

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
December 1, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday December 1, 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
Sabrina Bowman

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

On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved the November 3, 2025 Minutes.

Citizens & Inquiries:

- ♣ Dave Rittenhouse provided a report for the month of November:
 - ✓ There were 2 dispatches in the Borough.
 - ✓ Engine 37-2 was sold to Capon Bridge Fire Dept in WV. Proceeds from the sale were placed in a high yield CD. They will begin looking for a replacement engine in the next 2-4 years.
 - ✓ Several members are attending training classes.
 - ✓ Dave reviewed the earned income tax credit the Borough offers to Laurel volunteers. Dave stated there are a few Borough residents who are active with other fire companies but are not eligible to get the earned income tax credit because the Ordinance states it is for Laure Fire Company members. Dave requested that the Ordinance be changed to state that Borough residents who are active volunteer fire members are eligible to receive the tax credit. The Borough Solicitor will work on this.
- ♣ Willie Nevin of 2202 Windsor Rd attended the meeting to discuss some problems with Keystone. The following was discussed:
 - ✓ Keystone put up a fence on the property line between his house and 406/407 Little Walnut Ct. Willie questioned the permitting process and asked for clarification. Willie referred to an Ordinance which states a structure must meet a 10 ft side setback requirement. Willie considers a fence to be a structure. Bob Huska stated that he defines a structure as a building, not a fence.
 - ✓ Willie stated that the fence does not meet the HOA requirements because it is not made of aluminum or wrought iron. Willes asked if the Borough would look into this. Bob stated that the Walnut Creek HOA would have to review this.
 - ✓ Willie stated that when Keystone put up the fence, they also dug up a Memorial garden that his wife put in several years ago in memory of her son who died.
 - ✓ Bob stated that when he received the permit application for the fence, he reached out to Neil Bontempi at Keystone for clarification about the fence, size and placement. Mr. Bontempi also confirmed that he had the approval from the Walnut Creek HOA.
 - ✓ John Barclay was in attendance and stated that they have a management company that oversees the HOA rules, but he could not provide the name and contact number for the company. It was noted that the Borough and Bob Huska were not provided with the HOA management company information.
 - ✓ Bob discussed the permit application with the Solicitor before issuing it. The Solicitor and Bob stated that the fence is allowed to be on the property line, and the requested permit did not violate any Borough Ordinances.
 - ✓ It was noted that the Borough does not have an Ordinance for fences at this time.

- ✓ The Solicitor stated that this is a dispute between the Nevins and Keystone regarding the property line.

Codes Enforcement Officer:

- ♣ Bob reported that the Tot Lot in the Walnut Creek Development has been completed except for the sidewalk which is expected to be constructed when weather permits.
- ♣ Bob stated that he received a complaint from the resident that lives on the farm that borders the Walnut Creek Development. The following was discussed:
 - ✓ The resident stated that all kinds of debris, construction materials, boxes and netting are blowing into his yard and field. The resident stated that he collected a truck full of debris in one day and took it to the model home and dumped it in the yard hoping that the subcontractors would begin cleaning up each day.
 - ✓ Matt stated that he collects trash along Penn St monthly and confirms that it is construction debris from the development.
 - ✓ John stated that per the Developers Agreement, Keystone is responsible for keeping worksites clean. If they do not comply, the Borough can withhold building permits.
 - ✓ Council members feel that penalties should be imposed as this is an ongoing problem. Bob will check the Property Maintenance Ordinance to see if there are any violations that Keystone can be cited for.
 - ✓ The Solicitor will send a letter to Keystone about the problem.
- ♣ Bob stated that the Traffic/Parking Ordinance #1-2021, is outdated with a significant number of omissions and errors that would render it ineffective if challenged in court. Bob recommends a complete overhaul of the Ordinance. Council members approved Bob and Dean to update the Ordinance and incorporate the Handicapped Parking Ordinance. Once completed, Council members will review it.
- ♣ Bob reviewed the Certificate of Occupancy form that was provided last month. The form will be used when a property has a change of use. It was noted that there is a Certificate of Occupancy fee of \$25 in the Fee Schedule that would be applicable for this form. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved using the Certificate of Occupancy form and imposing a \$25 permit fee.*

Mayor:

- ♣ Mayor Markel asked if Matt or John will be attending the Windsor Township Board of Supervisors meeting in December to discuss the water runoff problem that is coming from the Township and affects the Borough. John and Matt stated they will attend the meeting to discuss how the problem can be fixed.

EMA: Nothing to report

Engineer: John discussed the following:

- ♣ John discussed taking ownership of the Walnut Creek Tot Lot. The following was discussed:
 - ✓ Council members wanted the Tot Lot to be dedicated before the Development was adopted so that it was available for the community.
 - ✓ Per the Developers Agreement, all work at the Tot Lot, including sidewalks, needs to be fully completed and inspected.
 - ✓ A Maintenance Surety bond is to be posted in the amount of 15%.
 - ✓ The developer would be responsible for repairs/defects during an 18 month period.
 - ✓ Deed of Dedication would need to be filed.
 - ✓ Once the Tot Lot is dedicated to the Borough, any repairs and maintenance would be the responsibility of the Borough.

- ♣ John provided an Application for Payment for the E. First Ave project. Recon completed the storm sewer portion of the project. The payment request is for \$56,543.05. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved submitting the payment request to the County.*
- ♣ John stated that he and Matt will meet with DEP to review and discuss the preliminary drawings for the Borough resident wall permitting. John would like to have an application ready to be submitted in the spring.
- ♣ John reviewed the W Main St Curb & Sidewalk grant project. He plans to advertise for bids in the winter, and construction will begin in the Spring of 2026. Steve asked if the resident at 204 W Main St is aware that the tree on the sidewalk will need to be removed because the roots pushed up a part of the sidewalk. John stated he will speak with the resident and the cost to remove the tree will be included in the cost of the project.
- ♣ Matt discussed concerns with the Herman Ave bridge. Matt stated that heavy trucks are parking in the private driveway at 128 W Main St. The driveway is attached to the Herman Ave bridge so Matt is concerned that heavy trucks parking on part of the bridge will cause further damage. John recommended that the bridge be inspected soon so they can determine if there is further damage/deterioration. The cost will be approximately \$1,600. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved having the bridge inspected.*

Solicitor:

- ♣ Dean stated that he reached out again to the 3 property owners that would be impacted by the Penn St/Main St intersection project and still has not received any responses. Dean drafted a letter to the property owners and agreements for their signatures. The letter states that they need to respond to Dean within 14 days of receiving the letter. The letter advises that if no response is received, the Borough will proceed with eminent domain. Dean provided a packet for Council members which explains the eminent domain process, Ordinances that need to be adopted, forms that must be filed, and the timeline of when this needs to be done. Council members feel that since Dean reached out to the property owners several times and did not receive any responses, Dean should proceed with this course of action.
- ♣ Dean discussed the property at 9 N Camp St and how to set up an estate. Dean's partner, Erik Spurlin is willing to take the case at Council's request. The following was discussed:
 - ✓ The Borough can petition the court to open the estate which would allow the Borough to attempt to collect fees owed to the Borough (quarterly water, sewer & garbage bills, maintenance of property fees, attorney fees, etc).
 - ✓ The Borough would be responsible for marshaling and liquidating assets, satisfying valid debts, filing the PA Inheritance tax return and obtaining Court approval to close the estate and distribute remaining funds. The attorney will handle the details with Council's approval.
 - ✓ Council will need to designate someone with signing authority to serve as the Borough's contact person with the Register of Wills. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved appointing Mayor Larry Markel to be the designated representative/administrator.*
 - ✓ If the estate does not have sufficient funds to cover these expenses, the Borough would be responsible for paying the attorney fees.
 - ✓ It was noted that the next-of-kin have stated they are not interested in handling the affairs of the estate because it was not willed to them.
 - ✓ It was noted that the Borough paid a company last month to clean up the property.

Council Members:

- ♣ Resolution #9-2025 was provided for Council members to approve and sign to keep the employer funded contribution rate at 20% for 2026. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved Resolution #9-2025.*

- ♣ Resolution #10-2025 was provided for Council members to approve and sign to adopt the Fee Schedule for 2026. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved Resolution #10-2025.*
- ♣ Resolution #11-2025 was provided for Council members to approve and sign to keep the tax mill rate at 2.8. *On a motion from Sabrina Bowman and second from Rich Mitzel, Council members unanimously approved Resolution #11-2025.*
- ♣ Resolution #12-2025 was provided for Council members to sign. The Resolution appoints Traditions Bank and PLGIT as the banking institutions the Borough will use in 2026. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved Resolution #12-2025.*
- ♣ Council members briefly discussed the General Funds budget for 2026 and determined no further changes need to be made. *On a motion from Rich Mitzel and second from Sabrina Bowman, Council members unanimously approved the 2026 General Funds budget.*
- ♣ Sabrina Bowman informed Council members that someone wrote her name on the ballot to become the Borough Tax Collector. Sabrina decided she will accept the appointment and will submit a resignation letter as she cannot be the tax collector and have a Council position. Residents will need to be informed that there is a new tax collector for real estate tax.
- ♣ Matt said he and the mayor have been discussing the idea of creating a Borough position for a Codes Enforcement Officer for Bob so that he could be a Borough employee instead of being a subcontractor. Matt asked Dean to see what needs to be done to create a position. Matt asked Donna to see if there is a job description on file for a Codes Enforcement Officer.

Secretary-Treasurer:

- ♣ Council members asked Donna to get information on a resident notification system. Donna provided the following information:
 - ✓ The notification system can be used by the Borough to make residents aware of events, emergencies, road closures, water leak repairs, trash pickup delays and other important reminders or notices.
 - ✓ Residents can use the notification system to alert the Borough to problems such as potholes, streetlight outages and other problems in the Borough.
 - ✓ The set-up cost for the first year would be \$4,500 and \$3,000 annually.
 - ✓ Donna and Steve stated that the Borough had a notification system many years ago to alert residents to any water repair problems. When a message was sent to residents, many people would call to report they no longer live in the Borough, or we had a wrong phone number. Other residents would not listen to the message but would call the office to find out why they were called. This created problems for Donna who had to oversee the system.
 - ✓ Steve pointed out that many residents in the Borough are renters so if they signed up to use the notification system and moved out of the Borough, we would have a similar situation. Also, when people changed their phone numbers, they will need to be reminded to download the app and register for the system.
 - ✓ Donna also asked who would oversee the notification system. If an event or emergency occurred at night or on weekends, Donna would not be aware of this so someone else would need to post information on the notification system. Essentially, using a resident notification system would require someone who can devote time to it.
 - ✓ Council members decided not to pursue the resident notification system at this time.
- ♣ Donna reviewed information on an Ordinance Scanning/Conversion program. The following was discussed:

- ✓ Donna researched 4 companies to see what services are available. Each company had different services ranging from organizing Ordinances to offering a program that included a database for permits, rental inspections & licenses, violations and GIS mapping.
- ✓ Startup costs ranged from \$3,000 to \$15,000. Annual fees ranged from \$650 to \$2,000.
- ✓ Donna recommended using the Scantek program. Startup cost is \$3,000 and the annual fee is \$650.
- ✓ The program will scan all Ordinances, create an index and place Ordinances in an organized fashion.
- ✓ The program is searchable in several different ways and is an easy-to-use program.
- ✓ A public portal will be placed on the Borough website so people can easily search and find Ordinances.
- ✓ Donna viewed a demonstration of the program and feels it would meet the Borough's needs at an affordable cost. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved using the Scantek company for Borough Ordinances.*

Maintenance: Nothing to report

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

On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 8:43 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer