

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

MEETING MINUTES

The General Council meeting was called to order at 6:00 pm by Harry Rogers, Council President.

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

Motion #1 was moved and seconded (John McCormick/Norm Cowden) to approve the minutes from previous meeting May 2, 2024.

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

Name	Nomination	Motion	2 nd	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							

Public Comment – None

The Police Report was read by Chief Embeck – He also elaborated on some of the arrests that were made in the borough. Norman Cowden questioned how many officers were on duty at a time and advised that he ask the Borough Manager if we could find the money to pay for a full-time officer to be dedicated to the borough only. He also expressed his disappointment in the service we are getting from the police not getting the people speeding through the borough. The Chief explained that the traffic trailer does give a report of the number of cars that are speeding and that he can assure the council that the officers are patrolling the entire borough. The Mayor agreed that he has seen the police a lot in the borough. He questioned the speed lines why we could not get public works to paint them and that he has times of when people are speeding and what the vehicle looks like. The Borough Manager stated that we had been working with the officers and had painted lines and that if the police would need additional lines, they just need to let the borough Manager know so she can coordinate with police and public works. Norman Cowden continued to state that he did not feel that we were getting what we are paying for. The Mayor did say that he and Norman had a conversation and that unfortunately we were not able to get our own police department. Chief did advise that if there is an issue that council would like us to address to let him know.

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

Fire Department – No written report issue with the reporting system per county. May was a slower month for calls. More tower sites will be added which will assist in computer processing for the fire departments and the new radios will be coming in July, and these are top priority right now. 1000.00 used to be the price of radios, now they are 3000.00 a piece the department did get an upgrade to get the radios they do however need to do software updates. We are ahead of the game per chief McKinley. 32 runs in May 10-12 responding – received a grant for the new shelters that the Fire Department now has. Mayor asked why the tones sound different than before, Chief advised that its due to the digital update so pagers and scanners may or may not work this is something that they will know for sure soon. Norman Cowden asked if it was true that the fire department had 4 ambulances. Chief McKinley said yes but one of them is being sold. He said they are all in use at various times. He thinks that eventually it will be only two ambulances. Mayor complimented the Chief on the report for the Fire Department and the chief stated that if you hear something just ask.

Sewer Report – Mike Rodgers asked why there was 300,000 estimates on the stormwater project and just wanted clarification on this. Olivia explained that we received 600,000 from the county for stormwater project for South Williamsport and Duboistown. Whatever is left over from that project we will use remainder on additional project. For example, if the project only cost 300,000 then the 300,000 left over would be split between Duboistown and South Williamsport. We, however, do not have any actual figures because we have not placed out for bid yet. We are working with Penn Dot on a project between the borough lines. Olivia gave the yearly update on the MS4 permit and where we are at which is the same we did last year she gave handouts for us to review. Harry Rogers asked when we met. The Borough Manager reported that we meet monthly, and we are becoming a municipality that many others are asking for our advice as we have become ahead of the game with stormwater in the county. Good Job Paul from public works by staying up on training and reporting. There were questions on permits and yes stormwater is addressed with permits. The Mayor also confirmed that during his PSBA conference he and Shawn Millard can confirm that we are ahead of the game and they recognized how behind other areas are and gave us kudos for that.

Update on Cochran Ave and Edgewood project – We are inspecting the work with our engineer, public works and myself daily. When the project is complete, we will have full report on the project.

The ordinance has not changed since 1984 and between 2004.

The only records that we have are some vcr tapes that were given to LCWSA. The spreadsheet that lists the home only says its compliant - problem is there are some cases that it was not compliant per the ordinance but for some reason is notated on spreadsheet that it is complaint. I will give the full report of each home and when we are done with the project we will review, and the council will get the documentation and inspection process. If there are any questions, please contact me.

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

Borough Manager Report – Report included in packet –

Property Maintenance & Building Codes Report – reviewed.

The sidewalk ordinance was discussed, and the solicitor advised he did do some research on this and will share with council. Curbs are something that the homeowner should maintain. Norman Cowden said that he said that our previous solicitor said we could not make residents take care of. Solicitor Drier advised that the borough code shows that the language in the borough code says we should pursue it as the resident's responsibility. Dori Rankinen did ask what she is to do when the buses are the ones damaging her curb. The solicitor advised that if you can show damage being caused by someone you as the homeowner can contact them for damages.

Codes is trying to enforce the weeds issue on the curbing and will see what happens case by case.

Lots of discussion on property maintenance. Some of the council is upset that the properties they have seen continued issues with they don't see any improvements. The Borough Manager advised that if you look on the report from the CKOG you will see the incident and the follow up and then in most cases the issues have been taken care of and now there in weeks later is a new issue. Each time the violation is considered a new issue. The solution would be to create a quality-of-life ticket.

Mike Rodgers is stating that they feel that codes is not taking care of the issues. I am advising that they are taking care of the issue as it happens unfortunately, they are looking at each issue and they give them the time limit and the violation is corrected but the repeat offenders will have multiple violations. The Borough Manager will set up a meeting if they would like with CKOG and the council. The solicitor agreed that we can set it up to say that if you get two complaints in one year even if you take care of the issue prior to the timeframe you are given by the CODES you will still get a fine. The Borough Manager will contact CKOG to get a meeting set up with council. August Meeting was determined would be the best time for them to come to the council meeting. Shawn Millard ask why Kate Weaver who our rep is for CKOG would not just attend meeting to discuss the issues.

Retention pond is being taken care of we did contract it out and are using stormwater

Question from John McCormick on the mulch keys. Dori Rankinen explained that you must give lots of information to get your swipe card. The only concern that Dori had was that the council in South Williamsport got free cards. John asked why they get free cards. Mike Rodgers wanted to know why if it was grant money we would be paying for cards too. The Borough Manager explained the agreement for the use of the area. If the council for Duboistown wants free cards then they can go to South Williamsport and request and if they approve Dori can get a refund for her 15.00 she already paid. The Borough Manager advised that in their previous packets and emails they will see the process and this was communicated months in advance. Norman Cowden advised that the council should not get them free if the residents have to pay they should too.

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

Shawn Millard asked what the Optimun payment was on the list of payments. Borough Manager advised that this is for HRA that Borough Manager and employees were not aware of. Borough Manager is working with Geisinger on explaining this. The Personnel Committee and Council in the past had not reviewed any of this information with the employees prior to the Borough Manager being hired. This policy is the same policy the borough has had for 10 to 12 years. When the Borough Manager has additional information, she will update.

The borough Manager is also working on health insurance information and will have a discussion with the council.

Shawn Millard also asked about the money that was paid to Dottie our tax collector. We explained that is her pay for collecting taxes.

Shawn Millard also asked if he could have a copy of the health insurance policy. The Borough Manager advised that they have been given copy at the beginning of the year but that she would send it again.

Motion #2 was moved and seconded (John McCormick/Norman Cowden) to accept financials as read.

Motion #2 carries by a Unanimous Vote (7-0)

Name	Nomination	Motion	2 nd	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 #3 was moved and seconded (John McCormick/Dori Rankinen) approve the ordinance 2024-014 Street Evacuations and openings.

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

Name	Nomination	Motion	2 nd	Yes	No	Abstain	Absent
John McCormick		X		X			
Patrick Melloy				X			
Harry Rogers				X			

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

Dori Rankinen			X	X			
Mike Rodgers				X			
Norman Cowden				X			
Shawn Millard				X			
Mayor Knecht							

Community Events- Patrick would like to work on a Spaghetti Dinner that Council would serve to the public will be August 10th.

Solicitor – Still waiting on follow up from Mike Wiley on agreements between Armstrong Township and Duboistown and we are following up on the Deeds from Attorney Holland for the Heights.

Tax Collector – Updated on 84.67 % paid taxes already

Shawn Millard – would like to put speed limit electronic signs in the budget for next year. Discussion was brought up again on speeding and the police services.

Norman Cowden wanted to have the council approve a full-time officer in the borough doing only traffic, it would cost us over 60,000 a year. Three days would be 36440.00, two days a week would be 24246.00. This officer is not our employee though, the amounts would be on top of the amount we pay already to the police department. There was discussion on this with all of council and was not brought to a motion.

Shawn Millard discussed creating a tax or fee for smokers' shops, Medical Marijuana, THC, Vaping devices etc. The solicitor stated that the council could look at rezoning some of the business district to allow for these types of businesses or limit the number of these businesses permitted in the borough business district. The council could request you to look at rezoning. No action or motions were made. The solicitor gave detail on what the process would be. Shawn asked where the ordinance was that we had for medical marijuana. The Borough Manager advised we have not had an ordinance that addresses this the one we have is in regard to sobriety houses.

Dori Rankinen and Shawn Millard asked how do you look at starting the rezoning. Borough Manager and Solicitor advised you have to start working with the County and Zoning.

Presidents Report – Mayor will be the main contact for any public safety issues he will receive call from police first. Any public safety concern is directed to Mayor. Borough Manager advised that she reads the reports that all of council gets the borough manager does not get additional information. Mayor is getting information if there is a public safety issue. The council will get the reports at the same time as the Manager. Mayor should contact the President and then the Borough Manager if the police contact him with any public safety concerns.

Borough President passed out a list of committees that he would like to have created.

**DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM**

Executive Committee – Harry, Dori and Ann

Personnel Committee – Dori, Pat, Norm

Borough Fiscal & Insurance Review Committee – Shawn, Mike and Pat

Borough Properties Committee – John, Mike, Shawn

Street conditions and observational solutions committee – Mike, John, Norm, street staff for advisory purposes

Public Safety Committee – Dick, Ann and Harry

If you are the first person listed on the committee you are to put together what you are going to work on in these committees and work with us together. So, Borough Manager should be included in these meetings when they have concerns or issues. Make recommendations to council and Borough Manger

Kate Weaver asked the solicitor should these committees be public meetings. The solicitor agreed these should be advertised as public.

John McCormick asked about where we were with the park. Borough Manger advised of the issues with he park and there is a plan that they have. The plan they want is not something they can have yet until we have feasible study done etc. Borough Manger will follow up with county and the surveyor as well as the recreation authority that we are now in with South Williamsport and Armstrong Township.

New Business – Mike Rodgers wanted to discuss the personnel manual and is questioning the extra holidays that were in the manual. Borough Manger advised that personnel group in 2021 which was Mike, Dori and Shawn along with Borough Manger discussed the floating holidays and that it should not be floating that we should have them as standard holidays that they should be ones that are consistent with all boroughs. Shawn Millard agreed that he did remember discussing this in the past. There was some discussion on the manual.

Public Comment Period #2

Motion #4 was moved and seconded (Dori Rankinen/Shawn Millard) to adjourn at 9:20 pm

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

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			
Shawn Millard			X	X			

DUBOISTOWN BOROUGH COUNCIL MEETING
THURSDAY June 6, 2024
6:00 PM

Mayor Knecht							
--------------	--	--	--	--	--	--	--

The council did go into an executive meeting to discuss legal issues after the general meeting was adjourned.

Approved: Carla Marie Baker Date: 7/11/24

Motion: Norman Cauden Second: Doni Rankin Date: 7/11/24