

**WINDSOR BOROUGH COUNCIL
MINUTES OF MEETING
April 6, 2026
6:00 PM**

The regular monthly meeting of the Windsor Borough Council was called to order on Monday April 6, 2026 by Matt Dietz, Council President, at the Borough Municipal Office, 2 East Main St, Windsor PA. Attendance was as follows:

Matt Dietz, President		Larry R. Markel, Mayor
Brenda Kramer, Vice President	(absent)	Donna Martin,
Secretary-Treasurer		
Penny Dzubinski		Steve Carr, Maintenance
Supervisor		
Rich Mitzel		Dean Reynosa, Solicitor (MPL
Law Firm) (absent)		
Jospeh Bryant		Bob Huska, Codes Enforcement
Officer		
		John Runge, Engineer (Gordon
		Brown Associates) (absent)

On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved the March 2, 2026 Minutes.

Citizens & Inquiries:

- Dave Rittenhouse provided a report for the month of March for the Laurel Fire Dept. The following was discussed:
 - The dept had a total of 32 dispatches in March with 2 being in the Borough.
 - Dash cameras have been installed in all apparatus.
 - A Red Lion High School student will be working as an intern. The student will also assist with running a Recruitment Campaign.

- Dan Hoerr & Christine Emma (Patterson Ave) attended the meeting to discuss the following:
 - Dan stated that he widened a bottom section of the bank on Patterson Ave after receiving permission from the property owner, Wayne Amspacher. He widened the area because of needing a larger space in order to move a trailer onto his property.
 - Dan and Emma provided pictures showing the area that was widened. They stated that the bottom portion of Patterson Ave has some areas that are crumbling and asked Council members to consider paving a small section to help preserve the road.

- Lester Butts (89 W Main St) attended the meeting to request approval from Council members to operate a small business in his house. The following was discussed:
 - Mr. Butts would like to operate an in-home business to sell and transfer guns. This will not be a full-scale store front business.
 - Mr. Butts stated that it would not be a constant or daily stream of people coming to his house and he has available parking behind his house for 3-4 cars.

- Mr. Butts is applying for his Federal Firearms License (FFL) but also needs written approval from the Borough that he is allowed to sell guns and do gun transfers from his house.
- Bob Huska discussed this with the Solicitor and was told that since the business will have very little foot traffic, a Zoning hearing is not required.
- Matt feels that Council members should discuss this request with the Solicitor before making a decision.

Codes Enforcement Officer:

- Street sweeping is scheduled for April 22 & April 23. Bob will monitor the area for cars that are not moved during the specified dates/time and issue citations. Street sweeping dates were advertised in the recent newsletter, on the electronic sign at the office and signs will be posted on designated streets.
- Bob discussed several Right-to-Know requests that he recently received. Requested information concerns violations in the Borough and the number of citations issued. Bob is consulting with Dean to ensure that private information is protected while disclosing requested information.
- The resident at 42 Water St submitted a permit request to create a stone driveway. Bob and John Runge determined that due to storm water problems, the driveway cannot go in the proposed location. The resident is looking at putting a driveway in the area where the neighboring carport sits. The carport issue created problems with the previous owner of 42 Water St as well. The resident stated he will have a property survey done to determine if the carport is sitting on his property. The resident is aware that this is considered a neighbor dispute and the Borough has no authority to make someone move a carport.
- Bob and Dean submitted a draft for the Traffic/Parking Ordinance. Council members are to review the draft and discuss any changes at the May meeting.

Mayor:

- Mayor Markel reminded Council members that the Borough's 125th anniversary will take place in 2030. He suggested that a committee be formed to plan a celebration event.

Engineer: John's report addressed the following:

- The MS4 audit took place on March 11th. There were no violations.
- The grant for the Herman Ave & Heindel Ave bridge repairs was approved in the amount of \$692,463. Bid documents will be advertised soon.
- The Barclay's are requesting that the Letter of Credit/Surety Reduction request that was discussed at last month's meeting for the Walnut Creek Development (Phase I-IV) be changed to a Bond. Council members briefly discussed this and will approve it providing John Runge and Dean Reynosa also approve the terms and conditions. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved changing the Letter of Credit to a Bond.*

Solicitor: Dean's report addressed the following:

- Dean provided a Resolution to appoint Joseph Bryant to fill the vacant Council position. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved appointing Joseph Bryant to fill the Council position.*
- Dean provided information on the eminent domain process for the Penn St/Main St project.
 - A proposed Ordinance was provided for Council members to review. The Ordinance outlines details of the project and acquisition of property to complete the project. The affected properties are 2 W Main St, 5 W Main St (approximately 115 square ft) and 3 E Main St (approximately 447 square ft).
 - The Engineer submitted new design plans to be reviewed.
 - Appraisals will need to be updated since they were last done in July 2023.
 - An appraisal for the value of the traffic signal easement will need to be done.
 - Once the Ordinance has been signed, it must be advertised once a week for two successive weeks.
 - Before the first advertisement, personal notice must be provided to the owners of the affected properties.
 - Within 10 days after the second publication date, any interested parties may petition the Borough Council for a hearing.
 - Any requested hearing will be held before Borough Council and they must determine whether it is in the best interest of the Borough that the realignment is necessary.
 - If a hearing is requested, the hearing must be held within 60 days of the date the request was submitted.
 - *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved Ordinance 2026-1 to move forward with the eminent domain process.*
- Dean provided information regarding 9 N Camp St. The property has delinquent taxes of about \$2,000 and a judgement of \$20,000 for windows and doors that were not fully paid for. There is no mortgage on the property, and it is worth approximately \$115,000 providing structural conditions and interior conditions of the house are ok. If the Borough proceeds with getting Executorship of the property, the sale should pay for delinquent taxes, outstanding fines or judgements, Solicitor fees and any expenses paid by the Borough to keep the property in good condition. *On a motion from Joseph Bryant and second from Penny Dzubinski, Council members unanimously agreed to proceed in gaining Executorship of the property.*

Council Members:

- Joseph Bryant submitted a letter of resignation from the Zoning board so he could be appointed as a Council member. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved Joseph Bryant's resignation letter.*
- Council members reviewed a handicapped parking application from Kevin Baker at 58 W Main St. Mr. Baker states he needs a handicapped parking spot in front of his house due to medical problems that have affected his ability to walk distances. Mr. Baker has off-street parking behind his house but feels that he is unable to walk up the hill to get to his house. After some discussion, Council members need further information, including a copy of his handicapped parking placard. Council members stated they will give conditional approval but all requirements must be met. *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved the application dependent upon meeting all requirements.*
- Rich Mitzel discussed traffic problems on W Gay St and Heindel Ave. Rich stated that on Monday evenings, traffic is very congested in this area because of parents dropping kids off/picking kids up at the wrestling business at 68 W Main St. Matt suggested that Bob Huska could evaluate the problem and see what can be done to help reduce congestion. Matt requested that the problem be discussed at the next Council meeting.
- Council members reviewed the request from Dan Hoerr to pave a small portion of Patterson Ave. The following was discussed:
 - Patterson Ave has never been adopted by the Borough because it is a privately owned road. There is some concern on whether Council should spend tax revenue to pave a small section.
 - Steve stated that the section of road Dan is referring to has a manhole cover on it. Paving the small section will protect the manhole cover.
 - Since the road was widened, it is now much easier for large trucks (garbage trucks, fire equipment, ambulances, etc) to drive up on Patterson Ave. Steve said the widened road will make it much easier for him to navigate the plow truck on E First Ave.
 - Steve stated that there are areas of the road that are crumbling, so heavy trucks will create more damage if paving is not done.
 - Steve stated that he could speak with Restuccia who will be paving E First Ave, to see if they can give a quote to pave the small section. If Council members approve paving to be done, it would make sense to ask Restuccia to do it while they are paving E First Ave.
 - *On a motion from Rich Mitzel and second from Joseph Bryant, Council members unanimously approved paving a small section with a cost up to \$6,000.*

Secretary-Treasurer:

- Donna discussed the unpaid garbage bill for 109 E Main St. The amount due is \$559.26.

The Constable served a letter to the owner on March 11th, advising her that the bill needs to be paid within 10 days of receipt of the letter. The owner has not paid the bill. Council members feel that Donna has made all attempts to inform the owner about the outstanding bill. Council members want the Solicitor to become involved to collect the past due balance and agree that Solicitor fees will be the responsibility of the owner.

- Donna advised Council members that the grant application for the Memorial project was not approved. Council members briefly discussed ways to have a new Memorial built as the current one is falling apart and cannot be repaired. Ideas included applying for another grant, a fundraiser event and contacting veterans' groups for assistance with this project.
- Donna stated that she completed the General Funds audit and will meet with the auditors to have it approved so it can be submitted to the County. The water and sewer fund auditors are coming to the office next week to work on the audit and Donna is working to gather all required documents.
- Donna reported that the garbage contract will expire on March 30, 2027. Donna advised Council members to begin reviewing the current contract to see if they want any changes. A bid document should be prepared and advertised in December.

Maintenance:

- Steve stated that a portion of W First Ave (behind Rutters) needs to be paved. The road needs repairs now to prevent more damage next winter from the snowplow. Steve got an estimate from Restuccia Construction in the amount of \$7,300. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved spending \$7,300 to repair the portion of road.*
- Steve discussed the need to have all parking spaces on Main St measured and re-aligned. Over the years, the parking space markings faded or changed. The spaces that need to be changed will be blacked out and re-painted. When the spaces need to be marked, cars cannot be parked on Main St. Council members suggested getting a price to do this while street sweeping is taking place, so residents aren't inconvenienced a second time with having to move their cars off of Main St.
- Steve discussed Bridge inspection reports for the following:
 - W Gay St Bridge is in good condition and not much has changed from the previous inspection.
 - Myers Ave bridge is in fair condition and there is some maintenance to be done. Repairs include reseal deck joints, parging and applying seal coat. *On a motion from Penny Dzubinski and second from Joseph Bryant, Council members unanimously approved spending up to \$12,000 to make necessary repairs.*
 - Herman and Heindel Ave bridges are in poor condition and need many repairs. It was noted that Council is actively working to make repairs and has applied for grants to assist with the cost of repairs.

- Steve stated that the temporary speed bumps at several locations in the Borough will be put down this month, after street sweeping has been done.

On a motion from Joseph Bryant 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 8:45 pm.

Respectfully Submitted,

Donna Martin
Secretary-Treasurer