

WINDSOR BOROUGH COUNCIL AGENDA

June 1, 2026

6:00 PM

Minutes from Previous Meeting

Citizens & Inquiries

- Rob Barclay to discuss Walnut Creek Phase IV (final approval)

Reports:

Codes Enforcement Officer

EMA

Mayor

Engineer – see agenda

Solicitor - see agenda

- Review and approve Ordinance #2-2026 (Unacceptable Waste & Discharges)

Council Members:

- Discuss fire dept earned income tax credit. Fire Co asking that the Ordinance be changed to include all volunteers in the Borough will be eligible, despite what company they volunteer with. Current tax credit is a max of \$500. Does Council want to increase the credit amount?
- Review/approve contract from HRG regarding bridge engineering fees (Herman & Heindel)
- Discuss Herman Ave bridge monthly inspection
- Discuss part time office help
- Discuss garbage contract considerations
- Discuss website company

Secretary-Treasurer:

- Discuss bill for 109 E Main St (has not made a payment)
- Discuss bill for Mr. Barclay (40 W North Ave). Bill not paid, amt owed \$911.26. I also advised him that the escrow account needs to be replenished.
- Housing Authority cannot pay "In Lieu of Taxes" this year due to utility expenses

Maintenance:

- Discuss installing a street light on South Ave. Cost will be approximately \$2,600
- Pedestrian crosswalk signal by pizza shop to be repaired

Approve General Funds Bills

WINDSOR BOROUGH COUNCIL MEETING
Monday, June 1, 2026
ENGINEER'S PROJECT UPDATE

YCPC – MS 4 Program

- Continue monitoring & improving implemented programs.
- Sch. Training/review/update meeting with Donna (Summer 2026)
- Review & update files with required monitoring forms (Process started) – **Need to insert information into Donna's files.**
- DEP MS4 Inspection Audit completed 3/11/2026 -- No violations.

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. **Direct John Barclay to complete by end of July.**
 - Review/approve Phase #1 Surety Reduction Request #3 & Phase #2 Surety Reduction Request #2. Conditionally approved based on Engineer & Solicitor review & approval. Reviewed resubmitted Surety Reduction request and provided approval letter. Surety Reduction release letter sent.
- Phase III Final Plan:
 - Processing Building Permit Applications.
 - Review/approve Phase #3 Surety reduction Request #2. Conditionally approved based on Engineer & Solicitor review & approval. Reviewed resubmitted Surety Reduction request and provided approval letter. Surety Reduction release letter sent.

Phase IV Final Plan:

- Site & Utility work.
- 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. Surety was conditionally approved based on Engineer & Solicitor review & approval. Reviewed revised Surety breakdown and provided approval letter. **Surety letter sent, need confirmation on reduced surety being in place. Barclay's looking to record Phase #4 – need outstanding comments/conditions referenced in GLB&A comment letter dated 4/7/25 addressed, amended Developers & Stormwater Agreements reviewed and approved by solicitor and Borough Council.**

NOTE: YCCD-DEP-EPA conducted a site inspection on 4/22/2026, YCCD sent inspection report with deficiencies needing to be corrected by 5/20/2026 (9:00 AM site inspection). Waiting to see if DEP or EPA issue

any deficiencies. The 5/20/2026 follow-up site inspection completed and Developer & Builder are addressing deficiencies.

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 (Summer 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 (Summer 2026).
 - Penn DOT Street Betterment Program project (North & South Penn St.) scheduled to Bid in 2027. Appears this date may be pushed. Penn DOT's consultant reached out for an update on the Borough's intersection project. I will follow up the week of 5/4/2026. Followed-up and sent PennDOT consultant unofficial copy of the proposed intersection redesign.

Grant Opportunities:

- Continue to research and gather opportunity information (Donna).
- Green Light Go Grant (Penn & Main Streets – 2027)
- 2025 Category 4 – Local Share Grant – Waiting on notification.
- YCCD – Dirt/Gravel/Low Vol. Rd. Grant – Applications due 6/9/26 – 9/1/26

Fishing Creek- Borough/Resident wall permitting:

- Walk West Gay Street to determine property wall issues. Completed walking evaluation.
- Prepare base mapping of locations with pictures. (June/July)
- Coordinate with residents on wall issues and Borough's proposal. (July)
- 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 – Cold-in-Place Recycling & Paving scheduled for April. Cold-In-Place Recycling began week of 4/20/26. Encountered soft area. Inspected by GLB&A office 4/28/26. Area in question was dug out and repaired. Looking to cover cost with excess funds. May require a change order.

- Review & approve 2nd payment request for Cold-In-Place recycling operation completed. Wearing course scheduled to be placed in June.

Bridge Grants (Herman & Heindel):

- 2025 Statewide Local Share Grant -- **Waiting on decision.**
- Multi-Modal Grant - \$692,463.00 Awarded.
 - **Contract for Heindel Ave. bridge executed – Bridge Engineer proceeding with design.**
 - **Review issues with Herman St. Bridge.**
 - **Submit Multi-Modal Grant application by 7/31/26 for additional funds due to expanded project scope.**

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. Directed by YCPC to submit request for additional funds. **Additional funds request to be submitted following bid opening.**
 - Citizen's Informational meeting conducted at 5:30 PM on March 2, 2026, before the scheduled Borough Council meeting.
 - Advertising project in May. (Completed)
 - Bid opening June. (Review & Award)
 - 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. Met with residents week of 3/30/2026 to review design modifications.
 - Schedule meeting with YCPC to review bid package. Completed 4/22/26.

FEMA Flood Plain Requirements:

- Provide updates as needed.

GLB&A Project Cost Tracking:

- Will be provided quarterly – **2nd quarter (July 6, 2026)**

General Discussion Items:

- Water runoff from stormwater ponds in Windsor Township
 - Larry coordinating with Bret Raver on televising storm sewer line. **Update**
 - 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). **Process Continues**
- 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 (Rob Barclay), and individual responsible for decisions or interpretations (P.A. Management). 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, Donna, and Matt. Appears from conversation with Rob Barclay PA Management Team is responsible for overseeing the covenants.
- 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. **Letter Sent**
- 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. **Steve coordinating.**
- Coordinate with Matt D. on walk above & below Racetrack Road to evaluate potential Stormwater Control Facility (late Winter/early Spring). Completed, prepare estimate to do a preliminary evaluation. **(July/August)**



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MEMORANDUM

Attorney-Client Privileged and Confidential

TO: Windsor Borough Council

FROM: Dean E. Reynosa

DATE: June 1, 2026

RE: June 1 2026, Solicitor's Report

Solicitor Report Agenda Items:

- Parking Ordinance – I previously shared the draft ordinance. Please advise if there are any questions or edits to the draft. Once finalized, we can advertise for adoption. If ready to adopt, this should be on the public agenda as an action item to vote on authorizing the advertising of the ordinance for adoption at the July meeting.
- Sewage Ordinance Amendment – The Environmental Protection Agency updated the levels of certain contaminants that are “specifically prohibited” for those municipalities that are partners with the Springettsbury Township’s Wastewater Treatment Facility. The updated levels are to be amended by ordinance not later than June 1, 2026. I have attached to this report: (1) Proposed Ordinance to Amend; (2) Advertisement Order for Ordinance consideration on June 1, 2026 (5/19/26); (3) Ordinance 4-2003 (Original Ordinance to be amended); (4) Ordinance 2-2011 (first amendment to Ordinance 4-2023); (5) February 2, 2026, e-mail from EPA to Springettsbury Township engineer re: updated requirements; (6) Portion of Springettsbury Township’s Code of Ordinance to be adopted and incorporated; and (7) Yoe Borough’s Ordinance that was used as a guide for the adoption. The ordinance adopts Springettsbury Township’s provisions that identify prohibited substances including the updated chart with the new levels.

Old Business

- Main Street Intersection – we are waiting for the specific property descriptions for the areas to be taken. There is a possibility that the eminent domain process could be initiated by a resolution to authorize a Declaration of Taking. The realignment of the road would still need to proceed with the ordinance process previously outlined. I followed up with John Runge

concerning the need for a final plan that describes the exact area of taking for the eminent domain action.

- 9 N. Camp Street – Attorney Spurlin reported that there is a hearing scheduled for **July 7, 2026, at 10:00 a.m. by Zoom** to consider the Borough’s Petition to Administer the Estate. Attorney Spurlin said that it probably “wouldn’t hurt to have someone from the Borough appear by Zoom[.]” He also provided the following update by e-mail ---

Yes – a hearing has been scheduled for early July. The son, Daryl, objected to the Borough’s petition, yet doesn’t want to proceed as administrator himself. And so a hearing is required.

I also spoke with the decedent’s daughter, Debbie, who indicated she believes there is a large hole in the roof at this point and that the Borough should pursue condemnation instead of an estate. I’ve never been involved in those proceedings and do not know whether it is a viable option (or whether an administrator would need to be in place to reach the finish line in terms of condemnation).

But, at present, we wait until July for the Register’s hearing. The son, Daryl, is very stubborn and difficult to deal with, though the Borough probably already knows that.

*Thanks,
Erik*

- George Herbert – We were asked whether the Borough would be able to collect additional counsel fees related to the collection of the outstanding judgments. The additional fees would not be collectable by the Borough. We would ask for confirmation whether the Borough would like us to pursue additional collection efforts.
- Zoning Ordinance – This would likely be a year-long process as it would involve additional agency review.

Pending Plan Agenda Items:

- Donna Martin had reported that the developer’s bank requested that the letter of credit reference numbers be included on the security reduction letter. The security reduction letter was updated to include the reference numbers.
- When I last spoke with Wynthop Partner’s counsel, Tim Bupp, Esq., I had asked whether we should be expecting whether his client will be expecting to finalize Phase 4 of the project. This

would require the preparation of an updated Developer's Agreement and Stormwater Agreement. I have begun drafting those agreements.

Miscellaneous Items

- Douglas J. Baadte Notice of Mesothelioma claim – I spoke with Donna Martin on May 19, 2026, and she confirmed that we have not heard yet whether the insurance company has accepted this claim for coverage. The last communication as reported in last month's report was that the insurance company had not made a determination as to coverage. I reviewed the Philadelphia Court docket last week (5/19/26) and there were no filings seeking to add Windsor Borough as an additional defendant in the case.

- Right to Know Requests -
 - (1) John Garner, March 20, 2026 – Responses were sent out April 16, 2026. Attached is a letter dated May 12, 2026, from the Pennsylvania Department of Labor and Industry received at the Borough on May 19, 2026, for Robert Huska and a copy was sent to Mayor Markel. I spoke with Pete Schilling on May 20, 2026, and he advised that he has seen these complaints in other municipalities. He said that other municipalities amend the title of the form that the zoning officer issues to a Land Use Certificate or another suggestion could be Final Checklist. This could essentially be a form with a checklist showing that all matters have been completed including the issuance of a Certificate of Occupancy by the required code inspector. I am not sure what information the Labor & Industry representative had before him when making the decision. Every property listed on the Labor & Industry letter (and I am told it is the same with all the properties) had a certificate of occupancy signed by a certified UCC inspector (Pete Schilling).
 - (2) John Garner, March 20, 2026 – Responses were sent out April 16, 2026. *See* comments above.
 - (3) Mark Zurada, Esq., April 13, 2026 – Responses were sent out on May 14, 2026, and they are attached.