

**WINDSOR BOROUGH COUNCIL**  
**MINUTES OF MEETING**  
**May 5, 2025**  
**6:00 PM**

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

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 Sabrina Bowman, Council members unanimously approved the April 7, 2025 Minutes.*

**Citizens & Inquiries:**

- ♣ Deputy Chief Ed Souders provided an activity report for the month of April at the Laurel Fire Dept:
  - ✓ There was a total of 42 dispatches, with 8 being in the Borough.
  - ✓ 3 members completed the heavy vehicle rescue tech training.
  - ✓ Tanker 37 is in service and is being used as a Rescue Engine & Tanker.
  - ✓ The fire dept thanked Council members for the donation towards the awards fund. Awards will be presented at the annual banquet on May 31<sup>st</sup>.
- ♣ Wes Grafton at 43 Water St attended the meeting to discuss the following:
  - ✓ 42 Water St is an unsightly property and needs to be cleaned up. There is an old appliance in the yard along with tree and grass concerns. Bob Huska stated he will look into it and send the property owner a letter.
  - ✓ There are 2 storm drain covers/lids on W Main St that cause problems because they sit too high. Wes stated that the lids need to be lowered so that cars go over them smoothly. Steve stated that this is a Penn Dot road and he will reach out to them about it.
- ♣ Barney Ruth (148 W Main St) and his attorney, Dave Jones, attended the meeting to discuss the following:
  - ✓ Mr. Jones stated that Bob Huska reaches out to Barney regarding a problem through a formal letter. Barney feels that Bob reaches out to other property owners about problems via a phone call or text message. Barney would rather be informed of a problem with a phone call or email.
  - ✓ Bob stated that he typically sends letters to property owners by way of letter unless a problem needs to be addressed immediately.
  - ✓ Mr. Jones asked Bob to communicate with Barney as he does with other residents.
- ♣ Damon Brown (117 School House Lane) attended the meeting to discuss the following:
  - ✓ Mr. Brown asked why the fire dept must set off the alarm during evening hours. Mr. Brown stated that other neighbors have been complaining because the alarm wakes them up and it's often hard to get babies & children back to sleep. The alarm also causes dogs to start barking.
  - ✓ Mrs. Brown asked if the fire dept can use other forms of communication during nighttime hours. She also asked if the alarm needs to be set off when the fire dept is responding to accidents instead of fires.
  - ✓ Mayor Larry Markel stated that this subject was brought up a few years ago with the fire dept and they toned down the fire alarm. Larry stated that he will speak with the fire dept to see if other forms of communication could be used during nighttime hours.

**Codes Enforcement Officer:**

- ♣ Bob is requesting training/assistance associated with performing stakeout/setback inspections at the Walnut Creek Development. Bob does not have experience with this and wants to ensure the inspections are done correctly to avoid mistakes.
- ♣ The resident on Water St who is in violation of not complying with Zoning requirements for a carport structure will be served a letter from the Magistrates Office since the resident has not responded to previous certified letters from the court. Bob will continue to follow up.
- ♣ Street sweeping in the Borough was done April 16<sup>th</sup> and April 17<sup>th</sup>. There were 18 vehicles that failed to move despite signs being posted, information printed in the newsletter and a notice on the electronic sign. Citations were issued and Bob recommends Council members increase the fine from \$50 to \$100 as the number of vehicles that remain on the street hasn't changed over the years.
- ♣ Bob stated that he will begin sending letters to property owners who have not cut their grass yet. Bob likes to give people a little time to get their mowers up and running.

**Mayor:** Nothing to report

**EMA:** Nothing to report

**Engineer:** Matt reviewed the agenda items from the Engineer

- ♣ Walnut Creek Development
  - ✓ Keystone put in a swale but it is not working properly so they are working to fix it.
  - ✓ Keystone put in a swale that is right at the property line of the farm on 79 Schoolhouse Rd. The owner of the farm is very concerned that this will cause erosion and there is a fence close to the property line that will be affected. The owner is speaking with Byron Trout at Gordon Brown's office to see what can be done.
  - ✓ The escrow funds have been depleted. Donna sent a letter and an email to Mr. Barclay making him aware of this. Council members stated that Certificates of Occupancy will not be issued for new houses until the escrow account has been replenished.
- ♣ The Easement & Right-of-Way Agreements for the Penn St/Main St project will be discussed at the June meeting. The Traffic Consultant (TRG) has an updated proposal.

**Solicitor:**

- ♣ Dean provided a report to inform Council members about a property line/boundary dispute between Keystone and a resident. The house at 407 Little Walnut Ct sits adjacent to 2202 Windsor Rd. The owner of 2202 Windsor Rd is disputing the boundary line that Keystone staked out for 407 Little Walnut Ct. Dean stated that the Certificate of Occupancy permit can be issued by the Borough because all Zoning requirements have been met. The boundary dispute is between Keystone and the resident.

**Council Members:**

- ♣ Matt met with the Solicitor to discuss PEMA's proposed audit for floodplains. At this time, no other Municipalities have been negatively affected. Matt feels that Council members should wait until an audit is conducted before taking further action. If PEMA conducts an audit and has any findings, the Borough will have approximately 2 years to make corrections. This will give Council members adequate time to work with PEMA regarding required mandates.

- ♣ Penny stated that she is meeting with 2 companies to get quotes & drawings for the Memorial project. Penny is working on getting all the information ready to be submitted for a grant. Matt noted that the Memorial is deteriorating so there is an urgent need to obtain a grant to construct a new Memorial.
- ♣ Penny provided information for new banners in the Borough. She and Brenda picked out 8 different banners to represent the Borough, the fire dept, the Memorial and the park. There will be seasonal banners and banners that will be displayed year round. Penny stated there is a total of 36 banners and an additional 23 brackets will need to be ordered. *On a motion from Sabrina Bowman and second from Brenda Kramer, Council members unanimously approved spending up to \$6,000 on new banners and brackets.*
- ♣ Matt discussed projects to be submitted for grants. The following were discussed: drainage improvements & paving on a portion of East First Ave and W First Ave.

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

- ♣ Donna found a grant that would cover upgrading streetlights with LED lights so she reached out to Met Ed to obtain a quote. The Met Ed rep stated that they recently approved upgrading all streetlights to LED lights at no cost to the Borough. Steve and Donna completed the paperwork to have this done. 2 streetlights that were previously requested to be upgraded have been done. Donna will continue to follow up with Met Ed to make sure all lights are upgraded.
- ♣ Donna discussed opening a PLGIT account for the Activities fund or putting the funds in a CD. The PLGIT account and a CD would pay about the same interest. Currently the Activities fund is in Traditions bank which has a low interest rate. The Activities fund is for upgrades/repairs to the playground and ballfield. Recreation permit fees from the Walnut Creek Development are paid with the sale of each house so funds will continue to accrue. *On a motion from Penny Dzubinski and second from Sabrina Bowman, Council members unanimously approved opening a PLGIT account for the Activities funds.*

#### **Maintenance:**

- ♣ Steve stated that Gable Ave bridge repairs have been completed.
- ♣ Crosswalks at Camp St & Main St have been painted. As weather permits, other areas will be painted.
- ♣ Steve is waiting for the contractor to complete the street repair/ paving on Heindel Ave. Sidewalk repairs are completed.

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

*On a motion from Sabrina Bowman and second from Penny Dzubinski, Council members unanimously agreed to adjourn the meeting at 7:35 pm.*

*Respectfully Submitted*

*Donna Martin  
Secretary-Treasurer*