. There is language in the Developers Agreement about Schoolhouse Lane, but it does not specifically state that it is restricted for construction use. Second Amendment to Development and Financial Security at ¶ (4)(a). (Attached). Also, the most recent plan set includes the following note:

Any existing bituminous paving, concrete curb, concrete pads, sidewalk, utility or other existing improvements (scheduled to remain) that is damaged by construction activities shall be removed and replaced, or repaired with material equal to or exceeding that which was disturbed, or as specified by the owner. When removing or replacing concrete curb, concrete pads and/or sidewalk, removal shall be to the nearest expansion joint if possible to create a clean, tooled (non-sawcut) joint. Provide dowels at joints and install new expansion joint material as required.

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See Final Subdivision Plans – Phase 1 recorded March 21, 2022, General Construction Notes # 7. (relevant page attached – but it is blurry). I have drafted a letter putting Wythrop Partners and Keystone on notice that the Borough reserves the right to seek damages for any repairs that may be necessary to Schoolhouse Lane. The draft letter is attached for approval.