

The Duncansville Borough Council meeting was held on Monday September 12, 2022, at 7:00 P.M. at the Duncansville Community Center

**Attendance** Eric Fritz, Mayor  
Cindy Blontz, President  
Donald Detrick, Vice President  
Dave Shaw, Pro Tem  
Jeffrey Lynn, Council Member

**Absent** Annette Lewis, Council Member

Cindy Blontz opened the meeting with the Pledge of Allegiance to the flag and roll call by the Borough Secretary.

Dave Shaw made a motion to approve the Council minutes held on August 31, 2022. Jeff Lynn seconded the motion, all in favor, motion carried.

Jeffrey Lynn made a motion to accept the Duncansville Municipal Authority minutes held on August 4, 2022. Dave Shaw seconded the motion, all in favor, motion carried.

**Visitors:** Ed Blontz, Sue Koronowski, Dave Brenneman Jr, Jessica Brenneman, Elijah Keagy, Lee & Bernadette McGill, Beth Schalles, Jessica Foley

Dave Brenneman, Sr stated that he missed the last council meeting and wanted to know what the special committee is doing about the Vineyard Lane issue. Jeff Lynn stated that he consulted a few friends that are attorneys and they told him the same thing that our solicitor has been saying. Since it's a private lane and has been litigated in the past. Dave Brenneman asked if we could revisit this subject to come up with a solution to the issue. Mike told him that the plans would have to be resubmitted to borough council and voted on again.

Jessica Foley was visiting to asked council if the tax certifications that she sends out to banks. The current fee is \$5.00 and she would like it raised to \$20.00 per tax certification. Mike stated he will have to take a look at the ordinance or resolution. If it was written up as an ordinance it would have to be advertised. Donnie Detrick made a motion to have Mike take a look at the ordinance/resolution before moving forward. Jeff Lynn seconded the motion, all in favor, motion carried.

**Secretary:**

1. Paula stated that it is time for leaf collection. She stated that in the past we started the first Monday of October and picked up on Monday and Thursday through the month of November. Council stated that they would like to keep the same schedule.
2. Paula reported that the boy scouts have a closet in the back room of the community center to store their supplies for their meeting that they hold at the center on Thursdays. Since they didn't have a lot of supplies, they would like to purchase a small cabinet to keep their things in so that the borough could have their closet to store things from the borough building. Dave Shaw made a motion to allow the boy scout troop to purchase a cabinet and place it in the back room of the community center. Jeff Lynn seconded the motion, all in favor, motion carried.

**Mayor:**

Donnie Detrick made a motion to accept the Police report for the month of August 2022. Dave Shaw seconded the motion, all in favor, motion carried.

1. Mayor Fritz reported that the part time office that was authorized to be hired passed all his background checks and he will issue him his offer of employment to be signed.
2. Mayor Fritz reported that there is a special DCNR grant that is being funded through the American Rescue Money. This would be a grant for the park which has an application deadline of mid-October. This grant would be at no additional cost from the previous grant. Dave Shaw made a motion to sign the commitment letter for the grant. Jeff Lynn seconded the motion, all in favor, motion carried.
3. Mayor Fritz asked Sherry to look up grants for street improvements. There is a grant for planning. The grant would be a 20 percent match which would be \$20,000.00. If awarded the grant we could hire a company to come in and tell us exactly what it will cost us to put storm sewers and to repave all the roads in the borough. After that we could apply for grants to do the projects. Jeff Lynn made a motion to sign a commitment letter for the planning grant. Donnie Detrick seconded the motion, all in favor, motion carried.

**Solicitor:**

1. Mike reported that the property owner at 1305 7<sup>th</sup> Avenue has been served for her zoning violation. The hearing has been scheduled for October 5, 2022.
2. Chief Estep is doing a purge of records in the police department. In order to do so, council has to authorize this by resolution. Jeff Lynn made a motion to sign the resolution declaring the intent to follow the schedules and regulation for disposition of public records. Dave Shaw seconded the motion, all in favor, motion carried.
3. Dave Shaw made a motion to sign the resolution approving the disposition of certain Duncansville Borough Police Department Records. Donnie Detrick seconded the motion, all in favor, motion carried.
4. A discussion was held on the Comcast Franchise Agreement. Comcast would like to get to do some preliminary work started. Mike reviewed the list and read the franchise agreement. After reviewing the documents, he didn't see the payment of legal fees. Mike stated council can table this until next month so they can negotiate the payment of fees. Jeff Lynn made a motion to table this until October's meeting. Dave Shaw seconded the motion, all in favor, motion carried.

**Engineer:** (Tom Levine was not present. A report was sent by him)

1. Tom is currently reviewing the request for proposals for an engineering firm to design the project prepared by PennDot for the 13<sup>th</sup> St bridge.
2. 2022 Sewer Improvement: A notice of award was provided to McClelland Excavating Inc on September 2, 2022. Bonds, insurance and signed agreement will be provided by September 12, 2022 and forwarded to the solicitor for review.
3. Flood Plain Review: An application has been filed for an after the fact fence located at 1305 7<sup>th</sup> Avenue. The property is not located in the floodplain and the fence as constructed meets the zoning ordinance. Dave Shaw made a motion to approve the floodplain review. Donnie Detrick seconded the motion, all in favor, motion carried.
4. Community Center Sidewalk Improvement: Based on the request of council at the August 31<sup>st</sup> meeting, we are currently preparing the plans, specifications, and contract document to let a public bid for the replacement of 1021 square feet of reinforced concrete apron and depressed curb in front of the fire hall overhead doors and the replacement of 2244 square feet of sidewalk and curbing. Tom anticipates that the bid opening will be sometime in October with the construction in November.

## **Committees:**

**Buildings & Grounds-Donnie Detrick:** Nothing at this time.

**Finance-Dave Shaw:** The first budget meeting will be held on September 20, 2022 at 11:00 AM

**Fire Company-Donnie Detrick:** A Cash Bash is being held on November 5, 2022

**Parks & Recreation-Annette Lewis:** Nothing at this time.

**Personnel-Cindy Blontz:** Cindy did some calling around on wages at other municipalities. She gave a copy to all council members for their review.

**Streets & Equipment-Dave Shaw:** Dave Shaw asked about getting signs for some areas that say "Opposing Traffic Does Not Stop" There are two stop signs on 14<sup>th</sup> Street that these signs would be beneficial. Mike suggested that Chief Estep check with Tom to see if a traffic study will need done.

**Water & Sewer-Jeff Lynn:** Jeff Lynn made a motion to accept the water report for August 2022. Dave Shaw seconded the motion, all in favor, motion carried.

**Duncansville Community Days:** Nothing at this time

Borough Council went into and executive session at 8:02 pm for personnel reasons.

Borough Council came out of executive session at 8:22 pm.

**Unfinished Business:** Nothing at this time.

## **New Business:**

1. Donnie Detrick made a motion to change the COVID policy to reflect that we will follow the current CDC guidelines and any time off for COVID will not be paid by the borough, the employee will need to use their own time to be off. Jeff Lynn seconded the motion, all in favor, motion carried.
2. Mike will rewrite the overtime policy for the employee handbook to reflect that overtime pay will be paid after 8 hours worked and for any call out time for an employee regardless if 40 hours are worked for that given week.

**Next Meeting:** Monday, October 10, 2022

Dave Shaw made a motion to pay the monthly bills for September and accept the financial report subject to future audit. Donnie Detrick seconded the motion, all in favor, motion carried.

Cindy Blontz adjourned the meeting at 8:24 PM

Paula J Fox  
Secretary/Treasurer