

# BOROUGH OF DUNCANSVILLE

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

July 14<sup>th</sup>, 2025

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

## Pledge of Allegiance -

**Attendance -**

Annette Lewis	Jeffrey Lynn
Dave Shaw	Jerrica Grance
Eric Fritz	Rodney Estep
Cindy Blontz	Nicole Estep

## Prior Meeting Minutes –

**Motion:** Approve the minutes of the June 25<sup>th</sup>, 2025 meeting.

**Moved By:** Cindy Blontz

**Second:** Nicole Estep

## Visitors –

Dan Bradley (Auditor), Sue Kornowski, Rodney Knol

Mr. Brandley attended the meeting to review the 2024 audit findings. Mr. Brandley explained the figures that could be found throughout the audit report. The audit shows the cash balances for the borough along with other details. Mr. Brandley suggested a few changes that should take place in 2026 to eliminate some unnecessary tasks, like eliminating the truck & equipment account.

**Motion:** Amend financial processes for January 2026 and plan for new procedures.

**Moved by:** Dave Shaw

**Second:** Cindy Blontz

Mr. Rodney Knol explained to the Council that the log veining that was completed in the stream near his property needs to be repaired. The deflector failed and washed out during a storm on June 18<sup>th</sup>.

**Admin Report –** Ms. Grance included the admin report with the meeting documents.

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

**Motion:** Approve Police Report

**Moved by:** Cindy Blontz

**Second:** Jeff Lynn

### **Managers' Report –**

Mr. Estep spoke regarding the insurance policy that the Borough holds. The policy is up for renewal on August 2<sup>nd</sup>. The new insurance rates have been included in the meeting packets.

The phase 2 project at the Municipal building is coming along. The ceiling tiles are being installed. The storage room is completed and the IT infrastructure is installed. The public works department will continue to work on renovations after Community Days setup is over.

Mr. Estep presented a resolution for the purchase of the 2025 F-600 dump truck with a financed amount of \$76,000.00. The first payment will be in October 2026

**Motion:** Approve and sign dump truck resolution

**Moved by:** Nicole Estep

**Second:** Dave Shaw

The bids for the 4<sup>th</sup> Ave paving project are due to close soon.

**Solicitor –** Mr. Emerick presented a resolution for the closure of the ally beside the Municipal Complex.

**Motion:** Approve and sign resolution for the closure of west fourteenth street between Forth Avenue and Peach street.

**Moved by:** Nicole Estep

**Second:** Jeff Lynn

**Engineer –** Engineer was not present. A report was provided to the Council.

**Committees –** Building & Grounds: Phase 2 of municipal complex is under-way.  
Finance: Mr. Estep is working with Mike Emerick on some questions that have come up regarding Business Privilege tax for First Commonwealth Bank. Mr. Estep is also looking into some options to outsource the collection of said tax.  
Fire Company:  
Parks & Recreation: The music pavilion details are being worked out. Construction is expected to start end of August or early September.  
Street & Equipment: Hot patching is scheduled to start within the next 3 to 4 weeks.  
Water & Sewer: Approve water & sewer report.  
Duncansville Community Days: Set up is taking place this week through Friday the 18<sup>th</sup>. Jerrica will be out of the office helping with set up.

**Unfinished Business –**

**New Business –**

**Next Meeting –** July 14<sup>th</sup>, 2025 @ 7 p.m. – Municipal Complex

**Motion:** Approve and pay the May bills

**Moved by:** Cindy Blontz

**Second:** Dave Shaw

**Meeting Adjourned –** 8:06 p.m.