

**DUBOISTOWN BOROUGH COUNCIL MEETING**

**THURSDAY May 29, 2025**

**4:30PM**

**MEETING MINUTES**

The General Council meeting was called to order at 4:30 pm by Harry Rogers, Council President.

Present were, Harry Rogers, Marc Drier, Patrick Melloy, Norman J Cowden, Dori Rankinen, John McCormick, Richard Knecht, Mike Rodgers, Ann Marie Baker Borough Manager,

Absent Kate Weaver, Shawn Millard

Public Comment Period 1 – Tom Deljonavan 24 Riverside Drive – wanted to thank Ann the Borough Manager and who all are working on issue he is having on his property along the bank towards the railroad. Ann is working on getting the documentation to identify the depth of the pipe, The pipe is not real large that is coming through his yard for the stormwater system that is on his property that is under his garage and is now plugged at the end of the area of his yard where his land has collapsed over the bank. He wanted to express his right to speak and again thank Ann for working with his contractor, LCWSA, and the engineer to identify what is responsibility of the borough.

There was a little bit of discussion with the borough manager explaining the situation to council and that her and her team are staying on top of it and will hopefully get some answers. The initial issue at this time is determining exactly where the pipe is and the depth and LCWSA and Engineer with Borough Manager are working on identifying fix and who is financially responsible for what sections.

Councilman McCormick was questioning why the garage was approved to go on top of the storm sewer pipe.

Councilman Rodgers wanted to know if the size of the pipe should be changed depending on what amount of water is attached to that watershed.

Discussion continued that this is why we are doing some research and will continue to follow up.

Motion #1 was moved and seconded (Mike Rodgers/Patrick Melloy) to approve the minutes for May 8<sup>th</sup> meeting with the correction that Marc Drier was in attendance, not Dance.

Motion #1 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   |    |         |        |

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|---------------|--|--|--|--|--|--|--|---|
| Shawn Millard |  |  |  |  |  |  |  | X |
| Mayor Knecht  |  |  |  |  |  |  |  |   |

David Hines - Zoning officer from Central Keystone Council of Governments gave a review of what the departments are in the COG and review what Zoning is and he said it is the where and what. Where you are permitted to do things and what you are able to do in each of those zones. i.e. uses are not permitted in all zoning districts. Codes and Zoning are two different things. Applications are available in the borough office or online or at website.

Sidewalks are considered under codes not the zoning.

It is important to contact the COG to identify if someone needs a building permit or zoning permit.

Norm Cowden Councilman is really concerned about the sidewalks in the borough that are not enforced. He wants the borough to enforce the bad sidewalks. Borough Manager reminded the council that Borough has an ordinance that has also been amended and the ordinance is enforceable. That we can start to take the sidewalks that Norm Cowden identified a while ago that are in need of repair and have the Property Maintenance Code Inspector enforce them getting repaired or replaced.

Main call the borough manager stated that she gets on zoning is can I have chickens or goats and usually it is in the areas that are on upper Euclid, Edgewood, Woodside, places that are in wooded areas. This is a trend that other municipalities are seeing. Our ordinance today says no hoofed animals and no chickens are permitted. The Borough Manager explained that if council looked into allowing chickens they would set the exceptions for example no roosters, maybe restricting the number of chickens permitted. Dave did state that chickens is a trend that other municipalites are seeing as well. And the ordinance should state what the restrictions are.

Solicitor did state that when looking at zoning there is a general principal that every lawful use should be allowed in municipalities there are rare exceptions. If you don't allow something anywhere that is a lawful use you could have a person open a claim. So as you are looking at things in zoning and codes these are things you would want to think of.

Borough Manager stated that one of the things is to look at the future trends that we have happening in the area or that our neighboring municipalities are facing.

Patrick Melloy Councilman asked about the issue we had with the fire department permitted members to live in the fire department and what assistance could Dave from COG offer to assist if the fire department wanted to have a bunk house.

Dave stated that there are uses in the ordinance that have supplemental regulations where you could have a bunk house set up but that it could go to a board for the approval. The issue today is that the Borough building is not permitted to have occupancy of living full time and if there is a bunk house that needs to be researched so that it is done per the zoning and building codes.

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Conclusion was if the fire department wants a bunk house, they need to address what their need is and bring to the council so the council can make sure that all liabilities are taken care of. Defining if there is a live-in program or a bunk house.

Borough Manager discussed the RFP that was approved by council in previous meeting for hiring of a CPA to get the borough caught up on the 2022 – 2023 – 2024 and do the 2025 and 2026 audits has received a proposal from Fiore Fedeli Snyder Carothers, LLP that is included in their packets and is requesting approval from council to hire the company.

Prior to motion Council person Dori Rankinen asked why they did not do 2020 and 2021 Borough Manger stated that DCED stated that 2022 – 2023 -and 2024 were the reports that needed to be submitted and the RFP that council approved was for those years. That if council wanted to after these were done go back and pay for previous years that were submitted to be redone then they could with a different RFP approval. Dori's concerns were she wanted to make sure that they were reviewed by a CPA. The Borough Manager stated that in previous meeting when DCED was here in public meeting discussion was about the 2022 through 2024. Council can always go back and approve for additional CPA audit to be done at a later date.

Motion #2 was moved and seconded (John McCormick/Patrick Melloy) to approve the hiring of the CPA Fiore Fedeli Snyder Carothers, LLP for the 2022 2023 2024 back audits and 2025 2026 future audits.

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

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

Motion #3 was moved and seconded (Mike Rodgers/Norman Cowden) to approve the borough engineer to work on updating Gordon Street proposal to resubmit to CBDG and do preliminary work on design and camera work for Euclid Ave Penn Dot Project.

Harry Rogers abstained due to Gordon Street being the street he lives on.

Motion #3 carries by a Vote (5-0) 1 abstain

| 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  |  |  |   |   |  |  |   |

New business –

Solicitation in the borough we have an ordinance but I do not show the permit application and do not know what the fee is. Borough Manager will give information at the next meeting to discuss so council can make decision on.

Solicitor Marc Drier advised the council that the legal court issue with sewer connection for resident in the borough has had their attorney ask for settlement. He could update in executive session if council wanted. Council agreed to discuss in an executive session.

Public Comment 2

Craig Kropp Treasurer of the Fire Department, wanted to know what the update was on the liability insurance did the fire department do good by getting insurance on their own. Borough Manager stated she just received information from the broker that she will give to the council at the next meeting.

Does the borough get 500.00 each time there is voting in the borough from the county? The Borough Manager said yes.

Craig also said he saw the budget online but wanted a balance sheet that listed all liabilities and assets. Borough Manager stated that we give an update to Council monthly on the amounts in the bank and that we go over property assets with the broker each year when we redo the insurance, but she was not sure what he was asking for. He stated a list of all that the borough owns and owes on. Craig wants to know what the financial stability of the borough is. Borough Manager stated that council has not asked for that report in the past, but that once the audits were completed that that would be part of it. Solicitor stated that if the report does not exist the right to know is for existing documents. The audit will have this information in it. The Borough Manager will give what he is requesting, she goes over that with the broker. He explained that the information he gets for his church has that information on it. It was explained to him by the borough Manager that they do have a list of all the properties but that our reports do not include all he is asking for. Craig offered to show us his church's balance sheet, so we understood what he was requesting. President Harry Rogers asked Craig to get the report he uses at his church to Ann and Kate and go from there.

Dottie asked about the suspended sidewalk ordinance a while ago and it was confirmed that it was suspended but borough made an amendment to it so it is current.

Motion #5 was moved and seconded (Dori Rankinen/Norman Cowden) to adjourn at 6:40pm

Motion #5 carries by a Unanimous Vote (4-0)

|      |            |        |                 |     |    |         |        |
|------|------------|--------|-----------------|-----|----|---------|--------|
| Name | Nomination | Motion | 2 <sup>nd</sup> | Yes | No | Abstain | Absent |
|------|------------|--------|-----------------|-----|----|---------|--------|

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|----------------|--|---|---|---|--|--|---|
| 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   |  |   |   |   |  |  |   |

Approved: Ann Marie Baker Date: June 12, 2025

Motion: Norman Cowden Second: Mike Rodgers Date: June 12, 2025