

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**January 5, 2026**  
**6:00 PM**

**The 2026 Re-Organizational Meeting of the Windsor Borough Council was called to order by Windsor Mayor Larry Markel on Monday January 5, 2026.**

Members present

Matthew Dietz  
Brenda Kramer  
Penny Dzubinski

Larry R. Markel, Mayor  
Donna Martin, Secretary-Treasurer  
Steve Carr, Maintenance Supervisor  
Dean Reynosa, MPL Law Firm  
Robert Huska, Codes Enforcement Officer

Mayor Markel called for nominations for Council President and Council Vice President.

<u>Office</u>	<u>Nominated</u>	<u>Nominated By</u>	<u>Additional Nominations</u>	<u>Vote</u>
<b>Council President</b>	Matt Dietz	Penny Dzubinski	No	Unanimous
<b>Council Vice President</b>	Brenda Kramer	Penny Dzubinski	(Nominated by Brenda Kramer)	Matt Dietz & Penny Dzubinski voted for Brenda Kramer as Vice President

Mayor Markel swore in Matt Dietz as Council President.

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday January 5, 2026 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

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)  
(absent)

*On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved the December 1, 2025 Minutes.*

**Citizens & Inquiries:**

- ♣ Sabrina Bowman attended the meeting to get clarification on her elected role as Borough tax collector. The following was discussed:
  - ✓ Sabrina stated that she turned in the required forms and has the necessary certifications.
  - ✓ Sabrina is working to get the required Bonding.
  - ✓ Sabrina was reminded that she will need to turn in a letter of resignation from the Council by the February meeting.
  - ✓ Sabrina confirmed that she will collect both property and school taxes.
  - ✓ Sabrina will provide tax sitting dates so they can be posted on the website.
- ♣ John Barclay attended the meeting to discuss reducing the bond for Phase III of the project. Council members had other items that needed to be addressed first and will discuss this at the February meeting. The following was discussed:

- ✓ Bob Huska stated that there have been several occasions that Keystone began digging a foundation before Bob could complete the stakeout inspection. Bob stated that Keystone will agree on a date for Bob to complete the stakeout inspection, but they start digging before the agreed upon date. Dean will check on what measures can be taken to ensure that Keystone complies with not digging foundations before the stakeout inspection has been completed.
- ✓ Steve stated there is a problem with the water meter pit in the Development. Steve met with the Barclays and Byron Trout to discuss repairs that need to be done. Steve stated that the Barclays are responsible for the cost of the repairs. Council advised that a letter should be sent to the Barclays detailing the work to be done, the time frame of when it needs to be completed, who will complete the work and all repair costs are the responsibility of Barclays.
- ✓ Matt asked John Barclay for contact information for the Walnut Creek Development HOA as it appears they violated their own rule about a fence that was recently installed. Matt feels that the Borough should be allowed to speak with the HOA rep when needed. John stated he would get that information from his brother.
- ✓ Matt discussed the problem of heavy trucks using School House Lane despite posted signage that states heavy trucks are not allowed. The trucks are damaging the road, and the Borough should not be responsible for fixing the road when the Development is completed.
  - \* Steve stated he is constantly fixing potholes.
  - \* Steve stated that delivery trucks have been warned repeatedly about not using School House Lane, but they continue to do so.
  - \* The Mayor suggested that we check the signs to make sure they are legal and posted in obvious places. We should also check to see if an Ordinance is required prohibiting heavy trucks from using School House Lane.
  - \* John Barclay stated that Council will need to discuss this with Keystone as all trucks for him use Boxwood Lane.
  - \* The Borough Solicitor will send a letter to Keystone discussing the problem with heavy trucks using residential roads and the damage they have caused.
- ✓ Donna reminded Mr. Barclay that the Escrow Funds account is low and additional funds need to be added.
- ✓ The Solicitor was asked to see what can be done to ensure that Keystone follows all proper procedures. Dean will send a letter to Keystone addressing the topics that were discussed.
- ♣ Dave Rittenhouse provided a report for the month of December:
  - ✓ There were 38 dispatches in the Borough.
  - ✓ There is discussion regarding replacing the 2004 Ford Expedition Duty Officer vehicle with a gently used new vehicle.
  - ✓ Training classes continue with volunteers completing approximately 2,500 hours in 2025.
  - ✓ The Annual Appreciation Banquet will be held in May 2026. Dave requested Council members to consider contributing towards the cost of commendation awards. Dave anticipates the cost will be approximately \$750.
  - ✓ The fire dept implemented a new policy to give volunteers stipends for certifications/classes they achieve. Stipends will be paid annually to each member.
  - ✓ Dave is working with the Red Lion Area Senior High School to secure an internship program. This program would be specific to Recruitment efforts.

**Codes Enforcement Officer:**

- ♣ Bob continues to follow up with properties and violations.
- ♣ Bob followed up with a discussion from last month's meeting regarding debris that blows into Mr. Hess's yard from the Walnut Creek Development. Keystone was made aware of the problem and has been more diligent in cleaning up. Bob states that some of the debris is coming from the residents in the Development. Mr. Hess requests that the geo-fabric Keystone uses to reduce soil erosion be better secured to keep it from blowing into his yard as the farm animals could ingest it and birds get trapped in it.
- ♣ Bob has been working to create a Job Description for his position and feels that the job title should be changed due to a resident complaint. Bob suggests the job title should say "Zoning/Ordinance/Parking Enforcement Officer" or "Zoning/Ordinance Officer". Bob feels the title should accurately reflect what he is responsible for. Bob will continue working with Dean to come up with a Job Description for Council members to review/approve.
- ♣ Bob stated that the updates for the Traffic/Parking Ordinance #1-2021 have been completed and is ready for Council members to review.
- ♣ Matt asked Bob to check on the work being done at 31 W High St. Matt is aware that contractors are working inside the building. The owners have not contacted the office for permits. Steve verified that Site Design reached out to him regarding setback requirements but is unsure of what they are doing.

**Mayor:**

- ♣ Mayor Markel provided an update on the Red Lion Ambulance General Fund Operating Budget. Larry stated that funds are not designated for specific purposes but would like to find out what the annual revenue and operating expenses are. Red Lion Ambulance is a For Profit Business and Larry feels that Council members should be aware of how the Borough donation is spent.
- ♣ Mayor Markel stated that Red Lion Borough recently changed their trash collection company and feels the Borough should consider using a different company when the contract is expired. The Mayor feels that Penn Waste is unprofessional in not giving advance notice when they need to delay the collection time or start earlier than usual. Council members would like to discuss eliminating recycling.
- ♣ Mayor Markel stated that in 2030, the Borough will be 125 years old (since incorporation). The Mayor feels that a celebration should take place and it would be wise to begin thinking and planning for an event.

**EMA:** Nothing to report**Engineer:** John was unable to attend the meeting but provided an agenda. The following was discussed:

- ♣ John plans to have the W. Main St Curb & Sidewalk project advertised and ready to open bids by 3/2/26. An HOP permit may be required from the State to do the project. Steve reminded Council that a tree on the sidewalk at 204 W Main St will need to be removed so the owner should be notified about this.
- ♣ John stated that he will schedule another meeting with DEP to discuss permits for residents who want to repair stream bank walls at their property. This would be for residents who live around Camp St to the ballfield area.
- ♣ Matt attended a meeting at Windsor Township to discuss the stormwater discharge problem at the Ravers property. The following was discussed:
  - ✓ The Township Engineer feels that a pipe has collapsed under the Ravers property which is causing the problem with water backing up and flooding the fields.

- ✓ The Raver property is in the Borough and in the Township, so Steve does not know where the pipe is located.
- ✓ The only way to confirm where the pipe is and how it is functioning is to have it camera'd. Who would pay this expense?
- ✓ The Mayor will speak with the Raver's to see if they know where the pipe is located.
- ✓ The Township stated they are cleaning storm drains and will evaluate the need for more vane grates.
- ✓ The Township will place rocks and riprap in areas to slow down the water flow.
- ✓ There is a regional basin on Racetrack Rd in Windsor Township. The Township is willing to work with the Borough on a plan to solve the problem, but the Borough would have to pay all Engineering fees.
- ✓ Council members will wait to see if there are other solutions.

#### **Solicitor:**

- ♣ Dean discussed the Penn St/Main St intersection project. The following was discussed:
  - ✓ If Council wants to proceed with eminent domain for the 3 properties, Council members will need to adopt an Ordinance to declare the Borough's intent to pursue the process.
  - ✓ Council members feel that since the Solicitor reached out several times to the property owners with no response, and they spent approximately \$30,000 so far to pursue this project, they need to move forward with it.
  - ✓ *On a motion from Brenda Kramer and second by Penny Dzubinski, Council members unanimously approve for the Solicitor to draft an Ordinance to proceed with the eminent domain process.*
  - ✓ After the Ordinance is adopted, the Solicitor will then file Declarations for eminent domain.
  - ✓ If property owners file an objection in court, litigation will take place. Litigation will delay the timeline which will cause problems for the Borough.
  - ✓ The project is dependent on obtaining grants to coordinate with PennDot on paving Penn St.
  - ✓ Council members feel that if PennDot paves the road before the State awards the properties to the Borough, it would be foolish to tear up a new road.
  - ✓ Matt stated that the engineering plans will need to be revised because a portion of the sidewalk at the Borough office will be changed to help widen the road.

#### **Council Members:**

- ♣ Matt discussed the 2 Council positions that are unoccupied as of January 1<sup>st</sup>. A resident was elected to a Council position in November but did not accept the position. Dean stated that 1 position must be filled within 30 days of accepting Sabrina Bowman's resignation. Council members discussed reaching out to residents to see if anyone would be interested in filling a Council position. Dean stated there is a 2 year term position he will look into and see if it can be removed from the ballot so that all Council positions are 4 year terms.
- ♣ Council members discussed the resident on Water St who has judgements against him and must pay fines to the Borough. The total fine amount is approximately \$3,000. Donna reported that the resident has made payments in the amount of \$25 each over the last 3 months. Council members stated that it will take years to pay off the fine if the resident makes payments of \$25 each month. Council members asked if interest can be charged since it will take so long for him to pay the fines. The Solicitor will look into this.

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

- ♣ Donna reported that the total cost for the Zoning Hearing for 68 W Main St was \$3,858. The cost included the Zoning Solicitor fees, stenographer fees and the cost to advertise the hearing. The Zoning Hearing application fee is \$750. Council members feel that the Borough should pay the costs to provide an opportunity for a new business to come into the Borough.

#### **Maintenance:** Steve discussed the following:

- ♣ Paving at the bottom of E High St extended was completed. This allows large trucks to now get up the hill easily on E High St. Steve stated he was able to take the plow truck up the hill without any problems.

- Steve reported that a few weeks ago, a car struck a fire hydrant on N Penn St during a snow event. The car hit a PennDot plow truck and knocked the fire hydrant down. Steve was unable to get the license plate of the car. The cost to purchase and install a fire hydrant was \$6,800.
- Steve discussed several trees in the playground area that need to be trimmed. In discussing the problems, Council members feel it may be best to have the trees removed. Steve will get prices for tree removal.

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

*On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously agreed to adjourn the meeting at 8:45 pm.*

Respectfully Submitted,

Donna Martin  
Secretary-Treasurer

DRAFT