

**DUBOISTOWN BOROUGH COUNCIL MEETING**  
**THURSDAY JUNE 12, 2025**  
**6:00PM**

**MEETING MINUTES**

The General Council meeting was called to order at 6:00 pm by Harry Rogers, Council President.

Present were, Harry Rogers, Marc Drier, Patrick Melloy, Norman J Cowden, Dori Rankinen, Richard Knecht, Mike Rodgers, Ann Marie Baker Borough Manager, Shawn Millard, Kate Weaver

Absent John McCormick

Motion #1 was moved and seconded (Norman Cowden/Mike Rodgers) to approve the minutes for May 29<sup>th</sup> meeting.

Motion #1 carried by a Vote (6-0)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							X
Patrick Melloy				X			
Harry Rogers				X			
Dori Rankinen				X			
Mike Rodgers		X		X			
Norman Cowden		X		X			
Shawn Millard				X			
Mayor Knecht							

Public Comment Period 1 – None

Police Report – was read – Detective Thompson was appointed as Chief at Monday South Williamsport Council Meeting and Sgt Summers received Letter of Commendation for his heroic efforts and valiant attempt to save a human life.

Fire Department – Report was reviewed

Craig Kropp wanted to know if the borough receives the \$500.00 from the county for the voter services when the polls are conducted. Borough Manager stated that yes they have been since she has been in her position.

Minutes Matter Training and Fireworks Safety Training will be conducted this month

Sewer Report – Report was reviewed

Borough Manager Report – Report was reviewed

Resolution for CPA is ready to approve after the ordinance is approved to use CPA this will be approved at the June 26<sup>th</sup> meeting. The solicitor will advertise the ordinance.

Resolution for meetings and public comment was reviewed and will be approved at June 26<sup>th</sup> meeting – pending any corrections or additions to document.

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Resolution for Ride Share for RVT was reviewed as well as WMA resolution and will be approved at June 26<sup>th</sup> meeting.

Borough Manager requested council to review the solicitation/peddling ordinance 2013-02 and approve the application for permit and set the permit fee for a vote at the June 26<sup>th</sup> meeting.

Reported that the insurance broker advised that by dropping the fire department apparatuses from the liability insurance, it dropped \$6,353 for a total of \$3,964 which is now the current amount the borough pays on vehicles.

Motion #2 was moved and seconded (Mike Rodgers/Patrick Melloy) to approve the expenditures for May.

Motion #2 carries by a Vote (6-0)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							x
Patrick Melloy			x	x			
Harry Rogers				x			
Dori Rankinen				x			
Mike Rodgers		x		x			
Norman Cowden				x			
Shawn Millard				x			
Mayor Knecht							

Kate Weaver – reviewed what the balance sheets for the borough have on them. The borough council had not previously requested that the balance sheets have our assets listed; however when the council reviews with the borough manager for next year reports we can add that to the report if they wish. The Borough Manager mentioned that there is a separate list that she uses that has the assets for when she does the insurance renewals each year.

The Borough Manager will review the documentation she received and follow up in July meeting.

Solicitor – Winner case has been settled, and documents have been given to the council to review. The ordinance for CPA will be advertised and ready for the next meeting.

Tax Collector- 87.59% of taxes have been collected for Duboistown

President Harry Rogers – Proposed change to meeting days from Thursday to Wednesdays so that other conflicting meetings that members of council has would allow for better attendance and allow council to participate in chamber events and meetings since they are on Thursdays and we do pay a membership for the chamber.

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Also if the council were going to do a long vacation weekend, they could leave on Thursday and not have it affect their attendance to the meetings.

Motion #3 was moved and seconded (Shawn Millard/Norman Cowden) to move the meetings to Wednesday instead of Thursdays and advertise the change starting in July 2025.

Motion #3 carries by a Unanimous Vote (5-1)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							x
Patrick Melloy					x		
Harry Rogers				x			
Dori Rankinen				x			
Mike Rodgers				x			
Norman Cowden			x	x			
Shawn Millard		x		x			
Mayor Knecht							

Public Comment 2

Craig Kropp Fire Department treasurer, also asked who the right-to-know officer was and he wanted to know if he needed to do a right-to-know request for anything he wanted from the borough. He stated that on the PA site it stated Robin Rundio as the RTK officer. The Borough Manager stated that no she was the RTK officer and has been since she was hired and that it was on the borough website. She would contact the state to get that corrected.

Craig also stated that he was able to get confirmation from Armstrong township that the fire department did have two payments prior to 2015 that they were missing as well as an overpayment that the fire department will need to refund to the borough for a workers compensation payment.

Christine Thomas 2626 Riverside Drive stated that she did not believe that the bathrooms in the social hall were ADA compliant.

Richard Gordon 329 Valley Street wanted to know if one of the residents was still living as he was told she had passed.

Motion 4 to adjourn the meeting was moved and seconded (Norman Cowden/Mike Rodgers)

Motion #4 carries by a Unanimous Vote (6-0)

Name	Nomination	Motion	2 <sup>nd</sup>	Yes	No	Abstain	Absent
John McCormick							x
Patrick Melloy				x			
Harry Rogers				x			
Dori Rankinen				x			
Mike Rodgers			x	x			

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Norman Cowden		X		X				
Shawn Millard				X				
Mayor Knecht								

Approved: Ann Marie Baker Date: 6/12/2025

Motion: Patrick Mellay Second: Dor. Rankinen Date: 6/12/2025