

**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY April 10, 2025  
6:00PM**

**MEETING MINUTES**

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

Present were, Harry Rogers, Dance Drier, Kate Weaver, Patrick Melloy, Norman J Cowden, Dori Rankinen, John McCormick, Richard Knecht, Mike Rodgers, Ann Marie Baker Borough Manager, Shawn Millard (late)

Motion #1 was moved and seconded (John McCormick/Patrick Melloy) to approve the minutes of March 13, 2025, meeting.

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

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 #2 was moved and seconded (John McCormick/Patrick Melloy) to approve the minutes of March 27, 2025, meeting.

Motion #2 carries by a Vote (5-2)

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							

Public Comment – Gayle Boyer Owner of Apartment Buildings on Westland Ave – addressed the council and wanted to know why he received letter to do rental inspections and why the cost was 75.00 per unit and presented council with documents from South Williamsport's rental inspections and wanted to know why the council did not follow the same pricing. There was much discussion with the council about the process and they advised that they he could contact the COG to request an extension of his rental inspections to break up the buildings so that he was not doing all in the same year.

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The council did have some questions on what the rental inspection process was. Borough Manager reminded council that there were lots of meetings and discussions on hiring the COG to do the rental inspections and that they were given South Williamsport, Jersey Shore, Montoursville and Lewisburg inspections on the rental process. The borough Manager did ask Shawn Millard to get all the documentation that he originally had when he brought the COG in for meetings to discuss the rental inspections and that she would contact the COG and have a representative come to the next meeting to review the process with all of the council.

Police Report – was reviewed no questions

The Fire Department report was not given to council – Jody McKibben secretary of the Fire Department did verbally report that 75 calls for the year to date and 143 year to date for EMS calls. Greg Beck was to forward the report to the council as it is completed.

The Sewer Report was read – Borough Manager advised that 2026 Riverside Drive Project is progressing for MS4.

The Borough Manager Report was read.

The manager asked if there were any questions on the report. None asked.

Borough Manager updated on RFP 6 reply of no and wanted approval to resend with adding that 2023 needed done and extending the timeframe.

The Borough Manager asked if the second meeting of the month could be focused on the 1<sup>st</sup> quarter financial update and review as well as project list review. Council agreed.

Motion #3 was moved and seconded (Norman Cowden/John McCormick) to approve using 1000.00 from Act 13 money to give to South Williamsport Police Department to use towards Police K9.

Motion #3 carries by a Unanimous Vote (7-0)

Name	Nomination	Motion	2 <sup>nd</sup>	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							

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Motion #4 was moved and seconded (Shawn Millard/John McCormick) to approve the letter to be sent to DCED for peer program for the Borough Manager.

Motion #4 carries by a Unanimous Vote (7-0)

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

Motion #5 was moved and seconded (Shawn Millard/John McCormick) to extend the RFP and make the following changes, to include the 2023 audit by October 2025 and 2024 by December 31, 2025.

Motion #5 carries by a Unanimous Vote (7-0)

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

Motion #6 was moved and seconded (Norman Cowden/Harry Rogers) to approve the community yard sale date May 17<sup>th</sup>, 2025 8am – 1pm.

Motion #6 carries by a Unanimous Vote (7-0)

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

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Motion #7 was moved and seconded (John McCormick/Norman Cowden) to approve using stormwater, sewer, liquid fuels and or general funds to repair Bubbs Street while UGI is making their upgrades and shar the cost.

Patrick Melloy abstained because the work was being completed adjacent to his property.

Motion #7 carries by a Vote (6-0) 1 abstain

Name	Nomination	Motion	2 <sup>nd</sup>	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 #8 was moved and seconded (John McCormick/Mike Rodgers) to approve financial report and expenditures.

Motion #8 carries by a unanimous Vote (7-0) 1

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

The property Maintenance report was reviewed.

Recreation & Events committee report – continued booking of the social hall is being done by the committee. Recently there was a free magic show with 50 plus in attendance and the magician gave the borough manager a signed poster that will be displayed in the borough council room. Shawn asked why there was an increase in the rentals and Kate advised that the committee does additional advertising and the process of availability to respond to requests has been improved.

Solicitor – Continuing to work on the Quality-of-Life Ordinance

Tax Collector – Discount is about 22.48% paid and will have extended hours for the discount period

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New Business – Norman Cowden questioned why we did not have mulch around the swings on the playground and wanted to know what improvements were going to be made. The Borough Manager reminded the council that there are things that are on the project list to do improvements to the playground but for this year since it was a capital planning year the staff would just maintain the property by mowing and making sure the current equipment was in good condition and that when the weather broke they would look at the border around the swings with the special playground mulch.

Jody McKibben wanted to remind borough that the EMS week was the week of May 19<sup>th</sup> and that June 7<sup>th</sup> was a summer block safety event. More information to follow.

Mayor Knecht – wanted to ask if about a new digital sign – borough manger advised it was on the project list

Borough Welcome Sign as you are coming in the borough there was discussion on where it could be placed and there would be discussion later to determine if this was possible.

There was discussion from council on the outcome from DEP with Mike Rodgers neighborh and the borough manager advised that DEP closed out the report and there was no violation. There was discussion on the parking of the commercial vehicle in a residential area and council asked the borough manager to ask the zoning officer if there was a violation and proceed.

Public Comment #2 Craig Kropp wanted to know if the email that he sent about the money for Fire Service from Armstrong Township for fire service that they are missing. The Borough Manager advised that all money from 2020 she was advised was given to the fire department but that she asked Armstrong Township to do the research and send all the payments they had sent prior and would update fire department when the information was given to her.

Craig also stated that the invoice for the liability insurance that the council agreed to pay for the fire department would be sent over and was estimated to be under 4000.00 this year.

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Motion #8 was moved and seconded (Norman Cowden/Patrick Melloy) to adjourn at 7:50pm

Motion #8 carries by a Unanimous 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			
Norman Cowden		X		X			
Shawn Millard				X			
Mayor Knecht							

Approved: Ann Marie Balke Date: MAY 8, 2025  
 Motion: John McCormick Second: Dori Rankinen Date: MAY 8, 2025