

Borough of Duncansville

315 14th Street Duncansville, PA 16635

January 13th, 2025

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

Pledge of Allegiance -

Attendance -

Annette Lewis	Rodney Estep	Michael Emerick
Nicole Estep	Dave Shaw	Jerrica Grance
Eric Fritz	Chuck Myers	

Absent –

Cindy Blontz	Jeffery Lynn
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Prior Meeting Minutes –

Motion: Approve the minutes of the December 9th, 2024 meeting.

Moved By: Nicole Estep

Second: Dave Shaw

Motion: Approve meeting minutes for the Water & Sewer Authority meeting held December 5th, 2024

Moved by: Dave Shaw

Second: Nicole Estep

Visitors – Jessica Foley Bill Llyod, arrived at 7:47 p.m.

Jessica Foley - Mrs. Foley passed around a report for the council of the 2024 tax year collections. The report reflects the total taxes collected, total still due and a breakdown of the past due balance. The certification will be signed by the council president and then be sent to Blair County Tax Claim Bureau. This will turn over any uncollected taxes to the Bureau.

Secretary Report – Ms. Grance directed the board to review the item in their packet labeled “Budget vs. Actual 2024”. She explains that this report shows the complete expenses for 2024. Additionally, in the packets, Ms. Grance details out the financial report and that it reflects the active bank accounts that the Borough holds. This report reflects a beginning balance, end balance and credit and debits during that period.

Secretary Report Cont. –Furthermore, Ms. Grance explained that there are a few bank accounts that only contain \$1.00 and she would like to close those accounts, if they are no longer needed. Bank account ending in 1049 & 4991.

Motion: Close bank accounts ending in 4991 & 1049

Moved by: Nicole Estep

Second: Dave Shaw

Mayors Report – Police report. Mr. Fritz informed the council that the Police Department is hiring an addition part time officer, Brandon Imler.

Motion: Approve the current Police report.

Moved by: Dave Shaw

Second: Nicole Estep

Managers' Report – In the meeting packet is a report of current figures representing the budget for the 13th Street bridge. With the change in the total project cost, due to the water/sewer line, the president must sign off on the Notice to proceed provided by Lehman engineering. Mr Chuck Myers spoke to the council about the increase in project costs.

Mr. Estep reported that he submitted the grant application to DCED and that although the grant was already approved, it will take a few weeks to receive the written approval and then to receive the money. This grant is to fund the continued renovation of the Municipal Complex. Keller Engineers will assist with the bid package and necessary specs. At the end of the project, Young, Oaks, Brown & Co. will complete an audit.

Additionally, Rodney spoke on the current for sale list on 1146 3rd Ave, the former Borough Office. The contract with L&H Realty will expire on January 21st so the council needs to discuss the next steps. It was determined to explore other realtors to list the building with.

Motion: Sign the updated 13th street bridge project costs.

Moved by: Nicole Estep

Second: Dave Shaw

Motion: Request the help of Keller Engineers for the Municipal Complex Bid packages and specs.

Moved by: Nicole Estep

Second: Dave Shaw

Solicitor –

Keller Engineers wishes to renew their contact with the Borough to be the Borough appointed engineer. Kellers has provided a written fee schedule for councils review. Mr Estep recommended to council to renew the contact with Keller Engineers based on performance.

Mr. Emerick presented resolution 25-01 for the Authorization and issuance of a \$125,000.00 tax Anticipation Note.

Motion: Renew contact with Keller Engineers

Moved by: Nicole Estep

Second: Dave Shaw

Nicole Estep abstained from voting due to financial conflict.

Motion: Approve and Sign Resolution 25-01

Moved by: Dave Shaw

Second: Nicole Estep

Motion: Release the funds for Coffee on 3rd for exterior land project.

Moved by: Annette Lewis

Second: Dave Shaw

Committees –

Building & Grounds: Jordan Brantner move to the Water & Sewer department so there is an opening in the public works department.

Finance: Reports included in the packet.

Fire Company: Bill Lloyd thanked council members that attended the Comedy night and donated their council pay to the fire department.

Parks & Recreation: The mini grant has not been dispersed yet.

Personnel: Executive Session requested.

Street & Equipment: The street sweeper has been paid for and the title has been transferred.

Water & Sewer: Water & Sewer report.

Motion: Approve the Water & Sewer report.

Moved by: Nicole Estep

Second: Dave Shaw

Duncansville Community Days: Bingo will take place on January 16th.

The community Yard Sale is scheduled for May 10th, 2025. Easter event is April 12th to include a parade, egg hunt, music and vendors.

Unfinished Business –

New Business –

The Borough Council entered the executive session at 8:43 p.m.

The Borough Council completed the executive session at 9:14 p.m.

Motion: Let the contract with L&H expire and do not renew.

Moved by: Dave Shaw

Second: Nicole Estep

Motion: Allow Rodney Estep to explore other realtors and choose the best fit realtor to list the 1146 3rd Ave building again.

Moved by: Dave Shaw

Second: Nicole Estep

Motion: Employees will now receive 2 weeks of vacation time at their 1 year service time instead of 3 years.

Moved by: Nicole Estep

Second: Dave Shaw

Motion: Hire Fanelli Legal to handle the Tom Levine Case.

Moved by: Nicole Estep

Second: Dave Shaw

Motion: Renew Rodney's contract with the addition of another week of PTO.

Moved by: Dave Shaw

Second: Annette Lewis

Nicole abstained from the vote.

Motion: Remove Jerrica Grance from New Hire Probation.

Moved by: Dave Shaw

Second: Nicole Estep

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

Monthly Bills – Bill report & checks have been provided.

Motion: Pay the monthly bills

Moved by: Dave Shaw

Second: Nicole Estep

Meeting Adjourned – 9:20 p.m.