

**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

MEETING MINUTES

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

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

Public Comment Period 1 – Paul McKinley – 137 Winter Street is the budget on the agenda and is the fire tax going to be increased as requested in a finance meeting in June 2023. Discussion on the increase of the fire tax was had and fire service was discussed. Paul stated that the borough must set the taxes for the fire tax. Discussion on the 7000.00 that was taken out of the budget in 2019 for the fire department.

Motion #1 was moved and seconded (Dori Rankinen/Harry Rogers) to approve the previous month's council meeting minutes dated November 2, 2023.

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

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

The police report was read.

The Fire Department report was reviewed with no questions.

The Sewer Report was reviewed with no questions.

The Codes and Property Maintenance Report was included in the packet.

Borough Manager Update – Report is included in the packet.

Reorganization meeting January 2, 2024, 6pm

Jr Council – meeting rescheduled.

Budget Addition and corrections – review the corrections to budget on line items that were decreased and some that were increased. This changes the amount to 674405.39 under expenses.



**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

Discussion on the budget on the Borough Manager pay was conducted. There was some confusion about the amount the borough manager was to be making. The personnel committee reviewed Borough Manger in July and advised that a bonus check was to be given to the manager to align her pay with the budget since she was reviewed in July. This would align her in the future to be reviewed in December along with the other employees and pay increases would be at the same time as employees as well.

Discussion on employee benefits line item. Mike Rodgers wanted to know why we paid for the employees and their spouses. Borough Manger explained that this was only on eye and dental that health insurance was just on the two full time employees but that she has done some research and will be getting with council formally when it is time in July to renew. Harry Rogers volunteered to work on employee benefits with the Borough Manager. The manager will schedule a meeting with Harry after the first of the year in 2024 to go over her findings.

Discussion on Robert Porter Allen Park Authority – Borough Manager follow up is to give copy of the agreement to solicitor to review.

Personnel Committee – Borough Manager made recommendations to the personnel committee and council to give the following pay increases based on the performance reviews, COLA for 2024, and rate information from PSAB for those positions with skill sets.

Assistant Treasurer Kate Weaver – increase pay to 20.00 from 18.00 effective January 1, 2024

Part Time Employees Greg Beck and Walt Steinbacher – increase pay to 16.00 from 15.00 effective January 1, 2024

Seasonal Employee Dean Jones – increase pay to 16.00 from 15.00 effective January 1, 2024

Public Works Full Time Paul McKinley – increase pay to 25.00 from 23.00 effective January 1, 2024

Motion #2 was moved and seconded (Norman Cowden/Dori Rankinen) accept the recommendation from the Borough Manager and Personnel Committee to increase Kate Weavers pay to 20.00 hr, Greg Beck, Walt Steinbacher, & Dean Jones to increase pay to 16.00 hr and to increase Paul McKinley to 25.00 hr all effective January 1, 2024.

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			
Dori Rankinen			X	X			
Mike Rodgers				X			



**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

Norman Cowden		x		x			
Shawn Millard				x			
Mayor Knecht							

Norman Cowden asked if the Borough Manager contract was going to be discussed in the meeting since it was not on the agenda. The Personnel Committee gave a copy of the Borough Manager contract during the meeting to review. A question was asked by Shawn Millard to the solicitor on if they were legally permitted to approve the contract since they were in a reorganization year, did they need to wait till the January meeting. The council advised that there was no issue in approving prior as the Borough Manger is not new to the position so there were no concerns. Borough Manger will review the contract and get it back to council if there are any questions. This can be moved into the 2024 year.

Motion #3 was moved and seconded (John McCormick/Shawn Millard) to raise the fire tax by ¼ mil for the 2024 budget.

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

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		
Shawn Millard			x	x			
Mayor Knecht							

Motion #4 was moved and seconded (John McCormick/Harry Rogers) approve raising the real estate tax 1 mil for the 2024 budget.

Motion #4 carries by a Unanimous Vote (4-2)

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

**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

Motion #5 was moved and seconded (Dori Rankinen/Norman Cowden) to not renew the contract with Penn Strategies for the 2024 year which will decrease expenses by 30,000 on the 2024 budget.

Motion #5 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			
Dori Rankinen		X		X			
Mike Rodgers				X			
Norman Cowden			X	X			
Shawn Millard				X			
Mayor Knecht							

Motion #6 was moved and seconded (Harry Rogers/Norman Cowden) approve of the 2024 General budget with the addition of payroll increases and corrections to expense line items.

Motion # 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							



**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

Motion #7 was moved and seconded (Norman Cowden/Harry Rogers) approve of the increase of the sewer rate to 80.00 per EDU for the 2024 sewer budget.

Motion #7 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							

Motion #8 was moved and seconded (Norman Cowden/Harry Rogers) approve of the stormwater budget for 2024 with no rate increase.

Motion #8 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			
Dori Rankinen		X		X			
Mike Rodgers				X			
Norman Cowden			X	X			
Shawn Millard				X			
Mayor Knecht							

Tax Collector – There was a write in for tax collector for DuBoistown Borough that they have till the 15<sup>th</sup> to accept or deny. If the position is not accepted by the write in, then the position is open and borough council can appoint someone to the position. Follow-up will be given to the council once the results are in.

Solicitor – Is still working on follow up for Heights and other legal issues with sewer hook up for one of our residents. Next meeting Marc will not be in attendance.

Follow up with Heights to get the finalized documents for the Development.

Mayor report – Mayor offered to work with the Fire Chief on plan for the fire department.

**DUBOISTOWN BOROUGH COUNCIL MEETING  
THURSDAY DECEMBER 7, 2023  
6:00 PM**

President Report – nothing to report.

Public Comment Period #2

Motion #9 was moved and seconded (Norman Cowden/Harry Rogers) to adjourn at 8:56 pm

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							

Approved: Ann Marie Baker Date: 1/2/2024

Motion: Norman Cowden Second: Dori Rankinen Date: 1/2/2024