

# DUBOISTOWN LYCOMING COUNTY

A great community to raise a family in!



## BOROUGH NEWSLETTER VOLUME EIGHT

MARCH 2025

**DUBOISTOWN BOROUGH OFFICE HOURS:** The Duboistown Borough office hours are Monday through Friday 8:00am to 4:00pm; if you are unable to visit during these times, please contact the Borough Manager at 570-279-8673 to make other arrangements. Location: 2651 Euclid Ave, Duboistown PA

**DUBOISTOWN BOROUGH WEBSITE:** The Duboistown Borough website is [www.duboistownborough.com](http://www.duboistownborough.com)

**DUBOISTOWN BOROUGH FACEBOOK PAGE:** [www.facebook.com/duboistownpaborough/](http://www.facebook.com/duboistownpaborough/)

**SAVVY CITIZEN** – This is a free notification system for Apple & Android users that will enable the borough to send important information directly to residents' mobile devices. Residents may access Savvy Citizen by downloading the smartphone app or visiting [savvycitizenapp.com](http://savvycitizenapp.com).

### TELEPHONE NUMBERS/EMAIL ADDRESSES:

DEPARTMENT	TELEPHONE NUMBER	E-MAIL ADDRESS
BOROUGH OFFICE	570-323-3646	ABAKER@DUBOISTOWNBOROUGH.ORG
BOROUGH MANAGER	570-279-8673	ABAKER@DUBOISTOWNBOROUGH.ORG
SOUTH WILLIAMSPORT POLICE	570-327-8152	POLICE@SOUTHWILLIAMSPORT.NET
NON-EMERGENCY CALL	570-433-4360	
EMERGENCY CALL	911	
PUBLIC WORKS	570-447-1540 570-279-8673	ABAKER@DUBOISTOWNBOROUGH.ORG
TAX OFFICE	570-327-0620	DSWTaxoffice@gmail.com
BUILDING PERMITS	570-522-1326	PERMITS@CKCOG.COM
FIRE DEPARTMENT	570-323-6903	
EMERGENCY CALL	911	
SOCIAL HALL RENTAL	570-279-8673	DUBOISTOWNHALLRENTAL@GMAIL.COM

**BOROUGH OFFICIALS**

<b>POSITION</b>	<b>OFFICIAL</b>	<b>E-MAIL ADDRESS</b>
MAYOR	RICHARD KNECHT	RICHARDKNECHT50@GMAIL.COM
COUNCIL PRESIDENT	HARRY ROGERS	HARRY-ROGERS@COMCAST.NET
COUNCIL VICE PRESIDENT	DORI RANKINEN	DARANKINEN@GMAIL.COM
COUNCIL PRO TEMP	SHAWN MILLARD	SHAWNMDBCM@GMAIL.COM
COUNCIL MEMBER	NORM COWDEN	NJC2664@COMCAST.NET
COUNCIL MEMBER	PATRICK MELLOY	PMELLOY176@GMAIL.COM
COUNCIL MEMBER	JOHN MCCORMICK	JMCC50@COMCAST.NET
COUNCIL MEMBER	MICHAEL RODGERS	MFRODG@COMCAST.NET

**BOROUGH EMPLOYEES**

BOROUGH MANAGER (Full Time)	ANN MARIE BAKER
PUBLIC WORKS (Full Time)	PAUL MCKINLEY
ASSISTANT TREASURER/ADMIN (Part Time)	KATE WEAVER

SEASONAL PART TIME PUBLIC WORKS – Walter Steinbacher

SEASONAL AS NEEDED PUBLIC WORKS – Dean Jones

**BOROUGH SEWER**

**RESIDENTIAL SEWER RATE:** 80.00 Per EDU

**BILLING INQUIRES:** Call Lycoming County Water & Sewer Authority at 570-546-8005 or visit their website at [www.lcwsa.net](http://www.lcwsa.net)

**BOROUGH WATER**

All property owners shall pay a charge for water service as provided by current rules and regulations.

**BILLING INQUIRES:** Call Williamsport Municipal Water Authority at 570-323-6148 or visit their website at [www.wmwa-wsa.org](http://www.wmwa-wsa.org)

**BOROUGH STORMWATER FEE (MS4)**

All property owners shall pay a stormwater fee of \$15.00 per IAU per month.

**BILLING INQUIRES:** Call Lycoming County Water & Sewer Authority at 570-546-8005 or visit their website at [www.lcwsa.net](http://www.lcwsa.net)

**OTHER UTILITIES**

GAS	UGI	800-276-2722	www.ugi.com
ELECTRIC	PPL	800-342-5775	www.pplelectric.com
TELEVISION	Comcast	800-266-2278	www.xfinity.com/Comcast

**PUBLIC TRANSPORTATION**

River Valley Transit Authority – provides bus services and has multiple stops in Duboistown Borough. For more information call – 570-326-2500 or visit website at [www.ridervt.com](http://www.ridervt.com)

**COUNCIL MEETINGS**

**BOROUGH MEETINGS:** All Borough meetings are open to the public.

**BOROUGH COUNCIL MEETINGS:** **NEW** The Duboistown Borough Council meets on the second Thursday of each month at 6:00 pm and the fourth Thursday of each month at 4:30 pm at the Duboistown Borough Building. In the event a holiday falls on a Thursday the meeting is scheduled council will announce the meeting date at the prior meeting.

**COMMUNITY EVENTS AND RECREATION COMMITTEE:** The committee consist of employees, fire department volunteers and residents that meet as needed depending on the event or activity they are working on.

**DUBOISTOWN BOROUGH PLANNING COMMISSION:** Meets as needed.

**DUBOISTOWN BOROUGH ZONING HEARING BOARD:** Meets as needed.

**HOW DO I GET ADDED TO THE AGENDA?** Contact the Borough Manager at [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org) or call 570-323-3646 with your request and topic of discussion.

**HOW CAN I PARTICIPATE IN THE MEETING?** On the agenda at the beginning of the meeting there is a Public Comment section. Any resident can address council on any item that is on the agenda at that time. At the end of the meeting there is a second Public Comment that allows for comment on anything that was discussed.

Note: State your name and address for the record and try to limit your comments to 3 minutes.

**WHERE CAN I VIEW AN AGENDA?** The agenda is posted on the front door of the office building the week of the scheduled meeting as well as on the bulletin board in office. Agenda is posted on Borough Facebook Page, Savvy Citizen, and Website.

**WHERE CAN I VEIW THE MEETING MINUTES?** Minutes from the meetings are posted on the Borough Website after the next months meeting. Minutes are not officially approved and public record till the next months meeting. For example: January Minutes are approved at February Meeting. You can request a copy of the minutes by contacting the borough Manager.

Meetings that are scheduled that are on holidays will be changed when it gets closer with new dates and communication will be updated.

# 2025 COUNCIL MEETINGS

**NEW** - MEETINGS ARE MOVED TO 2ND THURSDAY OF THE MONTH AND WE HAVE ADDED A SECOND MEETING THE 4TH THURSDAY OF THE MONTH. SEE DATES AND TIMES BELOW:

**ALL MEETINGS ARE HELD IN COUNCIL CHAMBERS AT  
2651 EUCLID AVE DUBOISTOWN PA 17702**

## 1ST MEETING

January 9th - 6pm  
February 13th - 6pm  
March 13th - 6pm  
April 10th - 6pm  
May 8th - 6pm  
June 12th - 6pm  
July 10th - 6pm  
August 14th - 6pm  
September 11th - 6pm  
October 9th - 6pm  
November 13th - 6pm  
December 11th - 6pm

## 2ND MEETING

January 23rd - 4:30pm  
February 27th - 4:30pm  
March 27th - 4:30pm  
April 24th - 4:30pm  
May 22nd - 4:30pm  
June 26th - 4:30pm  
July 24th - 4:30pm  
August 28th - 4:30pm  
September 25th - 4:30pm  
October 23rd - 4:30pm  
November 27th - 4:30pm  
December 25th - 4:30pm



[WWW.DUBOISTOWNBOROUGH.COM](http://WWW.DUBOISTOWNBOROUGH.COM)

## BUILDING PERMITS

**WHO DO I CONTACT TO OBTAIN A PERMIT?** Duboistown Borough has contracted with Central Keystone Council of Governments to administer our borough zoning and building permits.

**HOW DO I CONTACT CKCOG?** Call 570-522-1326 or 877-457-9401, email [permits@ckcog.com](mailto:permits@ckcog.com), website – [www.ckcog.com](http://www.ckcog.com)

### WHAT REQUIRES A BUILDING PERMIT?

- ✓ All new construction
- ✓ Any addition containing living space.
- ✓ Attached garages (including those attached by a breezeway)
- ✓ Any deck or ramp with a floor over 30" from the ground
- ✓ Any roof addition or replacement/repair of framing when attached to the house.
- ✓ Detached residential accessory structures over 1000 square feet.
- ✓ Most residential renovations
- ✓ All in-ground swimming pools or above-ground pools that have more than 24" of water AND are permanent.
- ✓ Any fence more than 6' in height or any masonry or retaining wall more than 4' in height
- ✓ **ANY** work on Commercial (Businesses or Industrial) & Multi-Family (3 or more) Units

### BEFORE STARTING ANY PROJECT CALL

The Borough office, even if your project does not require a Building permit, it may require approval from the Municipality.

- ✓ PA ONE-CALL at 1-800-242-1776 or 811 **BEFORE** you start digging.
- ✓ Your County Soil Conservation District
- ✓ Your County Planning Commission

### WHAT ITEMS ARE NEEDED FOR BUILDING PERMIT ISSUANCE?

- ✓ Building permit application
- ✓ A minimum of 2 sets of construction Prints for residential or 3 sets of construction prints for commercial (After looking at the prints, the CKCOG should know **HOW** you are constructing the project.)
- ✓ Zoning Permit/Municipality Approval
- ✓ Water/Sewer Connections
- ✓ Approved Subdivision or Land Development Plans
- ✓ A valid street address from your County GIS department
- ✓ Floodplain management regulations compliance

**If you are unsure whether you need a UCC Building Permit or other approvals, please contact CKCOG at 570-522-1326.**



**RENTAL UNIT OCCUPANCY LICENSE**

**Currently 56 rental units have been inspected in the borough since the program started. The Central Keystone Council of Governments will be starting the next round of inspections for properties on the list that have not been inspected yet.**

**ORDINANCE #2023-02** Duboistown Borough had adopted Ordinance #2023-02 which states that all landlords in the Borough are required to obtain a Rental Unit Occupancy License for all existing properties currently being rented and for any new properties before they are offered for rent. The purpose of this Ordinance is to protect and promote the public health, safety, and welfare of its residents. A systematic rental unit inspection and licensing program has been shown to benefit both property owners and renters by promoting safe and sanitary housing, maintaining of property values, and preserving neighborhoods, and encouraging owner and renter responsibility for the condition of rental properties.

Inspections will be required every 36 months to ensure continued compliance with these Codes.

After inspection, you will receive an inspection report listing any issues that need to be corrected and the time frame you have for correction. You will be given a pre-inspection checklist to ensure that your property is code compliant and ready for inspection. After your property has satisfactorily passed the inspection and all fees have been paid, you will be issued a Rental Unit Occupancy License. The License will be renewed every 36 months (3 years) in April, and you will be notified in mail when this renewal is due.

**NOTE:** *If you have any questions about this ordinance, please contact the Borough Manager or Central Keystone Council of Governments.*

**COMMERCIAL PROPERTY INSPECTIONS**

Currently 54 commercial inspections have been completed in the borough since the program started.

**PROPERTY MAINTENANCE****DUBOISTOWN BOROUGH ADOPTED THE 2021 CMC (CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS MAINTENANCE CODE – PROPERTY, FIRE SAFETY & BUILDING BOOK)**

A copy of the CMC book with all the property maintenance ordinances can be found on either of the following websites: [www.duboistownborough.com](http://www.duboistownborough.com) or [www.ckcog.com](http://www.ckcog.com)

## What is “Property Maintenance”?

The Property Maintenance Code establishes minimum standards for the overall maintenance of owner-occupied and rental housing, vacant and abandoned buildings, commercial properties and undeveloped parcels in your municipality. The standards are designed to maintain a healthy, safe, and clean environment as well as preserve the quality of life and property values that your residents and businesses enjoy in your community.

Some municipalities adopt the International Property Maintenance Code (IPMC). The IPMC is a maintenance document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation, and fire safety.

The CKCOG also has our own maintenance code – the [CKCOG Maintenance Code – Property, Fire Safety and Building \(CMC\)](#) also establishes minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation, and fire safety. The CMC was written based on the “best practices” of the International Property Maintenance Code *but adapted to specifically address common challenges in our area*. The CMC also offers options to tailor the Code to address concerns unique to your community, such as prohibited exterior furniture or grass heights, while still maintaining a consistent standard throughout our member municipalities. Chapters 7 and 8 of the CMC give your Municipality the ability to easily adopt and enforce our Rental Unit Licensing and Fire Inspection programs without the need to enact additional Ordinances.

The CKCOG also has the authority to issue Non-Traffic Citations to property owners and occupants who fail to comply with Notices of Violation. The fines and penalties for this Citation are then set by the court having jurisdiction, based upon the established penalties of the Municipality, and when it is collected are returned directly to the Municipality.

## When does the Property Maintenance Code get enforced?

The property maintenance inspection and enforcement process can be initiated in one of several ways. An inspection can be conducted in response to a complaint by an individual, as a result of an observation of your municipality’s Council members or Supervisors, observations during a police or fire call, or as a consequence of an action, such as filing for a rental housing license or other permit. A Code Enforcement officer responds to complaints according to the impact of the violation on the community. Situations that appear to pose a serious risk to health and safety are given top priority; others are pursued in the order in which they are received.

For all types of code complaints, the first step in the follow-up procedure is personal contact by a Code Enforcement Officer to see if a code violation exists and to request compliance. If the individual responsible for the situation is not available or appears unwilling to voluntarily correct the code violation in a timely manner, a notice of violation will be issued and the

situation monitored until the violation is abated. Your municipality may also take court action if the situation poses a significant risk to the community or if the individual has ignored previous notices/citations.

Some municipalities request that an officer patrols the area for a set number of hours each month, this allows the municipality to correct small issues quickly and is recommended in more heavily populated areas. Most municipalities allow the code officer to respond to residents' complaints and concerns as needed. However, some municipalities, to keep costs down and prevent nuisance calls, require all complaints to be first directed to a supervisor or council member, who then contacts the code office if they feel it is warranted.

### **What does this cost my municipality?**

Our fee is currently set at \$80.00 per hour (as of 1/1/2025), billed to the municipality on a monthly basis. Municipalities recover these fees in various ways; most bill the property owner when a case has been resolved and others may add the fees to the annual property tax bill, or in the case of significant fees, place a lien on the property (such as those incurred for the condemnation and demolition of a vacant structure).

### **Why should our municipality choose the CKCOG to enforce our Property Maintenance Ordinance?**

Effective code enforcement initiatives seek to achieve voluntary compliance as a means of avoiding other punitive methods of enforcement, while still accomplishing what is best for the community in terms of public health and safety. It can be, and often is, a very labor-intensive process requiring multiple court appearances and frequent in-person contact with property owners. It is challenging for a small community to establish effective code enforcement presence and efficient case management and follow up without having a code enforcement officer as part of their day-to-day staff. Obviously, an additional employee can be an overwhelming financial burden to most municipalities.

Our Code enforcement officers regularly interact with various county and state agencies, such as health departments, child and family services, and highway departments. They work closely with the municipal officials and departments, such as fire, police, building, planning and zoning. Our officers also interact with various members and resources within the community, such as senior service organizations, economic development commissions, mortgage companies, businesses, and residents, developing relationships and networks that reinforce the long-term goals of the municipality.

It is not uncommon that code enforcement interaction is a resident's first association with the municipality. The professionalism and approach of the code enforcement officer can shape community views of the local government and municipal experience. Building relationships



and knowledge of the community is integral to a proactive and professional code enforcement approach.

In addition, Code Enforcement Officers are willing and able to attend municipal meetings as necessary to discuss current/pending issues or concerns and to gain a better understanding of the Municipality's needs and primary goals of enforcement.

(above information from CKCOG website)

The following violations are the most common property maintenance violations.

**Note prior to adopting the CMC the borough of Duboistown did permit one unregistered vehicle. THIS IS NO LONGER PERMITTED!**

**Grass/Weeds** - Reference 2021 CMC Chapter 3 Section 302.4 Weeds. Weeds. All premises and exterior property shall be maintained free from weeds or plant growth more than 8 (Eight) inches. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs, provided; however, this term shall not include cultivated flowers and gardens.

**Garbage/Rubbish** - Reference 2021 CMC Chapter 3 Section 308 Rubbish & Garbage Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

**Motor Vehicles** - Reference 2021 CMC Chapter 3 Section 302.10 *Except as provided for in other regulations, no inoperable motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.*

If you have a property maintenance issue, please contact the Borough Manager with the issue including the property address and the violation. You can email [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org) or call 570-279-8673 leave a message if it is after hours of operation.

Central Keystone Council of Governments will be handling all the violations and conducts routine patrols through the borough.

### **What is an ordinance?**

An ordinance is a law or regulation created by a local government, such as a city council, borough council or county board. Ordinances are a type of local law that govern matters not already covered by state or federal laws.

**ORDINANCES THAT ARE IN VIOLATION ARE ENFORCED BY THE POLICE DEPARTMENT****BURNING ORDINANCE NO. 2022-01**

In 2022 the Borough Council was presented by a resident in the borough that they felt that burning should be banned in the borough of Duboistown. There were multiple public meetings to discuss the pros and cons of burning vs banning burning. The Council reviewed the burning ordinance and made a decision to revise the ordinance to allow residents to continue to burn paper in the borough but also to add some restrictions and time permitted to burn.

If you are a resident in the borough of Duboistown you are no longer able to do controlled burns (this is burning of brush, leaves, grass, etc). You can burn paper products in a burning barrel that has the appropriate top.

No fire shall be kindled or maintained between the hours of five (5:00) o'clock P.M. and seven (7:00) o'clock A.M. Saturday 7:00 am – Noon Only.

Burning is prohibited on Sundays; no burning is permitted on national holidays.

No one under 12 years of age shall burn in any outside fireplace or paper burner.

*A copy of the full ordinance can be found on our website at [www.duboistownborough.com](http://www.duboistownborough.com) or you can pick a copy up by requesting from the Borough Manager at [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org)*

**VEHICLES AND TRAFFIC CHAPTER 200**

All cars, trailers, or any vehicle are not permitted to park on any street in the borough during a snowplow or ice removal storm. Tickets will be issued to anyone in violation of this ordinance.

*A copy of the full ordinance can be found on our website at [www.duboistownborough.com](http://www.duboistownborough.com) or you can pick a copy up by requesting from the Borough Manager at [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org)*

**NOISE CHAPTER 121**

During a public meeting in 2024 a noise complaint issue was addressed with the Borough Council. The Borough Council reviewed the complaints and researched other areas noise ordinances as well as reviewed the borough of Duboistown current noise ordinance and in the January 2025 public meeting accepted the revised Noise Ordinance.

**AN ORDINANCE AMENDING THE NOISE ORDINANCE, AS AUTHORIZED BY THE BOROUGH CODE**

Codified Ordinances of Duboistown Borough Section 121-1 ("unnecessary noise prohibited") is deleted and replaced with the following:

"121-1. Unnecessary Noise Prohibited. The making of unnecessary, unusual or otherwise unreasonable noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others within the limits of the Borough is declared to be a public nuisance. Enumeration of the particular offenses hereinafter particularly defined shall not be construed as limiting the generality of the section or limiting the offenses hereunder to particular offenses hereinafter enumerated. Amplified music heard 75 feet beyond the property line between the hours of 9 p.m. and 8 a.m. is presumed to be unreasonable and a nuisance."

A copy of the full ordinance can be found on our website at [www.duboistownborough.com](http://www.duboistownborough.com) or you can pick a copy up by requesting from the Borough Manager at [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org)

**Contacting the Police about any of the violations can be done by contacting 911 or the non-emergency number 570-433-4360.**

## OTHER CHANGES MADE IN THE BOROUGH TO ORDINANCES

### SIDEWALK ORDINANCE

Duboistown Borough Code of Ordinances Section 169-1 (A) is amended by adding the following language to that section: "Notwithstanding the foregoing, Borough Council may from time to time by Resolution exempt certain streets or alleys, or parts of streets or alleys, from the sidewalk requirements, due to physical characteristics of that street or alley or portion of street or alley or of the property adjoining or facing it."

### SEWER LATERALS ORDINANCE

This ordinance revises property owner building sewer maintenance responsibility by making the Borough responsible for such maintenance from the curb or equivalent location to and including the connection of the building sewer to the public lateral or main.

### STREET EXCAVATIONS AND OPENINGS

The sections of the new Ordinance are as follows: Definitions, Permit Required, and Emergency Excavations; excavations prior to the reconstruction or resurfacing; prerequisites to obtaining permits, bond, fees and restoration requirements cancellation of permits, revocation of permits, completion/time extension, backfilling and paving, backfill and replacing by Borough, extra inspection, test holes, lights and identification, additional work, guarantee of work, penalty and cost.

## ANIMAL CONTROL

A dog, cat or other domestic animal shall be considered a nuisance if it does the following:

1. Damages, soils, defiles, or defecates/urinates on private property other than the owners, or on public walks and recreation areas unless such waste is immediately removed and properly disposed of by the owner.
2. Improper disposal of feces by an owner (including letting the feces collect outside).
3. Causes unsanitary, dangerous, or offensive conditions on any property.
4. Noise disturbances, i.e., excessive barking, howling, meowing.
5. Viciousness to humans or other domestic animals or small animals.
6. Digging into flowerbeds, lawns, sandboxes, or gardens.
7. Damaging of shrubbery, trees, lawns, or personal property.

**55-4 Keeping certain animals prohibited.** It shall be unlawful for any person to keep any wild animal, large animal, farm animals, or feral cat colony at any place within the borough.

**55-5 Confinement of small animals, maintenance.** It shall be unlawful for any person to keep any small animals confined in any quarters which are closer than 15 feet from any property line.

- 1) The owner of every such small animal or household pet shall confine the same in an enclosure sufficient to prevent such animal from running at large, and such enclosure shall be of a size conducive to good sanitation practices. Adequate and sanitary drainage facilities shall be provided.
- 2) Every owner of a small animal or household pet shall cause the litter and droppings therefrom to be collected daily in a container or receptacle of such type that, when closed it shall be ratproof and fly tight, and after every such collection shall cause such container or receptacle to be kept closed. At least once a week, every such keeper shall cause all litter and droppings so collected to be disposed of in such a manner as not to permit the presence of fly larvae.
- 3) Every owner of a small animal or household pet shall cause all feed provided therefore to be stored and kept in a ratproof and fly tight building, box, container, or receptacle.

### **55-6 Household pets.**

- 1) If any such household pet, as above defined, shall be kept in a dwelling owned or occupied by its owner, such owner shall be required to follow such procedures and practices, as to the number of pets to keep there, and as to sanitation, to ensure that no public nuisance shall be created or maintained and no threat to health of persons living elsewhere than in such dwelling shall be created.
- 2) If any such household pet shall be kept in an enclosure outside such dwelling, the provisions of 55-5 of this article, insofar as the same applied to small animals, shall be applicable to the keeping of such household pets.

**PUBLIC WORKS/STREET DEPARTMENT**

**SNOW REMOVAL:** Plowing, blowing, shoveling, or pushing of snow from private property onto Borough streets, whether before or after the streets have been plowed, is prohibited. Doing so creates an unsafe and difficult situation when chunks of snow become frozen, or even when a thin layer of snow freezes causing slippery conditions. Property owners will be held liable, not the contractors, so please inform your contractor of this policy.

**PARKING ON STREET DURING SNOWSTORM:** All cars, trailers, any vehicle are not permitted to park on any street in the borough during a snowplow or ice removal storm. Tickets will be issued for anyone in violation of this ordinance.

**DRAINS/DITCH LINES:** if drains or ditch lines are located near your property do not allow them to become blocked with any type of debris, especially during rainstorms. If drains or ditch lines become blocked, water tends to backup which may cause flooding onto your property. Please notify the Borough Manager if you are aware of any blocked drains. Note our public works employees do maintain the drains as part of our MS4 program.

**GRASS CLIPPINGS/YARD DEBRIS:** Please keep grass clippings and yard debris off the streets.

**NOTE: NO DUMPING OF YARD WASTE OR GRASS CLIPPINGS IS PERMITTED IN THE BOROUGH, OVER BANKS BY RIVER OR RAILROAD.**

**STREET SWEEPING:** The Borough of Duboistown partners with South Williamsport Borough to do street sweeping 4 times a year.

**STREET SIGNS:** Please report any damage to street signs to the Borough Manager immediately.

**STREETLIGHTS:** Please report any streetlight that is out to PPL 1-800-342-5775 with the location and pole number located on the pole to start a ticket – after you report you can send to Borough Manager to follow up on ticket.

**YARD & LEAF WASTE**

The South Williamsport Borough provides an area for Duboistown residents to drop off yard waste and branches that are 2" in diameter or less. No grass or sod is accepted. This area is designated as "mulch" area. It is located on the north side of our park complex. The area is locked by an electronic gate. Residents must obtain a key card or pin number at the South Williamsport Borough office to access the mulch area. The annual cost for access is \$15.00/household. The key card or pin number is nontransferable and is tied to your vehicle license plate. Cameras capture vehicles entering and exiting the area. The key card or pin number must be renewed annually during the month of January at the same cost of \$15/household.

**RECYCLING INFORMATION**

To locate drop-off centers and for more information on recycling call LCRMS at 800-326-9571 or visit [www.lyco.org/Departments/Resource-Management-Services/Recycling](http://www.lyco.org/Departments/Resource-Management-Services/Recycling)



**CURRENT TAXES**

<b>Borough Real Estate</b>	<b>Fire Tax</b>	<b>LST</b>	<b>School</b>	<b>County</b>
6 mills	.68 mills	\$52.00 year	19.1 mills	6.5 mills

HOURS ARE POSTED ON THE DOORS AND ALSO ON THE BACK OF YOUR BILL

There is a large drop box at the rear of the building that is available 24/7. Please leave your check or money order (NO CASH) and a copy of your tax bill.

For any other questions please call the office at 570-327-0620

**SOCIAL HALL RENTALS**

**DUBOISTOWN SOCIAL HALL**

**GREAT  
SPACE FOR**

- RECEPTION
- BIRTHDAY PARTY
- SHOWER
- FUNDRAISER
- DINNER
- FAMILY EVENT
- TRAINING
- MEETING
- OFFICE PARTY
- HOLIDAY EVENT
- COMMUNITY OUTREACH
- BANQUET

**\$75.00 Hr**

*CONTACT US TO DISCUSS OTHER PRICING  
OPTIONS, DO SITE VISIT & RESERVE*



**CALL: 570-279-8673**

**EMAIL: DUBOISTOWNHALLRENTAL@GMAIL.COM**

**SUBMIT REQUEST: WWW.DUBOISTOWNBOROUGH.COM**

**RENTAL FEES GO TOWARDS FIRE DEPARTMENT & RECREATION COMMITTEE**

**BOROUGH MANAGER ANNOUNCEMENT FOR 2025 BUDGET**

The municipal budget is like a family budget that you might create to ensure that the money you earn adequately covers the money you spend. Unlike your family budget the Budget for Duboistown Borough is a legally adopted document and public knowledge.

The goal of the budget is to ensure the sustainable future of Duboistown. This includes borough services, such as safe neighborhoods, reliable roads, sewer system and community awareness and involvement.

2025 is the year the borough employees along with the elected officials will continue to identify the needs of the borough by continuing to inspect and rate our infrastructure projects to assist with capital planning for the next 2 years. The staff along with elected officials will continue to look for ways to streamline and make process improvements that benefit the wellbeing and financial stability of the Borough. All this will ensure that DUBOISTOWN BOROUGH IS A GREAT PLACE TO LIVE AND RAISE A FAMILY.

The Duboistown Borough Council has approved the following budgets for 2025 without implementing a real estate tax increase, no fire tax increase, no sewer rate increases and no stormwater fee increase.

*The budget is available in detail for public review at the borough office and on the borough website at [www.duboistownborough.com](http://www.duboistownborough.com)*

**2025 GENERAL BUDGET**

Revenue General \$564922.00  
Expenses General \$470379.53  
Difference \$94542.47

**2025 SEWER BUDGET**

Revenue Sewer \$574280.00  
Expenses Sewer \$549638.37  
Difference \$24641.63

**2025 STORMWATER BUDGET**

Revenue Stormwater \$75000.00  
Expenses Stormwater \$73528.93  
Difference \$1471.10

Thank you

*Ann Marie Baker*

Borough Manager

## ELECTIONS

**WHERE DO I VOTE?** If you are a resident in DuBoistown you will vote at the social hall located at 2661 Euclid Ave DuBoistown PA 17702 Parking is available at the back of the building next to the social hall entrance.

**VOTER REGISTRATION FORMS:** Voter registration forms are available at the Borough Office, or by contacting the Lycoming County Voter Services Office. You can also access online at [www.lyco.org/vote](http://www.lyco.org/vote)

**MAIL-IN AND ABSENTEE BALLOTS:** In Pennsylvania, you now have two options for ballots. If you are a registered voter, you may either choose a mail-in ballot or an absentee ballot to request, complete, and return to the county election office. You may obtain a ballot by obtaining an application at the Duboistown Borough Office or Lycoming County Voter Services or online at [www.lyco.org/vote](http://www.lyco.org/vote)

### ELECTED POSITIONS FOR DUBOISTOWN ARE AS FOLLOWS:

1 Mayor  
7 Borough Council Members  
1 Tax Collector

### PRIMARY ELECTION MAY 20, 2025

During the elections this year we have the Mayor's seat and 4 Council Seats along with Tax Collector that are up for election.

### HOW DO I RUN FOR LOCAL OFFICE

Candidates for local public offices (magisterial district judges; county, School Director, city, borough, and township offices; and constables) and local party committee offices may run for office by filing Nomination Petitions or Nomination Papers with Voter Services. Candidates for federal offices, statewide offices, state legislative offices, the Court of Common Pleas, and state party offices must contact the Pennsylvania Department of State.

Candidates for local offices who wish to appear on the Democratic or Republican primary ballot must circulate and file Nomination Petitions with Voter Services. The candidates who receive the most votes from the voters of their respective parties in the primary will advance to the November ballot as the party nominee(s).

10 signatures No filing fee Mayor, Council, Auditor, Tax Collector No elected auditors in Duboistown, Jersey Shore, Montgomery, Montoursville, or South Williamsport

Additional information on how to run can be found on website [www.lyco.org/vote](http://www.lyco.org/vote)

**SCHOOL**

South Williamsport School District – [www.swasd.org](http://www.swasd.org) or call 570-327-1581

**POLICE**

In 2019 DuBoistown Borough Police department consisted of a full-time chief and one part time officer and the shifts covered were as follows: Monday through Friday 8 hours during the day and Thursday through Saturday 8 hours starting at 5pm. The budget for 64 hours a week of coverage was \$96,098 for the year.

The council dissolved the DuBoistown Borough Police department in December of 2019 and to contract with South Williamsport Police Department for 168 hours a week of coverage at \$117350.68 a year for a total of 5 years with a 3% increase on the officers wages each year after 2020.

December 2021 Police Services Contract was extended to lock in the 3% increase on the officers' wages with an end date of December 2027.

January 1st, 2020, South Williamsport took over all police duties in the borough of DuBoistown.

Call 911 for all emergencies.  
570-327-8152 General Office Hours 8:00 AM - 4:00 PM

Call [570-433-4360](tel:570-433-4360) for non-emergencies.

**PERScription:** Drop off any of your old prescription drugs in our prescription drop box. Expired medications can be brought in and placed in the bin in the lobby. Liquid prescriptions must be placed in a Ziplock bag to prevent leakage. Likewise, loose pills should also be placed in a Ziplock bag. Any medications left in pill bottles can be brought in with labels on.

All prescriptions will be sent to an incinerator protecting personal information. No needles or sealed canisters such as inhalers are permitted.

**K9 UNIT:** South Williamsport Police Department has a four-legged partner (Enzo) trained to detect dangerous narcotics, apprehend suspects, and track individuals.

**DUBOISTOWN FIRE & EMS STATION 8**

**VOLUNTEERS:** The Duboistown Fire & EMS are always looking for volunteers... not just to help us run ambulance calls or put out fires, but we need other kinds of support staff as well. If you are interested in helping us in any capacity, please contact us at 570-323-6903 or stop at the station located at 2661 Euclid Ave, Duboistown PA 17702.

### COMMUNITY PARK

Duboistown Borough Park (Playground) is located at 100 Winter Street. The park is located behind 126 Summer Street (Paddington Station Day Care).

There is a basketball court, swing set, jungle-gym and slide on the property.

If you have suggestions on what you would use or like to see at the park, please contact us at 570-323-3646 or email [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org)

### ROBERT PORTER ALLEN NATURAL AREA

Many partnerships have been formed with a variety of outdoor groups, including Ducks Unlimited, the Susquehanna Greenway Partnership, Lycoming Audubon Society and Lycoming County Conservation District. Municipal partners include Armstrong Township and South Williamsport and DuBoistown Boroughs.

For additional information go to <https://www.rpanaturalarea.org/>

### BOROUGH COMMUNITY YARD SALE 2025

The borough will make decision on a date at the next borough meeting for the community yard sale.

### BOROUGH COMMUNICATION

The Borough of Duboistown has multiple sources to find information on the borough.

Website – [www.duboistownborough.com](http://www.duboistownborough.com)

Savvy Citizen – SavvyCitizenApp.com

Facebook Page - <https://www.facebook.com/duboistownpaborough>

Newsletter – These can be found on our website, in the office, at the tax office, out front of the building in the newsletter bin at 2651 Euclid Ave

Email and Text Options – if you would like to be included in a text or email message for the borough news please send [abaker@duboistownborough.org](mailto:abaker@duboistownborough.org) your email or cell number with your name and address or you can text it to 570-279-8673.

*Note: If you wish to receive email or text updates you will only receive reminders for meetings, and any road closure or ordinance updates.*



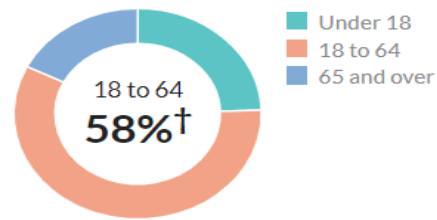
Information can be found online at [www.censusreporter.org](http://www.censusreporter.org)

**AGE 40.2 Median age**

**DUBOISTOWN BOROUGH,  
LYCOMING COUNTY, PA**

**1,314**      **0.6 square miles**  
**Population**

Population by age category



Income

**\$31,761**

Per capita income

about 10 percent higher than the amount in Lycoming County: \$29,672

about 80 percent of the amount in Pennsylvania: \$37,725

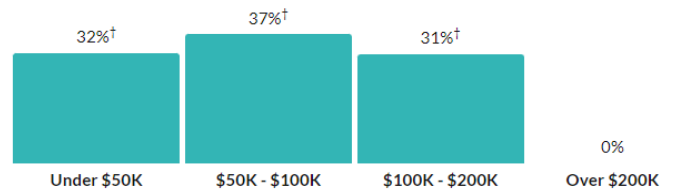
**\$72,958**

Median household income

about 25 percent higher than the amount in Lycoming County: \$58,177

about 10 percent higher than the amount in Pennsylvania: \$67,587

Household income



Units & Occupancy

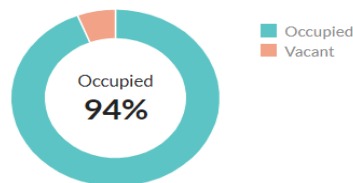
**543**

Number of housing units

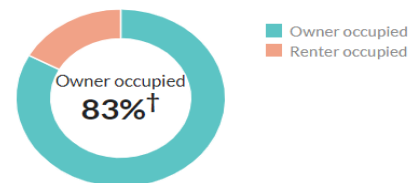
Lycoming County: 52,649

Pennsylvania: 5,728,788

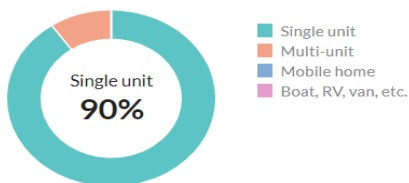
Occupied vs. Vacant



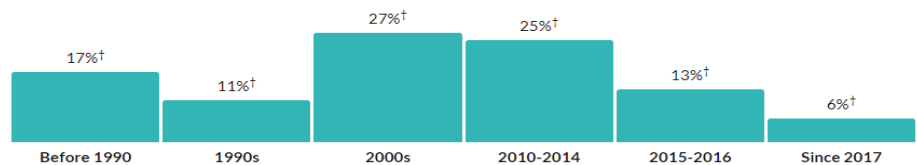
Ownership of occupied units



Types of structure



Year moved in, by percentage of population



Poverty

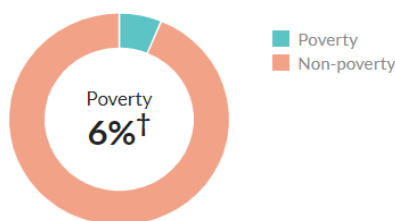
**5%** ±2.9% (66 ±40)

Persons below poverty line

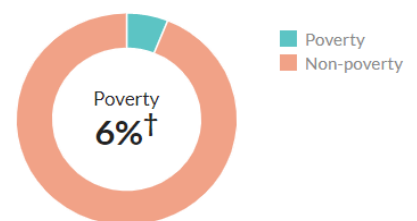
about two-fifths of the rate in Lycoming County: 12.3% 13,259 (±1.2% / ±1,245)

about two-fifths of the rate in Pennsylvania: 11.8% 1,482,811 (±0.1% / ±18,030)

Children (Under 18)



Seniors (65 and over)



## OTHER ORGANIZATIONS/AGENCIES

**STEP INC**

570-326-05687 MAIN NUMBER  
 570-323-7575 TRANSPORTATION  
 800-222-2468 TRANSPORTATION  
 TOLL FREE  
 570-323-3096 OFFICE OF AGING  
 800-332-8555 OFFICE OF AGING  
 TOLL FREE  
  
[WWW.STEPCORP.ORG](http://WWW.STEPCORP.ORG)

**SPCA**

570-322-4646  
  
[www.lycomingspca.org](http://www.lycomingspca.org)

**LYCOMING COUNTY**

[www.lyco.org](http://www.lyco.org)

**SOUTH WILLIAMSPORT SCHOOL DISTRICT**

District Office 570-327-1581  
 Jr/Sr High School 570-326-2684  
 Central Elementary 570-323-3694  
 Rommelt Elementary 570-320-4470

**LYCOMING COUNTY RECYCLING**

800-326-9571  
  
[www.lyco.org/Departments/Resource-Management-Services/Recycling](http://www.lyco.org/Departments/Resource-Management-Services/Recycling)

**SENATOR 23<sup>RD</sup> DISTRICT****GENE YAW**

570-322-6457  
  
[www.senatorgeneyaw.com](http://www.senatorgeneyaw.com)

**STATE REPRESENTATIVE 83<sup>RD</sup> DISTRICT****JAMIE FLICK**

570-321-1270  
  
[www.rep flick.com](http://www.rep flick.com)

**VFW Post 7863**

570-323-1579  
  
 Military Share (Food Bank) 3<sup>rd</sup> Wednesday of the month. Call for information.

**West Branch Motor Boat Association**

570-916-9044  
  
[www.westbranchboatclub.org](http://www.westbranchboatclub.org)

**Duboistown Church**

570-322-5398  
  
[www.duboistownchurch.com](http://www.duboistownchurch.com)

**Williamsport Chapter of Senior Citizens**

570-660-5006  
  
 Meetings 3<sup>rd</sup> Wednesday of each month in community room at the YMCA at 11:30 am  
 50years and over are eligible to join for \$5.00 a year.

**Upcoming Storymobile Visits****Wednesdays at 2:15pm – 3:30pm**

on the following days:

January 15th, 2025

January 29th, 2025

February 12th, 2025

February 26th, 2025

March 12th, 2025

March 26th, 2025

April 9th, 2025

May 7th, 2025

May 21st, 2025

Questions? Contact Kathleen Popowycz by  
email (preferred) at [kapopowycz@jvbrown.edu](mailto:kapopowycz@jvbrown.edu)  
or by phone at (570) 326-0536 x.133

Visit [jvbrown.edu/outreach-services](http://jvbrown.edu/outreach-services) for schedule updates and special events!

**RED CROSS BLOOD DRIVE****To schedule the time or find other blood drives go to [www.redcrossblood.org](http://www.redcrossblood.org)**

March 19, 2025

1 pm – 6 pm

Duboistown Church

May 15, 2025

1 pm – 6 pm

Duboistown Social Hall

July 23, 2025

1 pm – 6 pm

Duboistown Church