

# Borough of Duncansville

315 14<sup>th</sup> Street Duncansville, PA 16635

February 10<sup>th</sup>, 2025

Call Meeting to Order: 7:00 p.m.

## **Pledge of Allegiance -**

<b>Attendance -</b>	Annette Lewis	Rodney Estep	Michael Emerick
	Nicole Estep	Dave Shaw	Jerrica Grance
	Eric Fritz	Chuck Myers	Jeffery Lynn
	Cindy Blontz		

## **Prior Meeting Minutes –**

**Motion:** Approve the minutes of the January 13<sup>th</sup>, 2025 meeting.

**Moved By:** Nicole Estep

**Second:** Jeff Lynn

**Motion:** Approve meeting minutes for the Water & Sewer Authority meeting held January 9<sup>th</sup>, 2025.

**Moved by:** Jeff Lynn

**Second:** Cindy Blontz

## **Visitors –**

David Brenneman, Tim Kelley, Richard Beard, David Fritz, Aron Corey, Marisa Salisbury, Lianne Littlehale, Beth Corey, Ian Corey, Rodney Noel, Bill Lloyd.

**Marisa Salisbury-** Marisa spoke to council regarding her Eagle Scout project. Marisa will be organizing a spaghetti dinner to benefit the Central PA Humaine Society. She is requesting the use of the Community Center for her event at no charge.

**Motion:** Approval of Marisa Salisbury using the Community Center for her fundraiser event.

**Moved by:** Nicole Estep

**Second:** Cindy Blontz

## **Aron Corey-**

Aron Corey provided council with a sketch of his purposed dog park. Aron is purposing a dog park in the Duncansville Memorial Park as an Eagle Scout project. He will need councils' permission to proceed with the project. Aron explained that he will raise funds for the park and work on getting sponsorships. The purposed location is near the mower shed along Park Drive.

**Motion:** Approval for Aron to proceed with the dog park.

**Moved by:** Nicole Estep

**Second:** Jeff Lynn

**David Fritz -**

David address the Easter parade and event that is happening on April 12<sup>th</sup>, 2025. David is organizing the parade and egg hunt. Council was provided the parade route involving Sunbrook Manor, 3<sup>rd</sup> Ave, 14<sup>th</sup> Street, 5<sup>th</sup> Ave & Park Drive. David will need to obtain a permit to shut down 3<sup>rd</sup> Ave for a short period of time while the parade is taking place.

**Motion:** Approval for David to obtain a road closure permit for 3<sup>rd</sup> Ave on April 12<sup>th</sup>, 2025

**Moved by:** Jeff Lynn

**Second:** Cindy Blontz

**Tim Kelly-**

Mr. Kelley attended the meeting to address the alley between the Municipal Complex and his home on 4<sup>th</sup> Ave. He is requesting that the borough install an awning over the back door (police entry) for the safety of the officers entering and exiting through that door as well as covering the light so it is not shining onto his property. Additionally, Mr. Kelley expressed concern with the pot holes on 4<sup>th</sup> Ave near 15<sup>th</sup> Street. He has filled them but they continue to get worse.

The council informed Mr. Kelley that they intend to pave 4<sup>th</sup> Ave in the near future. They will also consider the awning suggestion.

**David Brenneman-** Mr. Brenneman requested an update on the progress of the 13<sup>th</sup> Street Bridge.

Council addressed the request with the timeline of the project and completion estimated for mid to late 2027. The council informed Mr. Brenneman that PennDot and Joseph P. Lehman are working diligently on the project but the permits take the most time and construction cannot start until early 2027.

**Richard Beard –** Mr. Beard came to council regarding his property near the 13<sup>th</sup> Street bridge, on Vineyard Lane. The Borough previously installed 4 caution type signs at the bridge to restrict driving close to the bridge. On February 10<sup>th</sup>, Borough employees took down the signs. At the time, Mr. Beard was using the signs at the end of his driveway to keep drivers from turning around in his driveway. Additionally, Mr. Beard is concerned with the condition of the pavement near the bridge. When the snow is plowed, it is breaking up the pavement and leaving large holes.

## Richard Bread Continued –

The Council explains that the signs were taken down so that the utility companies and other companies working on the bridge has access. Otherwise, the Borough employees would have to go remove the signs every time a vendor was there to work on or gather information on the bridge.

Furthermore, the council explained that part of the 13<sup>th</sup> Street bridge project involves paving. The pavement condition at the bridge is not a concern at the time as there should be no thru traffic on that section of the road including pedestrians as the bridge is closed to pedestrians also. The pavement will be fixed with the project in 2027.

**Secretary Report** – Ms. Grance briefly addressed her report that was included in the meeting packets. Majority of the Business License have been paid but some are still delinquent. The first Borough Newsletter was published and sent out to recipients that signed up to receive it.

Ms. Grance presented a proposal to council for the codification process that had been previously spoken on. The proposal total was \$17,900.00. The proposal is from General Code and includes codification of all ordinances include the zoning book, floodplain ordinance and the SALDO. This proposal also includes the eCode portion which would make the Borough Code accessible online. The proposal addresses the breakdown of payments and the time they are due. 20% at contract signing, 20% 80 days later, followed by 30% within 180 days of receipt of responses to organizational analysis.

Since the contract differed from the verbal discussion of finances and the payment timeline, the council request that Ms. Grance address these concerns with General Code and will present the process and findings at the next meeting.

**Mayors Report** – Police report.

**Motion:** Approve the current Police report.

**Moved by:** Nicole Estep

**Second:** Cindy Blontz

**Managers' Report** – Mr. Estep addressed that a report was provided in the councils packets outlining recent events such as progression in each department. Additionally, Mr. Estep addressed the sale listing of the old Borough office at 1146 3<sup>rd</sup> Ave. Several realtors were contacted regarding the listing and were asked to provide a report on their proposal to sell the building including their commission, types of marketing, contact timeframe and suggested listing price. We received 5 proposals. Mr. Estep would like council to decide on a realtor to list the building with and a listing price.

**Solicitor** – Mr. Emerick spoke regarding the Tax Anticipation Note. It was the suggestion of Mr. Estep to postpone the withdrawal of funds since the accounts are currently in good standing.

**Committees** – Building & Grounds: Mr. Estep is working with the engineer to determine the next steps for the renovation of the exterior of the Municipal Complex. The funds from the grant should be deposited into the Borough account soon.  
Finance: Mr. Estep will set up a meeting with David Shaw and Jerrica Grance to discuss the spending of Capital improvement monies and how to address it in the budget.  
Fire Company: The Fire banquet was moved to Sunday February 16<sup>th</sup> due to weather.  
Parks & Recreation: The mini grant has not been dispersed yet. Nicole Estep spoke about an upcoming park event that she is helping with called Jesus Jam, on September 6<sup>th</sup>, 2025. Mrs. Esteps daughter is organizing the event with a board and the event is a non-profit. Nicole is requesting, on behalf of the Jesus Jam board, that the council will waive the rental fee for the park.  
**Motion**: Waive Park rental fee for Jesus Jam on September 6<sup>th</sup>, 2025  
**Moved by**: Jeff Lynn  
**Second**: Cindy Blontz  
Nicole abstained from the motion.  
Personnel: 8 interviews were conducted for the Public Works Laborer position. The new hire started today, February 10<sup>th</sup>.  
Street & Equipment:  
Water & Sewer: Water & Sewer report.  
**Motion**: Approve the Water & Sewer report.  
**Moved by**: Dave Shaw  
**Second**: Cindy Blontz

## Committees Continued –

Duncansville Community Days: Bingo will be held every 2<sup>nd</sup> Thursday of the month, with the exception of July, during Community Days. The Bingo interfered with the Boys Scouts Troop 31 meeting in the Community Center on Thursdays so a solution was presented of meeting at the Lutheran Church in Duncansville.

The CommUNITY Events Committee agreed to host the Kids Christmas as one of their events instead of continuing as a separate event. The Children's Christmas event has a separate bank account with \$2,091.68 within it. The CommUNITY Events Committee would like to move the funds into their account and close the Children's Christmas account.

**Motion:** Move \$2,091.68 (all funds) from account #7390 to account #5773  
(Community Days)

**Moved by:** Cindy Blontz

**Second:** Nicole Estep

## Unfinished Business –

## New Business –

**The Borough Council entered the executive session at 8:47 p.m.**

**The Borough Council completed the executive session at 9:01 p.m.**

**Motion:** Hire REMAX to list the Borough Building @ 1146 3<sup>rd</sup> Ave.  
Rodney Estep has authority to execute the paperwork.

**Moved by:** Cindy Blontz

**Second:** Nicole Estep

**Next Meeting –** March 10th, 2025, at the Municipal Complex.

**Monthly Bills –** Bill report & checks have been provided.

**Motion:** Pay the monthly bills

**Moved by:** Cindy Blontz

**Second:** Dave Shaw

**Meeting Adjourned –** 9:03 p.m.