

**DUBOISTOWN BOROUGH COUNCIL MEETING**  
**THURSDAY May 4, 2023**  
**6:00 PM**

MEETING MINUTES

The general council meeting was held in person at Borough Meeting Room and called to order by President Michael Rodgers at 6:00 pm.

Present were Dori Rankinen, Michael Rodgers, Norman J Cowden, Shawn Millard, Harry Rogers, John McCormick, Ann Marie Baker Borough Manager, Marc Drier  
 Absent: Kate Weaver, Mayor Richard Knecht, Jeff Kreger

Public Comment Period 1 no public comment

Motion #1 was moved and seconded (Norman Cowden/John McCormick) to approve the previous month's council meeting minutes dated May 4, 2023.

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

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

The police report was read by Chief Embeck, - Council member Norman Cowden asked if the Mayor of Duboistown could be included in on the Public Safety meetings that South Williamsport had moving forward. The Borough Manager advised she would send email to Chief and Borough Manager of South Williamsport to follow up. Traffic trailer will be placed in the borough and South Williamsport if council would like it to be placed on specific streets please advise.

Fire Department report was distributed for review and update was given by Fire Chief McKinley and President of Fire Department Rich Boyles. Discussion on fire tax increase verses a fee. The Borough Council will follow up with scheduling meetings with the Fire Department to discuss next steps since the financials on what it cost to run the operations of the fire department have been shared with council. The council had one request on the reports given – a request to have a key attached to the report to assist them in understanding the incident number. For example, of what the call was for.

The council will follow up with the Fire Department and schedule a meeting in June to discuss fire tax options.

The Sewer Report was reviewed with no questions.



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Motion #2 was moved and seconded (Norman Cowden/Harry Rogers) to approve the expenditures of \$109,227.68.

Motion #2 carries by a Unanimous Vote (6-0)

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

Shawn Millard requested information on what was the larger item that was spent in the expenditures. He then had a question on the Finance quarterly statement he stated we had \$36,000 on office expenses and wanted to know if that was coded incorrectly. Borough Manager explained that she did not have the quarterly report in front of her but it was probably the insurance bill that we have coded under office. She would double check it but that this report should be reviewed by the finance committee when sent during the quarterly meetings. There was no quarterly meeting requested this quarter from the finance.

Tax collector update 84% of the residents have paid at discount.

Codes Update- there are approximately 12 properties that Borough Manager will follow up on next week that are close to being in violation for high grass but due to the rain we have had for two weeks we will wait till next week to send warning letters.

Follow up for the Borough Manager is to check on what a sweep would cost to do for the entire borough with the property maintenance.

The rental inspection report was reviewed, and those inspections are continuing.

Livic Engineering is having an open house on the 9<sup>th</sup> at a new location in Montoursville and if the council would like to attend you are welcome.

Employee insurance is up for renewal and being reviewed as well as the Borough Manager has toured the Lycoming County Health Center with the Commissioners as well as gathering information from other municipalities on what they are using.

Reminder of the Gun Law Seminar that Rep Hamm and Rep Flick are conducting on the 17<sup>th</sup> of May 6-8. Council person Rankinen reminded them that they would need to contact the office or through Facebook page to register if they are attending.

Public Works update – Strategic plan was given to council to show the road projects that have been completed since 2020 and future projects till 2026. The Borough

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Manager explained that this plan has been put in place with Public Works Employee, Penn Dot, Utilities companies, and our Engineer as well as LCWSA to determine what needed to be done and set the priorities. Noting that this is a plan but tentatively could change. If the council wants to discuss in detail a project, then they must contact the borough manager to set up a meeting during the working hours of public works so all parties can be in attendance to review. Next plans are to do design and planning as well as looking for funding through grants or loans.

Motion #3 was moved and seconded (Norman Cowden/Harry Rogers) to approve spending 10951.20 from Act 13 to pay for road repairs.

Motion #3 carries by a Unanimous Vote (6-0)

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

Penn Strategies – continues to work with the Fire Department on grants.

Public Comment Period #2

Motion #4 was moved and seconded (John McCormick/Harry Rogers) to adjourn at 8:15 pm

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

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

Approved: *Don Marie Baker* Date: *June 1, 2023*  
 Motion: *John McCormick* Second: *Harry Rogers* Date: *June 1, 2023*