

DUBOISTOWN LYCOMING COUNTY

A great community to raise a family in!



BOROUGH NEWSLETTER VOLUME SEVEN

JUNE 2024

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

DUBOISTOWN BOROUGH FACEBOOK PAGE: 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.

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	
BUILDING PERMITS	570-522-1326	PERMITS@CKCOG.COM
FIRE DEPARTMENT	570-323-6903	
EMERGENCY CALL	911	
SOCIAL HALL RENTAL		DUBOISTOWNFD.HALLRENTAL@GMAIL.COM

BOROUGH OFFICIALS

POSITION	OFFICIAL	E-MAIL ADDRESS
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 – Jeff Hughes, 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

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

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

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

COUNCIL MEETINGS

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

BOROUGH COUNCIL MEETINGS: The Duboistown Borough Council meets on the first Thursday of each month at 6:00 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 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.

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, website – 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

ORDINANCE #2023-02 Duboistown Borough has 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.*

CURRENT TAXES

Borough Real Estate	Fire Tax	LST	School	County
6 mills	.68 mills	\$52.00 year	18.6 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.

I will mail you a receipt the next business day WE ARE OPEN. A self-addressed stamped envelope is appreciated, but not required. US Postmark of April 30 will count as paid on time, as well as drop box.

For any other questions please call the office at 570-327-0620 and we will give you a call back. Please speak clearly and leave a daytime phone number.

Thank you and I look forward to seeing you in the Borough!

Dottie White Mertz, Tax Collector

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.

SNOW ON SIDEWALKS: All residents and businesses are required to have their sidewalks cleared within 24 hours after snow or sleet ceases to fall.

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 the Borough Manager immediately.

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

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

Here are the top Property Maintenance violations:

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.

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@duboisstownborough.org or call 570-279-8673.

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

BURNING IN THE BOROUGH

No person shall make, maintain, cause, or permit the burning of garbage, rubbish, refuse, solid waste, construction waste or any material that causes foul, nauseous or irritating smoke and/or fumes.

Burning of paper and paper products shall be permitted under the following conditions: The fire shall be contained in a noncombustible, properly ventilated container covered with a wire screen, mesh, or other suitable noncombustible cover, with no larger than a one-inch-hole square screen mesh or opening, so as to prevent pieces or particles from escaping, floating and/or being blown away from the originating property.

Burning is permitted on the following:
7:00AM – 5:00PM Monday through Friday.
7:00AM – 12:00PM (NOON) Saturday

SUNDAY NO BURNING PERMITTED
NO BURNING ON ANY HOLIDAY

Reference Ordinance 2022-01

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.

SOCIAL HALL RENTAL: Need a space that seats up to 250 people? Contact us at duboistownfd.hallrental@gmail.com for information on how to rent the social hall.

FACEBOOK: Follow us on www.facebook.com/DuBoistownFireEMS

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 in 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

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

COMMUNITY PARK

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

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

We are working on getting grants to do park improvements. 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

SCHOOL

South Williamsport School District – 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.

Council approved to dissolve 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 expenses 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.

OUR POLICE CHIEF: Chief Embeck has over 21 years of experience; serving with the Milton Police Department before coming to South Williamsport. Dan retired from the Milton Police Department with the rank of Corporal holding that supervisory position for 11 years. He was a member of the SERT team as well as the Criminal Investigator for the Milton Police Department for 16 years. Dan is a Firearms Instructor, Taser Instructor and Field Training Officer. He is also a Municipal Police Academy Instructor at Mansfield University and President of FOP Lodge 52. When he is off, he enjoys spending time with family and friends. The Borough is proud to have Dan leading its police department.

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 trained to detect dangerous narcotics, apprehend suspects, and track individuals. Enzo is a bright-eyed 3-year-old German Shepherd handled by Office Seth Stropp.

OFFICERS: Chief Dan Embeck, Cpl. William MacInnis, Detective Devin Thompson, Cpl. Jacob Summers, Detective Daniel Boyd, Officer Seth Stropp, Canine Unit Enzo, Officer Gareck Esposito, Officer Trent Dunlap, Officer Kevin Grant, Officer Carter Pries, Officer Norman Hager

Administrative Assistant – Natalie Taylor

CENSUS INFORMATION

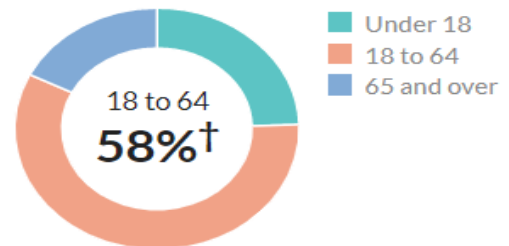
Additional Information can be found online at www.censusreporter.org

**DUBOISTOWN BOROUGH,
LYCOMING COUNTY, PA**

1,314 **0.6 square miles**
Population

AGE 40.2 Median age

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

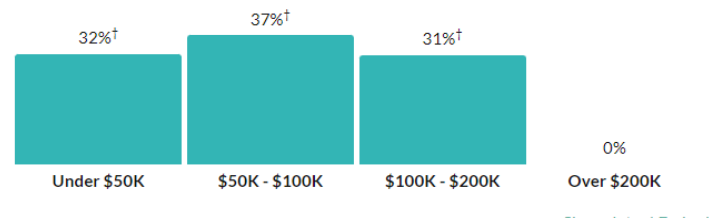
\$72,958

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



Poverty

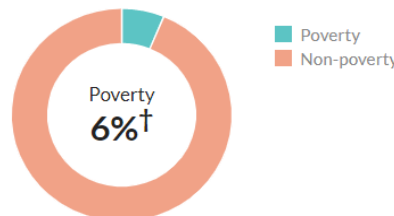
5% ±2.9% (66 ±40)

Persons below poverty line

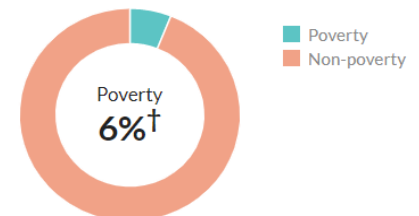
about two-fifths of the rate in Lycoming County: 12.3% 13,259 (±1.2%/±1,245)

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

Children (Under 18)



Seniors (65 and over)



Units & Occupancy

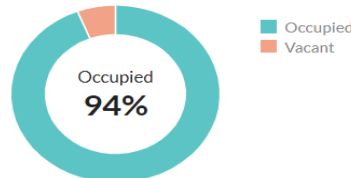
543

Number of housing units

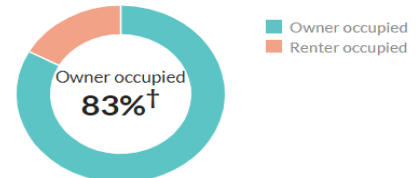
Lycoming County: 52,649

Pennsylvania: 5,728,788

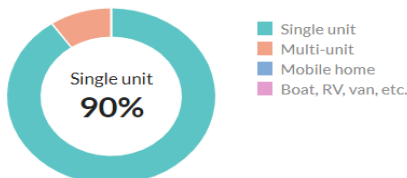
Occupied vs. Vacant



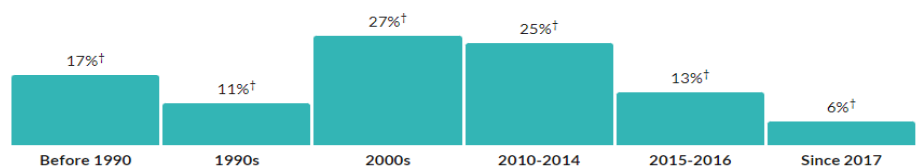
Ownership of occupied units



Types of structure



Year moved in, by percentage of population



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

SPCA
 570-322-4646
www.lycomingspca.org

LYCOMING COUNTY
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

www.swasd.org

LYCOMING COUNTY RECYCLING
 800-326-9571
www.lyco.org/Departments/Resource-Management-Services/Recycling

SENATOR 23RD DISTRICT
GENE YAW
 570-322-6457
www.senatorgeneyaw.com

STATE REPRESENTATIVE 83RD DISTRICT
JAMIE FLICK
 570-321-1270
www.rep flick.com

VFW Post 7863
 570-323-1579
 Military Share (Food Bank) 3rd Wednesday of the month. Call for information.

West Branch Motor Boat Association
 570-916-9044

Duboistown Church
 570-322-5398

Williamsport Chapter of Senior Citizens
 570-327-1664
 Meetings 3rd Wednesday of each month in community room at the YMCA at 11 am
 50years and over are eligible to join for \$5.00 a year.