

WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
November 3, 2025
6:00 PM

The regular monthly meeting of the Windsor Borough Council was called to order on Monday November 3, 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 (Absent)
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 October 6, 2025 Minutes.

Citizens & Inquiries:

- ♣ Rob Barclay attended the meeting to discuss the Tot Lot in the Walnut Creek development. Mr. Barclay stated he was reminded that the Tot Lot needs to be completed as soon as possible and wanted to confirm with Council what needs to be done. Bob Huska stated that he has been receiving complaints from neighboring residents about the building materials, machinery and debris cluttering the playground area and creating unsafe conditions for kids. Council members stated that the pavilion needs to be completed, all machinery, debris and clutter need to be removed/cleaned up, mulch needs to be put down, and the sidewalks need to be installed. Mr. Barclay stated that he can get most of the work done but is uncertain if the sidewalks can be installed yet due to the cold weather. Council members agreed to give Mr. Barclay until Nov 30th to complete all work other than the sidewalks. If the work is not completed, Council members can begin to hold building permits until the work has been completed. Council members agreed to wait on the sidewalks due to weather conditions. In addition, Mr. Barclay asked if the Borough will adopt the Tot Lot once all work has been completed as he would like to turn it over to the Borough. Matt Dietz will check with the Engineer and Solicitor to see what the Developers Agreement says.

Codes Enforcement Officer:

- ♣ The Zoning hearing that occurred on Oct 15th for approval of using 68 W Main St as a wrestling program for youth was approved by the Zoning board. The board also approved using the facility for storage and office space. Joseph Byrant, who was appointed as an alternate board member, also participated in the hearing.
- ♣ Bob discussed the abandoned property located at 9 N Camp St. Bob stated the yard is overgrown, very unsightly and he is getting complaints from the neighbor about rodents coming from the property. This topic is also on the Solicitor's agenda and Council members discussed the following:
 - ✓ The Solicitor reported that no one has been appointed to handle the estates affairs, and the property is not on the upset tax sales list.
 - ✓ The Borough can attempt to pursue the estate to take "ownership". If relatives do not contest this, the legal costs to obtain ownership will be approximately \$2,000-\$3,000.
 - ✓ If relatives want to take ownership, the Borough can seek reimbursement for all legal and maintenance expenses they paid.
 - ✓ Council members agreed that the Solicitor should send a letter to relatives to see if they will take ownership of the property.

- ✓ Council members will discuss this with the Solicitor at the December meeting to see how they should proceed to ensure the property is taken care of.
- ✓ Council members agreed that the property needs to be cleaned up. *On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously approved spending up to \$2,000 to clean up the yard.*
- ♣ Bob discussed the Certificate of Occupancy form that the Solicitor provided for review. Bob feels that he should issue a Certificate of Occupancy when a property has a change of use. This is required by the Zoning Ordinance. Council members will review the form and discuss it at the December meeting.

Mayor:

- ♣ Mayor Markel stated that he checked out the rainwater runoff problem that was discussed at the last meeting. There was a day when it rained exceptionally hard, so Larry went to several locations to watch the flow of the water. Larry noticed that the water was coming from Mazie Gable school, down Freysville Rd and then down Racetrack Rd. It appears that rainwater was not coming from the Chatham Creek development. Matt stated that he is planning on attending the Windsor Township Board of Supervisors meeting in December to discuss this problem.

EMA: Nothing to report

Engineer: Matt reviewed John's agenda

- ♣ A Resolution is needed to apply for a Local Share Account Grant for bridge improvements. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved Resolution #2025-6 for the Local Share Account grant.*
 - ✓ In addition to the Resolution, Council members need to approve a match of \$15,000 for the Local Share Account grant. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved matching funds of \$15,000 for the bridge improvement grant.*
- ♣ The E. First Ave project started on 10/27/25. The remainder of the project (paving) will be completed in the Spring of 2026.
- ♣ John stated he will work with the Solicitor and Bob to review and update the Zoning and SALDO (Subdivision and Land Development Ordinances) in 2026.

Solicitor:

- ♣ Dean's report stated that he has not received any responses to letters he sent to the property owners regarding the Penn St/Main St project. Council members discussed this and are frustrated that the property owners are not communicating with Dean. Council members discussed having Dean send another letter with a date that the property owners need to respond. If no response is received, they should look at further options such as eminent domain. PennDot has a tentative date of 2027 to pave this road so Council members want to have plans ready so they can move forward with restructuring a part of the road.

Council Members:

- ♣ Council members reviewed the Fee Schedule. No further changes were made to the Fee Schedule.
- ♣ Council members needed to appoint the Solicitor for 2026. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved to continue using MPL Law Firm.*
- ♣ Council members need to appoint an Engineer for 2026. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved using Gordon Brown's office.*

- ♣ Council members reviewed the SPCA contract for 2026. It was noted that the annual fee increased to \$1,155. *On a motion from Brenda Kramer and second from Sabrina Bowman, Council members unanimously approved signing the contract with the SPCA.*
- ♣ Donna reviewed the employer funded pension with Council members as a Resolution will need to be adopted if Council members want to keep the amount at 20%. If Council members want to increase the amount, Donna will need to get a revised plan from PMRS. Donna stated that anytime the employer funded pension amount is raised, the Borough receives more from State Aid to help cover the expense. For 2025, the total amount to be paid for the employer funded pension will be \$21,000. The Borough received \$13,331 from State Aid. The Water and Sewer Authority paid \$4,209, Steve and Donna contributed \$3,110 and General Funds paid \$350. Steve and Donna cannot contribute more to their employee funded pension as they are at the maximum amount allowed by PMRS. Council members will discuss this in an Executive session.
- ♣ Council members reviewed the meeting dates for 2026. Meetings will take place on the 1st Monday of the month at 6:00 pm.

Secretary-Treasurer: Nothing to report

Maintenance: Nothing to report

Council members went into an Executive session at 7:30 pm to discuss employee salaries and finalize the budget. The following changes were made to the budget:

- ◆ A pay raise of 2 ½ % (two and a half percent) was approved for Steve Carr and Donna Martin
- ◆ A pay increase of \$2,000 was approved for Bob Huska.
- ◆ Council members are leaving the employer funded pension at 20%.

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

On a motion from Brenda Kramer and second from Penny Dzubinski, Council members unanimously agreed to adjourn the meeting at 8:00 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer