

**DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY FEBRUARY 1, 2024
6:00 PM**

MEETING MINUTES

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

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

Motion #1 was moved and seconded (Norman Cowden/John McCormick) to approve the minutes from previous meeting January 2, 2024.

Motion #1 carries by a Unanimous Vote (6-0)

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

Public Comment – Janet Duffield 2814 Cochran Ave – wanted to know who made the decision to have Keystone Central COG do property maintenance in the borough and expressed concern on a notification that she received.

Police Report – December UCR report was reviewed by council – 13 calls 2 citations and 4 warnings January Informational report was reviewed. Council person Patrick Melloy asked what the patrol process was for the playground area that is behind the day care. Officer stated it is patrolled on a regular basis daily per shift.

Fire Department – no reports at this time will have at the next meeting – May 11th food truck & craft show.

Sewer Report – Reviewed by council

Motion #2 was moved and seconded (John McCormick/Norman Cowden) to approve the Riverside Drive Area Stormwater Improvements Project Amendment #1 to Memorandum of Understanding Between LCWSA, Borough of Duboistown & Borough of South Williamsport.

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

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

Motion #3 was moved and seconded (Shawn Millard/Dori Rankinen) to award the Cochran Avenue Sewer Project to Pine Mountain Excavating at \$419,154.00.

Motion #3 carries by a Unanimous Vote (6-0)

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

Property Maintenance & Building Codes Report – reviewed

Motion #4 was moved and seconded (Patrick Melloy/Norman Cowden) to have the Borough Manager work with the Keystone Central Cog to review the sidewalk ordinance and get their recommendations for a quality-of-life ticket and how we can improve our sidewalk ordinance and have them enforce it.

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

Name	Nomination	Motion	2 nd	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							

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Borough Manager Report – Report Given and reviewed. Update on extension for Act 13 Park Grant – review of accounting process, reviewed new signature cards,

Discussion on setting up remote or teleconference participation for the Council in the event they would not be able to make meeting for medical or emergency situations. Per Solicitor does not need to be an ordinance, just a process notation for the Council to agree on. All Council agreed this would be the process we would just need to ensure if calling in for meeting that the party calling in can hear everything clearly and that we have them state their vote by roll call.

Motion #5 was moved and seconded (Shawn Millard/Norman Cowden) to amend the South Side Recreation Master Plan to include Duboistown Borough Park.

Motion #5 carries by a Unanimous Vote (6-0)

Name	Nomination	Motion	2 nd	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							

Motion #6 was moved and seconded (Norman Cowden/Dori Rankinen) to approve December 2023 expenditures total \$67,244.85.

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

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

Community Events – Brunch and Bingo with the Bunny is March 24th, 2024.

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The Christmas event is December 14th, 2024, more information to follow.

Personnel Committee – Borough Manager Contract was to be discussed in the executive session after the meeting.

Solicitor – Working on follow up for Heights, and Armstrong Contracts, will be unavailable from 2/10 – 2/20

Tax Collector – 2023 Settlement done 95.4% of residents paid.

Mayor – FCC License still doing some research and will advise when this is corrected will work with the Fire Chief to determine why or how to get this issue resolved.

Ask about the Armstrong and Heights agreements – was advised that the solicitor and Borough Manager are working on a meeting with Armstrong now that there is new supervisors and that Fred Holland has been working with us on the Heights issues. Hope to have resolved soon.

Public Comment Period #2

Janet Duffield 2814 Cochran Ave – wanted to know why the 15.00 stormwater fee is not something that all people are paying in the county. Information was given to explain the different budgets and where the fee money goes in the borough.

She also wanted to know what we paid the Central Keystone Council of Governments to do the inspections of property maintenance complaints.

Motion #7 was moved and seconded (John McCormick/Dori Rankinen) to adjourn at 7:43 pm

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

The council did go into an executive meeting to discuss personnel issues and borough manager contract after the general meeting was adjourned.

Approved: Ann Marie Rabeau Date: March 7, 2024

Motion: Norman Cowden Second: John McCormick Date: March 7, 24