

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY JANUARY 2, 2024
6:00 PM

MEETING MINUTES

The general reorganization meeting was held in person at Borough Meeting Room and called to order by Mayor Richard Knecht at 6:00 pm.

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

Mayor Knecht administered the Oath of Office for the following council persons:

Dori A Rankinen 4 years 12/31/2027

Shawn W Millard 4 years 12/31/2027

Harry J Rogers 4 years 12/31/2027

Patrick M Melloy 2 years 12/31/2025

Mayor Knecht announced that Council is ready to reorganize for the 2024-2025 years.

Nomination was made for President of council to be Harry Rogers

Council person Rankinen stated that Council person Mike Rodgers would like to put his hat in for that role however due to medical reasons he would be out on medical leave till June of 2024.

With no other nominations for President a vote was taken and council approved President position to Harry Rogers.

Nomination was made for Vice President of council to be Dori Rankinen

No other nominations were presented a vote was taken and council approved Vice President position to Dori Rankinen.

Reorganization meeting was closed and Mayor passed the gavel to Newly approved President Harry Rogers.

Harry Rogers calls the general council meeting to order.

Motion #1 was moved and seconded (Dori Rankinen/Norman Cowden) to approve the appointment of the following: Ann Marie Baker – Borough Manager, Ann Marie Baker – Secretary/Treasurer/Right to Know Officer, Kate Weaver – Assistant Treasurer, Solicitor Marc Drier Drier Law Firm, Dave Hanes Livic Civil Engineering, Sewer Authority – LCWSA, Zoning/Code/Property Maintenance Enforcement Officer – Central Keystone Council of Governments, Jason Young – Paul McKinley Fire Chief

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

| 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 | | | | | | | |

Motion #2 was moved and seconded (Norman Cowden/Patrick Melloy) to declare tax collector position open for 2024 and 2025.

Motion #2 carries by a Unanimous Vote (5-0)

| Name | Nomination | Motion | 2 nd | 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 | | | | | | | |

Motion #3 was moved and seconded (Dori Rankinen/Norman Cowden) to appoint Dottie White Mertz as tax collector for 2024 and 2025.

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

| 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 | | | | | | | |

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Motion #4 was moved and seconded (Patrick Melloy/Norman Cowden) to approve the contract for Dottie White Mertz tax collector effective January 2, 2024.

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

| Name | Nomination | Motion | 2 nd | 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 | | | | | | | |

Motion #5 was moved and seconded (Norman Cowden/Shawn Millard) to approve the general council meeting schedule for 2024 first Thursday of the month at 6pm February through December except for July meeting being held on the 2nd Thursday due to the holiday on the 1st Thursday.

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

| 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 | | | | | | | |

President Harry Rogers set the committee structure.

The Finance Committee will be made up of all the council and those meetings will be public meetings for all council and residents. If there is a legal issue, then the council will go into an executive session. Shawn Millard will be the contact from Council with the President to identify when meetings will be announced.

The Personnel Committee will be made up of all the council in an executive session. Dori Rankinen will be the point person with the President for setting up meetings when needed.

Parks/Recreation and Events Committee – Patrick Melloy is the council rep.

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Public Comment – Patricia Nierle 2565 Cambridge Street gave council a presentation on the following: to become more familiar with the Quality Control Quality Assurance process, solution and resolution with zoning codes ordinances maintenance enforcement policies and protocols. Curbing of the dogs and unregistered vehicle ordinances.

Steve Houser introduced as the new paster for the Duboistown Church.

Motion #6 was moved and seconded (Norman Cowden/Dori Rankinen) to approve the minutes from December 7, 2023 meeting.

Patrick Melloy Abstained due to not being on council in the December meeting.

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

| 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 | | | | | | | |

The police report was read. 5 families were helped with the Christmas gift program in Duboistown that the Police had.

The Sewer Report was reviewed with no questions.

Mayor Knecht – discussed some House Bills that we should keep an eye on that Sentator Yaw is working on such as the stream cleaning and advised of the PSAB boot camp coming up.

Solicitor – Continue to work on the one sewer lateral issue and will update when there is additional information.

Borough Manager Update – Report is included in the packet.

Junior Council Update – Program will not start till 2024

Discussed the Job Shadow for the school students as well.

Codes update with the new rates is now 78.38 hour instead of 76.00 hour

Process is the same for the file of complaints however there is a better condensed complaint form internally for the borough that the Borough Manager will use when filling out information for the COG

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Bid packet information – Bid was open we received three bids Sikora Brothers Paving 677,760.00 Mid State Paving 479,310.00 Pine Mountain \$419,154.00

We will officially award this grant to the lowest bid which is Pine Mountain after the recommendation is given to us from our Engineer after all the legal documents have been received to them from Pine Mountain and they are all in order we will need to approve in the February meeting.

We will get an update of the approval of the ARPA funds from the County of 80,000 Borough Manager had meeting with County to request additional funds and they will confirm the additional amount.

South Side Recreation Authority – I did forward this information to our legal council and I will be working with the authority and South Williamsport and Armstrong Township to get more communication to council on what and how we can work together and take advantage of some shared grants for recreation.

No smoking in the park follow up on the signs we will be working on an ordinance for this.

Expenditures will be given in the February Meeting due to the date being January 2nd.

Public Comment Period #2

Motion #9 was moved and seconded (Norman Cowden/Dori Rankinen) to adjourn at 7:45 pm

| 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 | | | | | | | |

Approved: Don Mario Bates Date: Feb 1, 2024

Motion: NORMAN COWDEN Second: JOHN MCCORMICK Date: FEB 1, 2024