

BOROUGH OF DUNCANVILLE

315 14th Street Duncansville, PA 16635

February 11th 2026

Meeting Called to Order by Mayor Eric Fritz: 7:00 p.m.

Pledge of Allegiance -

Attendance -

Annette Lewis	Jeffery Lynn
Rodney Estep	Jerrica Long
Nicole Estep	Bill Wiedemer
Eric Fritz	Dave Shaw

Prior Meeting Minutes –

Motion: Approve the minutes of the January 12th meeting.

Moved By: Nicole Estep

Second: Bill Wiedemer

Motion: Approve the minutes for DMA from January 2nd, 2025

Moved By: Dave Shaw

Second: Nicole Estep

Visitors – Tim Kelley, Rodney Knel, William Lloyd, Deb Faith, Tina St. Clair

Deb Faith requested use of the Community Center for a fundraising “Go Red Event”. She is requesting that council wave the rental fee.

Motion: Approve the use of the Community Center on March 8th at no cost.

Moved By: Nicole Estep

Second: Jeff Lynn

Admin Report – Mrs. Long included the admin report with the meeting documents. Mrs. Long reported to council that she received an invoice from the Blair County Planning Commission for \$1,981.93. A motion of approval is needed for payment. Additionally, the auditor was pleased with the preparation for 2025 audit. The audit for the 2025 books should be happening mid-February.

Motion: Approve the payment of \$1,981.93 to Blair planning.

Moved By: Nicole Estep

Second: Jeff Lynn

Mayors Report – The Police report has been included in the meeting documents.

The device that the police department bought to monitor speeds is working great. Data was collected on 4th Avenue between 12th and 13th street. The median speed was 20.4 mph. The device registered 1536 cars in one week. This device will help strategically schedule police coverage.

Motion: Approve the Police Report

Moved by: Nicole Estep

Second: Dave Shaw

Mayor Fritz also reported Duncansville has been officially approved as a bird town in Pennsylvania. It is the first in Blair County.

Managers' Report –

Building & Grounds: VERIZON VOICEOVER IP: The borough's telephones use Verizon voice over IP, not landlines. The current phones are obsolete and will no longer work after March 2026. Mr. Estep is looking into the possibility of abandoning Verizon and switching to a service that provides hardware and service.

A motion was made and passed to authorize moving forward with a solution considering the time restriction.

Parks & Recreation: Mr Fritz began discussion about the Duncansville Memorial Park. A grant window is opening with DCED, and Sherry at Blair Planning believes a master plan is needed to be competitive for grants. The DCED grant requires a 15% match, and the park value can be used as collateral. An assessment of the park's value, costing \$500-\$1000, is needed for the grant submission. Eric is meeting with Adam from Keller Engineers to discuss the master plan and obtain a proposal.

The master plan should include potential improvements like pickleball, walkways, lighting, a sound booth, new bridges, and bathrooms. Additionally, the master plan should include the interconnection of the park to the community center, upgrades to pedestrian bridges, and potential Main Street downtown project ideas.

Matt Schultz did the original appraisal and could easily do it again. The goal is to include everything the community might want to do in the next 10 years in the master plan.

Managers' Report CONTINUED –

Finance: The borough's financial condition is good, with tax season approaching. Mrs. Long has found that DMA owes the borough \$125,000 from extra expenditures in 2025. This was presented to DMA but DMA was asked to hold off on payment until the audit is complete. Accounting procedures were changed in January to direct billing to DMA, eliminating the "due to/due from" function.

Motion: Approve and move forward with purchasing new phones.

Moved by: Jeff Lynn

Second: Nicole Estep

Personnel: New pension plans were discussed for Uniform and non-uniform employees. The ordinances for these plans have been properly advertised and discussed at the last meeting.

Motion: Approve Non-Uniform Pension Ordinance 1-26-1

Roll Call Vote: Annette Lewis: Yes, Jeff Lynn: Yes, Bill Wiedemer: Yes, Nicole Estep: Yes, Dave Shaw: Yes.

Motion: Approve Uniform Pension Ordinance 1-26-3

Roll Call Vote: Annette Lewis: Yes, Jeff Lynn: Yes, Bill Wiedemer: Yes, Dave Shaw: Yes. Nicole abstained from voting.

Street & Equipment: The Public Works Director must send a pre-plan of the coming week's work and a recap of the previous week's work every Monday. During the last Department head meeting, department heads were encouraged to "come up to speed and be department heads." Also, Public Works staff now report to the building at 7:15 AM to clean before office staff arrive.

Solicitor –

Manager Rodney Estep introduced Pat Fanelli, the new borough solicitor.

The solicitor has been working on a mechanism for those who have not complied with the rental registration ordinance. There are 17 non-compliant properties after sending out letters. The next step is to send 17 registered letters at an administrative cost of \$8 each. The goal is compliance, but if they don't comply, the fine for the first offense is \$200. More to report at following meeting.

Engineer –

Engineer, Brian Smith was present at the meeting. Brian provided a report. Brian spoke briefly about the AT&T tower and the current status of the project. The zoning board approved a request to straddle property lines with property setbacks not being issued.

The speaker recommends conditional approval for the AT&T cell tower project, pending resolution of administrative items.

Items to be resolved: reply to a review letter from March 25, and a cost estimate for required roadway and stormwater improvements for financial security.

Mr. Brian Graves sent in a subdivision plan called the Soldier subdivision. The plan involves two property owners who both believed they owned a piece of land (approximately 8 by 120 feet). They have decided to split the land. Comments on the plan were submitted on the 3rd, and a review letter was submitted on the 5th of the month. The main comment concerned a garden with a wall that extends into the other property owner's portion. Clarification was sought regarding an agreement between the property owners about the wall.

The speaker expects to resolve the comments and potentially get approval or conditional approval at the next meeting.

Motion: Conditional Approval for the AT&T project was granted.

Moved By: Nicole Estep

Second: Bill Weidemer

Fire Company -

Chief, William Lloyd reported the Annual Fireman's banquet for Station 20 is on Saturday February 21st. Mr. Lloyd invites all council members to attend.

The department has completed 40 calls since the beginning of 2026.

CommUNITY Events Committee –

Mr. Fritz introduced Tina St. Clair, Community Coordinator.

The borough hired Tina St. Clair to help with community events, planning, and scheduling. There were over 20 applicants for the position, and 10 were interviewed.

The Easter parade and egg hunt are being planned.

The community yard sale is suggested to be moved to the third Saturday of the month to avoid Mother's Day weekend and allow for warmer weather, May 16th.

Eric Fritz expressed the goal is to establish repeatable dates for all community events, annually.

Water & Sewer –

Motion: Approve the water & sewer report for January.

Moved by: Bill Wiedemer

Second: Nicole Estep

Unfinished Business –

New Business –

Next Meeting – March 11th @ 7 p.m. – Municipal Complex

Motion: Approve and pay the December bills

Moved by: Dave Shaw

Second: Jeff Lynn

Meeting Adjourned – 8:16 p.m.