

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**March 2, 2026**  
**6:00 PM**

**The regular monthly meeting of the Windsor Borough Council was called to order on Monday March 2, 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  
Rich Mitzel

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 Brenda Kramer and second from Rich Mitzel, Council members unanimously approved the February 2, 2026 Minutes.*

**Citizens & Inquiries:**

- ♣ Dave Rittenhouse provided a report for the month of February for the Laurel Fire Dept. The following was discussed:
  - ✓ The dept had a total of 26 dispatches in February and 3 were in the Borough.
  - ✓ The fire dept purchased a 2020 Dodge Durango Pursuit to replace one of their vehicles. The vehicle should be ready to use in a month or two.
  - ✓ Fire dept members voted to purchase a Demo 2026 Pierce Fire Engine which is being built in Appleton, WI. Buying a demo unit saved approximately \$2,000,000. The engine will be ready in June/July.
  - ✓ Dave stated that the letter of support that Council provided for the fire dept to apply for a Statewide Local Share Grant needed to be updated with the dollar amount they are applying for. The letter needs to include the amount of \$1,432,500. Donna will revise the letter to include this amount.
  - ✓ Dave responded to the request made last month regarding Mr. Barclay burning a large pile of debris in a field at the Walnut Creek Development. Dave did not approve the request because he is not sure what is in the pile of debris. Dave has to follow DEP mandates and there could be hazardous materials in the debris. Dave was concerned that ashes would spread to neighboring houses and cause problems. Mr. Barclay was in attendance and stated that nothing in the pile is hazardous and he is willing to break the pile down into smaller amounts. Mr. Barclay stated he would only burn when it is not windy. Mr. Barclay requested to meet with Dave to look at what needs to be burned and how to do it safely.
  
- ♣ Wes Grafton at 43 Water St attended the meeting to discuss the following:
  - ✓ Wes stated that the upper part of Water St was paved last year but further down where he lives, the road needs to be paved. Wes was questioning when that will be done. Matt explained that the Borough paves/repairs streets each year, and priority is given to roads that are in very bad condition. Matt stated that the Borough will do it's best to pave that section of road within the next few years.
  - ✓ Wes discussed snow plowing on his street. Wes feels that snow plowing is not being done very well by his house. Steve Carr explained that with all the cars that park on Water St, he has a very difficult time safely getting around them with the plow. Steve provided pictures showing how tight access is when cars park on the side of the street.
  
- ♣ Joseph Bryant at 61 E Main St attended the meeting to introduce himself to Council members and provide a letter of interest to join Council. Council members thanked him for coming and stated he would be notified of their intent.

**Codes Enforcement Officer:**

- ♣ Bob continues to send letters/citations to property owners who do not shovel snow from sidewalks within 24 hours after snow has stopped. There are a few residents who consistently do not shovel the sidewalk and Bob is addressing that with them.
- ♣ Bob was able to speak with the HOA manager (PA Management Company) of the Walnut Creek Development regarding the HOA Rules and Regs. It was noted that the Barclay's are part of the HOA. Bob feels he was able to get clarification on some rules and advised the HOA that he will enforce Borough Ordinances and rules and the HOA will need to enforce their rules.

**Mayor:** Nothing to report

**EMA:** Nothing to report

**Engineer:**

- ♣ John reviewed the Surety Reduction Request by John Barclay for Walnut Creek, Phase #1, #2 & #3. Mr. Barclay was in attendance to answer any questions. The following was discussed:
  - ✓ John stated that overall, Phases #1, #2 & #3 look good.
  - ✓ For Phase #4, in order to consider a Surety Reduction, the amended Developers Agreement, the Stormwater Agreement and the bond amount need to be submitted. Also, the sewer system needs to be tested.
  - ✓ In reviewing cost amounts for Phase #4, John has some questions and will need to review and discuss this with John Barclays Engineer.
  - ✓ John suggested that Council members conditionally approve the reduction of the Surety Bond for Phase 4 depending on the finalization of numbers with the Engineers. If a satisfactory agreement with the numbers is not met, John will deny the request.
  - ✓ *On a motion from Rich Mitzel and second from Brenda Kramer, Council members unanimously approved the reduction of the Surety Bond provided all conditions have been met.*
- ♣ John discussed the W Main St Curb & Sidewalk project. In 2023, John submitted the grant application with applicable costs. Recently, Mayor Markel and John determined the project needs to be expanded a little to include the sidewalk at 222 W Main St. John also stated that prices increased since 2023. John reached out to the Planning Commission to see if additional funds were available to cover increased costs and the additional expansion of the project. John held a meeting prior to the March Council meeting to discuss the W Main St Curb and Sidewalk project with residents and answer questions.
- ♣ John discussed the Herman & Heindel Ave Bridge project. The Multi-Modal Grant contract was just received so John and the Solicitor have not had time to review it. John advised that Council members conditionally approve signing the contract after it has been reviewed. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved signing the contract once it has been reviewed.* John stated he will schedule a meeting in March with the bridge consultant to review the report and all recommendations for repairs. John will advertise the project with a bid opening in April or May.
- ♣ The topic of the geofabric being used in the Walnut Creek Development was discussed. Matt and Larry agreed that the geofabric is harmful to the environment and questioned if other materials could be used. John stated he will speak with the Conservation District about the recent problems at the Hess farm and Council members' concerns.

**Solicitor:**

- ♣ Penn St/Main St intersection project - Dean stated that once the updated project plans have been completed, the Borough can move forward with the adoption of an Ordinance declaring their intent to utilize eminent domain to

secure the necessary properties for the intersection realignment project. Dean will send the updated plans to the owners of 3 E Main St, 2 W Main St and 5 W Main St.

- ♣ Dean stated that Attorney Erik Spurlin prepared a petition to open an estate for the property located at 9 N Camp St. and sent an engagement letter to be signed.
  - ✓ Council members reviewed the engagement letter/contract which provided attorney costs involved in appointing the Borough as administrator of the estate. The Borough agrees to pay all attorney fees and will seek reimbursement from the estate. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved to sign the contract and petition to open the estate.*
  - ✓ Dean advised that Council members should approve Donna to sign any legal forms related to the estate, so matters won't be delayed. *On a motion from Rich Mitzel and second from Penny Dzubinski, Council members unanimously approved for Donna to sign legal documents pertaining to 9 N Camp St.*
  - ✓ Council members asked Dean to check for liens on the property, unpaid taxes and any other unpaid expenses that would be deducted from the estate.
  
- ♣ Dean discussed Council members' concerns with construction vehicles using School House Lane. Dean stated that there is language in the Developers Agreement about School House Lane, but it does not specifically state that construction vehicles cannot use the road. The Agreement states that if the road is damaged from construction trucks, all repairs are to be made by the owner (Keystone/Barclays). Dean drafted a letter that will be mailed to Keystone and the Barclays advising them of what is stated in the Developers Agreement. John Barclay was in attendance and stated that he will post signs that construction and delivery trucks are to use Boxwood Lane and will inform the construction crew about this. Dean will look at prior maps/pictures for proof of how the roads looked before construction began.

#### **Council Members:**

- ♣ Council members were provided with a resignation letter from Sabrina Bowman. Sabrina was elected as the Borough Tax Collector and will need to resign from Council. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved Sabrina Bowman's resignation letter.*
  
- ♣ Council members reviewed Joseph Bryant's letter expressing an interest in serving as Council member. In his letter, Mr. Bryant stated he enjoys helping people, is interested in being involved in the community and would like to help make positive changes in the Borough. Council members agreed that Joseph would be an asset to the Council and asked the Solicitor to prepare a Resolution to appoint Joseph Bryant as Council member at the April meeting. It was noted that since Mr. Bryant serves as an alternate on the Zoning Board, he will need to resign from that position.
  
- ♣ Council members discussed a letter that was mailed to Council President Matt Dietz and Mayor Larry Markel in 2025. The letter was from Jack Garner. In the letter, Mr. Garner did not identify where he lives or if he was with an agency. The letter referenced complaints regarding violations of inspections with new construction, but he did not provide locations or examples. Larry and Matt recently received another letter from Mr. Garner. The following was discussed:
  - ✓ Mr. Garner states that the Borough is running a sham Uniform Construction Code (UCC) enforcement system. He feels that new construction is not being inspected properly and houses do not meet the I.C.C building code. He stated that the Borough is not doing its due diligence to ensure houses are meeting the UCC codes.
  - ✓ Mr. Garner emailed Bob in 2025 and made complaints that the inspections Bob does for new construction were done incorrectly.
  - ✓ Mr. Garner sent a few emails to Donna as he did not receive a response from Matt and Larry. Donna replied to Mr. Garner asking for examples and locations and explained that new construction was required to be inspected by different agencies.

- ✓ Bob explained that issuing a Certificate of Occupancy (COO) for new houses requires that several different types of inspections are performed. Before Bob issues a COO, Steve inspects the water and sewer lines, the Engineer's office has a checklist of items that are inspected, Bob is responsible for setback inspections and Common Wealth Code Services inspect electrical, plumbing and structural components. With multi-level inspections being carried out, Bob feels confident that the Borough is following the UCC building codes and rules.
- ✓ Council members do not feel that the Borough is being negligent with inspections or doing anything illegal. The Solicitor is aware of the letters/complaints but also feels there is no justification.

**Secretary-Treasurer:**

- ♣ Donna reported that the MS4 audit will take place on March 11<sup>th</sup>. Steve will show the auditor the outfall areas and Donna will have the MS4 files ready to be reviewed.
- ♣ Donna discussed the unpaid garbage bill for 109 E Main St. The garbage fee was last paid in May 2025. The account balance is now \$447.26. Donna has sent multiple bills and letters to the owner and tenant, but no payment has been made. Council members requested that Constable Mike Smith deliver a letter/bill to the owner. The letter will state payment must be made within 10 days. Council members agreed that the Constable fee will not be billed to the owner and will be paid by the Borough

**Maintenance:**

- ♣ Steve stated that the other garage door on the Maintenance building needs to be widened. One door was widened last year, but the other door also needs to be widened. Steve cannot easily or safely navigate the plow truck in and out because the plow is about 9 ft wide. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved the garage door to be widened at a cost of no more than \$12,000.*
- ♣ Steve reported that there is a sink hole on N. Camp St from a pipe that is deteriorating and needs to be replaced. Steve said that Liquid Fuels could pay a portion of the repair. *On a motion from Penny Dzubinski and second from Rich Mitzel, Council members unanimously approved spending up to \$20,000 to make necessary repairs.*
- ♣ Steve stated that there are 2 properties that have trees overhanging into the roadway. The trees are causing damage to the Borough truck. Steve stated that the trees cause problems when plowing, are scratching cars, and cause problems for larger trucks. The addresses are the side of 27 W High St on Deitz Ave and 154 W Gay St on Mark Ave. Council members want Bob to send a letter to the owners stating that they have 45 days to trim the trees. If trees are not trimmed enough, the Borough will have a company do the work and the owners will be responsible for the cost.
- ♣ Steve would like to discuss having a few streets paved this year. A section of W First Ave needs to be paved as it causes problems with the snowplow. Also, a portion of Water St should be paved. Council members will discuss this at another meeting.

*On a motion from Penny Dzubinski and second from Brenda Kramer, 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 8:40 pm.*

Respectfully Submitted,

Donna Martin  
Secretary-Treasurer