

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

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

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 Brenda Kramer, Council members unanimously approved the January 5, 2026 Minutes.*

**Citizens & Inquiries:**

- ♣ Dave Rittenhouse provided a report for the month of January. The following was discussed:
  - ✓ The dept had a total of 29 dispatched in January and 5 were in the Borough.
  - ✓ The 2007 Ford Expedition needs to be replaced as it has over 200,000 miles. They have a budget of \$25,000 and are bidding on a 2017 Ford Explorer Police Responder with less than 21,000 miles.
  - ✓ They are discussing replacing a fire engine and are considering buying a demonstration engine as it is a third of the price.
  - ✓ Several members tested/are being tested for various training classes. The training classes and certifications are what paid firefighters are required to obtain.
  - ✓ Dave stated that they are working on different incentive programs for the volunteers to offer some type of reward for the training classes they complete.
  - ✓ Dave asked Council members to consider donating to the Annual Appreciation Banquet so that the volunteers can be recognized for all the hard work and time they put into being firefighters.
  
- ♣ Rich Mitzel attended the meeting to express an interest in being a Council member. There are 2 Council members positions that need to be filled. Council members will discuss the open Council positions later in the meeting.
  
- ♣ John Barclay attended the meeting to request reducing the bond for Phase III of the project. John also requested permission to burn wood in an open field during the day providing the weather conditions are favorable. The following was discussed:
  - ✓ Matt stated that per John Runge's monthly report, no plan information was received from the Barclay's engineer so they cannot discuss a reduction of the bond for Phase III yet. John Barclay stated he will follow up with his engineer to have plans submitted. If plans are submitted to the Borough's engineer this month, Council members can discuss the request at the March Council meeting.
  - ✓ Bob Huska discussed problems within the Development that need to be addressed with the HOA but he does not have contact information. Donna also stated that she received 2 phone calls from residents with concerns about roads being plowed. Donna does not have contact information for the HOA and wasn't sure who plowed the development, so she was not able to provide the residents with information. Mr. Barclay stated that his brother, Rob Barclay, has that information and advised Bob to reach out to him.
  - ✓ Council members will speak with Dave Rittenhouse to make a decision regarding the request to burn wood in an open field at the Development.

**Codes Enforcement Officer:**

- ♣ Bob completed a job description for his position and gave a copy to Matt and Larry to review. Bob stated his title will be “Windsor Borough Zoning/Ordinance Enforcement Officer”.
- ♣ Bob has been issuing citations to residents who do not clear their sidewalk within 24 hours after the snow has stopped.
- ♣ Bob stated that several residents in the Walnut Creek Development did not shovel the sidewalks and Keystone did not shovel the sidewalks for the houses they are responsible for. No contact info was provided for the HOA so Bob questioned if he should reach out to residents. Mayor Markel stated that since the HOA did not handle the problem, Bob should move forward and contact the residents. Matt stated that residents must comply with Borough Ordinances, then with HOA rules.

**Mayor:**

- ♣ Mayor Markel stated that he spoke with Brett and Melissa Raver regarding the water run-off problem. Larry informed them that the Windsor Township Engineer feels part of the problem could be from a broken pipe running through their yard. The Township is willing to work with the Ravers to check on the pipe. Due to the snow and cold weather, this will be put on hold for now.
- ♣ Mayor Markel reminded Council members to think about planning a celebration to take place in 2030, when the Borough will be 125 years old (since incorporation).

**EMA:** Nothing to report

**Engineer:**

John provided an agenda. The following was discussed:

- ♣ The Borough received the Multi-modal grant for the replacement of the Herman & Heindel Ave bridges. The grant amount is \$692,463.
- ♣ The W Main St Curb & Sidewalk project will be advertised in March with a bid opening scheduled for April. A meeting will be held for residents who will be affected by the project on March 2<sup>nd</sup> at 5:30, prior to the monthly Council meeting.
- ♣ John reported that Windsor Township is working on design plans for water runoff control for the property at 100 S Camp St. and the Raver property.

**Solicitor:**

Dean provided an agenda. The following was discussed:

- ♣ Penn St/Main St intersection project - Dean reported that the attorney for 1 E Main St requested a meeting to review project plans. Matt stated that the plans were revised and will be shown to the attorney and John Frey. Dean also stated that the owner of the pizza shop contacted him and requested the plans for his review. Dean has not received any response from the resident at 5 W Main St.
- ♣ Dean sent an email to Keystone Attorney James Elliot to discuss the problem that occurred when Keystone began digging a foundation for lot #87 before a stakeout inspection could be completed by the Borough. Dean reminded Mr. Elliot that Keystone is required to have a stake-out inspection completed before digging begins, and the lack of an inspection could result in the Borough not issuing a Certificate of Occupancy if measurements are not correct. Mr. Elliot was informed that Keystone must immediately take and confirm measurements with the Borough Engineer or Bob Huska that the construction complies with the setback requirements for this lot.

- ♣ Dean stated that an Ordinance is required for the Borough to be able to restrict weight limit of trucks on Borough roads. Council members agree that signs need to be placed on School House Rd and Wellyn Dr to restrict trucks over 10 tons from driving on these streets. A traffic or engineering study should not be required since this is a residential road. The weight limit would not apply to school buses and emergency vehicles. Bob stated that he could add this to the Traffic Ordinance he is revising.
- ♣ 9 N Camp St – Attorney Spurlin stated that he needs to obtain the death certificate to open an estate. This could take some time since a family member is not requesting the death certificate.

#### **Council Members:**

- ♣ Council members discussed Dave Rittenhouse’s request for a donation to help pay for the fire depts Annual Appreciation Banquet. Mayor Larry stated the volunteers show dedication, commitment, unity and hard work in the amount of personal time they sacrifice to respond to calls along with the hours they dedicate to acquiring specialized training. Council members feel they need to show support and appreciation to the volunteers for all that they do to serve the community. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved donating \$750 to the fire dept to be used for the Annual Appreciation Banquet.*
- ♣ Council members discussed John Barclay’s request to burn a pile of wood/debris in the field at the Walnut Creek Development. Council members expressed concern that they don’t know what debris would be burned, what amount needs to be burned and how it would impact residents at the development. Council members decided not to approve Mr. Barclay’s request for the safety of residents. Mayor Larry will speak with Dave Rittenhouse about the decision.
- ♣ Council members discussed the open Council positions. The following was discussed:
  - ✓ Council members appreciated Rich Mitzel coming in to express his interest in being a Council member and feel he would be a valuable addition. *On a motion from Penny Dzubinski and second from Brenda Kramer, Council members unanimously approved appointing Rich Mitzel to fill the Council member position.*
  - ✓ Mayor Markle stated that he spoke with Melissa Raver to see if she would be interested in being a Council member. Melissa stated she would be interested but is unsure if this would create a problem due to working for the federal government.
  - ✓ Mayor Markle spoke with Joseph Bryant (61 E Main St) about being a Council member. Joseph is currently an alternate member for the Zoning Hearing Board. Joseph expressed an interest in being on Council. Mayor Larry stated that he will ask Joseph to attend the March meeting to introduce himself to Council members and they can decide at the meeting if they want to appoint Joseph to the Council.
  - ✓ A Resolution will need to be approved once both positions are filled.
  - ✓ It was noted that Sabrina Bowman has not submitted her letter of resignation. Donna will reach out to Sabrina to request it.

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

- ♣ Donna reported that the owner of 109 E Main St has not paid the quarterly bill for the last 2 quarters, and the current quarterly bill is due next week. The owner is billed for garbage services only as this is an auto repair garage. Donna sent letters and emails to the owner and letters to the tenant over the last few months. Donna stated that the owner came into the office today to pay the rental license fee and was made aware of the outstanding bills. The total amount due is \$388.02 if paid by 2-9-26. Council members discussed the situation and decided to wait until next month’s meeting to see if the bill is paid before getting the Solicitor involved.
- ♣ Donna reminded Council members that Windy Fink will host an event at the Borough office on March 12<sup>th</sup> from 5-7 pm to provide residents with document shredding, disposing of expired prescriptions, provide assistance with the Property Tax/Rent rebate application, and answer questions.

**Maintenance:**

- ♣ Steve provided a quote from Woody's Tree Service to trim trees at the playground area. The quote was \$1,125 and includes trimming of trees and removal of debris. *On a motion from Penn Dzubinski and second from Brenda Kramer, Council members unanimously approved spending up to \$1,200 to trim the trees at the playground area.*

*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 8:00 pm.*

Respectfully Submitted,

Donna Martin  
Secretary-Treasurer

DRAFT