

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**August 4, 2025**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday August 4, 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  
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 Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the July 7, 2025 Minutes.*

**Citizens & Inquiries:**

- ♣ Dave Rittenhouse provided an activity report for the month of July at the Laurel Fire Dept:
  - ✓ There was a total of 40 dispatches for the month; 13 calls in the Borough were related to the big storm.
  - ✓ 2 members completed the forcible entry class.
  - ✓ Dave Rittenhouse recently received ProBoard Certification on Passenger Vehicle Rescue and Heavy Vehicle Rescue at the Technician level.
  - ✓ The fire dept is looking into applying for a Local Share Grant and will decide which project to submit. The fire dept will need Council members to approve and sign a Resolution to submit with the application.
  
- ♣ Brenda Dietz attended the meeting to provide an update on the Kaltreider Benfer Library:
  - ✓ The library is open 52 hours a week, which is more than any other York County library.
  - ✓ They provide over 40,000 books & materials, tech support and reference services.
  - ✓ They provide early learning programs, adult seminars, & digital literacy classes.
  - ✓ \$100,083 was raised in 2024 through fundraising events
  - ✓ 44 volunteers gave 5,910 hours of service
  - ✓ 445 Windsor Borough residents are library users and 33% of Borough residents have library cards.
  - ✓ Windsor Borough donated \$4,000 to the library in 2024
  - ✓ Brenda thanked the Borough for their continued support and asked Council members to consider donating more funds next year.
  
- ♣ Brenda Dietz provided an update on the Windsor Lions Club:
  - ✓ There are 20 members in the Lions Club.
  - ✓ Meetings occur the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month.
  - ✓ The Lions Club provides community activities such as a monthly Community Breakfast, Halloween & Christmas parties, Fun Faire in May, Blessing Box which sits in front of the Lions Club building for residents to take/give food, placing flags at the cemetery on Veterans Day, participating in Wreaths Across America to honor veterans and road clean up in the Borough.
  - ✓ The Lions Club is currently collecting certain types of plastics to recycle such as grocery bags, shrink wrap, Amazon packaging, bubble wrap, plastic packaging for toilet paper, paper towels, etc. Their goal is to collect 1,000 lbs so they can earn an outdoor bench that will be used in the Borough. Residents can bring these types of “soft plastics” to the Borough office or reach out to a Lions Club member.

- ✓ The Lions Club building is available to rent for parties and gatherings.
- ✓ Residents can contact the Lions Club if they are interested in becoming a member.

♣ David & Trudi Moritz attended the meeting to discuss several concerns:

- ✓ There are low hanging limbs/tree branches or bushes that spill out into the roadway in several alleys. The Moritz's stated that cars & trucks have a hard time getting through the alleys. Bob Huska stated that he sent letters to property owners and will monitor it to ensure the brush/tree limbs are cut back.
- ✓ The Moritz's were upset about the recent problem with trash collection. Their trash was not picked up on a Thursday and on the following Monday. They called Penn Waste to report the missed collection both times but had a very difficult time getting through to speak with a rep. The Moritz's also stated that Penn Waste has not picked up their trash on several different occasions but would pick up the trash at the neighbor's house beside them.
  - ❖ Matt explained that the entire Borough was missed on a Thursday but trash was picked up on the following Monday for most residents. It was noted that Penn Waste missed collecting trash for residents on the following Monday at East First Ave and for some residents at the end of W Main St.
  - ❖ Donna stated that for 2 days, residents were very upset and called the office to find out why their trash was missed. Donna advised them to call Penn Waste or file a complaint on their website. Donna called Penn Waste and emailed Penn Waste Supervisors several times but was unable to speak with anyone.
  - ❖ A complaint form from the resident at 128 W Gay St was received. The resident states that over the last 3 months, Penn Waste did not collect their trash 7 times. The resident stated that she called Penn Waste and also submitted a "Missed Collection" form on their website but did not get a reply from Penn Waste.
  - ❖ Donna stated that other Municipalities experienced the same problem in the last month where trash was not collected and no one from Penn Waste called the office to inform them that there would be no trash collection that day. Donna also stated that over the last 6 months, she has had an increase in the number of residents calling to complain about missed collections.
  - ❖ Mayor Markel stated that overall, he is pleased with the service that Penn Waste provides, and they have done a great job over the years. He understands they may have a problem at times with not having enough drivers or when trucks break down, so everyone needs to be more patient when this happens.
  - ❖ Mayor Markel is upset that Penn Waste did not reach out to him to advise that they would not be able to pick up trash on Thursday. The Mayor explained to Penn Waste before that they should contact him directly when there will be a problem with trash pick-up as he is always available.
  - ❖ Matt stated that Council members will discuss the Penn Waste situation later in the meeting to determine what can be done.

♣ Dave Rorhman (143 W Main St) attended the meeting to discuss flooding problems at his property. Mr. Rorhman stated that there is a low spot in the alley which allows water to travel downhill onto their property and floods their yard/basement. Steve suggested a rolled curb be installed in the alley which will help divert the water away from his property. Steve stated that there is a paving project coming up soon (before Oct 15) and he will incorporate adding a rolled curb at that time.

♣ 2 Complaint forms were turned into the office by a resident at 84 & 86 School House Lane. The residents stated that their neighborhood is full of mosquitoes so they and their children cannot be outside for long. The residents are questioning if the retention pond at the new development is responsible. Matt stated that it has rained a lot during the summer months so that is contributing to the problem. Matt will also ask Keystone or the Barclays to check the retention pond and make sure it is working. In addition, Matt will reach out to the Conservation District to see if they can offer some suggestions on ways to decrease the mosquito population.

**Codes Enforcement Officer:**

- ♣ Bob stated that no further action has been taken against the resident at 38 Water St for placing a carport on the property line. The neighboring property will be sold soon so Bob will wait to see what happens after that.
- ♣ Bob continues to follow up with residents that have not cut their grass and have tree limbs and shrubs growing into the alleys. Bob sent out 55 letters of violation notices to residents.
- ♣ Bob received complaints about roosters in the Borough. The question was raised whether roosters were allowed in the Borough. Bob stated there is nothing in the Pet Ordinance that roosters are not allowed and the Ordinance doesn't say anything about disturbances from roosters. Bob stated that the disturbance caused by the animal can be controlled by enforcement of the Noise Ordinance. Bob will reach out to the resident that has roosters and are disturbing neighbors.

**Mayor:** Nothing to report

**EMA:** Nothing to report

**Engineer:** Matt reviewed John's agenda items

- ♣ Walnut Creek Development:
  - ✓ The storm pipe to the new stormwater basin needs to be installed by Aug 15<sup>th</sup>. This was supposed to be done several months ago.
  - ✓ The York Co Conservation District reported that Keystone and the Barclays currently have 12 construction violations/deficiencies at the new development and have a limited amount of time to make all necessary repairs. Council members discussed holding Building permits until all deficiencies have been corrected. The Solicitor advised that if the plans are Bonded, the Borough cannot withhold permits. Dean will send a letter to Keystone and the Barclays advising that they have 30 days to correct all violations or Bond funds will be used to pay for repairs. Dean will also advise the Barclays and Keystone to reach out to the Conservation District as they are fixing the violations.
- ♣ John is coordinating with the contractor to repair sections of the new concrete sidewalk in front of gas meters at 11 & 19 E High St. He is also coordinating with the contractor on seeding /mulching bare areas within the project limits.
- ♣ John is preparing a bid document for the East 1<sup>st</sup> Ave project to be advertised in August with a bid opening on Sept 1<sup>st</sup>.

**Solicitor:** Matt reviewed Dean's agenda items:

- ✓ Dean sent letters to property owners regarding the Main St/Penn St project, but they did not reply back expressing an interest in discussing it.

**Council Members:**

- ♣ Council members discussed changing Myers Ave into a 2 way street. Dave Rittenhouse suggested this at the July Council meeting as he feels that it is safer for people to use Myers Ave to turn onto E Main St instead of using Wise Ave. Council members agreed that it may be easier to see oncoming traffic from Myers Ave. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved changing Myers Ave from a 1 way street to a 2 way street.*
- ♣ Representative Wendy Fink's office sent an email explaining that Wendy would like to hold an event at all Municipal buildings in the fall and winter months. The event will be for Borough residents on March 12, 2026

from 5-7 pm. Residents can bring documents that need to be shredded and drop off medications to be disposed of.

- ♣ Council members discussed the complaints from residents about Penn Waste. Mayor Markel feels Penn Waste should be reminded if a scheduled trash pick-up is cancelled, they should reach out to him and/or communicate with the office. Matt will reach out to Dean to draft a letter.

#### **Secretary-Treasurer:**

- ♣ Donna discussed the court ordered fines that a resident owes because of not obtaining a proper permit. The total fines are \$2,883.38. The resident paid \$300 so the balance due is \$2,583.38. Donna stated that the resident hasn't made a payment since March. Donna mailed letters to the resident about making monthly payments but has not received a response. Council members discussed putting a lien on the property to ensure the fines are paid. Matt will discuss this with the Solicitor.

#### **Maintenance:**

- ♣ Steve stated that the storm in July damaged the Myers Ave bridge and repairs need to be made to the deck. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved spending up to \$10,000 to repair the bridge.*
- ♣ Steve stated that mulch is needed for the playground. Mulch was not spread on the playground last year, so it has gotten very low. Steve does not have an estimate of the cost at this time. Council members agreed that mulch is needed, and it can be taken out of the Recreation fund account. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved getting mulch for the playground.*

*Council members went into an Executive Session at 7:35 to discuss a potential litigation matter. The Executive Session ended at 7:50 pm.*

*On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously approved to pay the current invoices.*

*On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously agreed to adjourn the meeting at 7:51 pm.*

*Respectfully Submitted*

*Donna Martin /Secretary-Treasurer*