

## Reorganization Meeting

The Duncansville Borough Council Reorganization meeting was held Monday, January 8, 2024 at 6:00 PM at the Duncansville Community Center

Visitors: Jessica Foley, Sue Koronowski, Ashlyn Dugan, Adam Long

Re-elected Mayor Eric Fritz swore in the newly elected Council members Nicole Estep, Dave Shaw.

Mayor Fritz opened the meeting with the Pledge of Allegiance.

### **Roll Call:**

Jeffrey Lynn, Annette Lewis, Cindy Blontz, Nicole Estep, Dave Shaw, Mayor Fritz

### **Nomination and Election of Council President:**

Jeff Lynn nominated Annette Lewis for President.

Dave Shaw made a motion to nominate Cindy Blontz for President

Roll call vote: Jeff Lynn-Annette Lewis, Annette Lewis-Annette Lewis, Cindy Blontz-Cindy Blontz, Dave Shaw-Cindy Blontz, Nicole Estep-Annette Lewis.

Annette Lewis was appointed Borough Council President

### **Nomination and Election of Council Vice-President:**

Annette Lewis nominated Jeff Lynn for Vice-President.

Roll call vote: Jeff Lynn-abstained, Annette Lewis-yes, Cindy Blontz-no, Dave Shaw-yes, Nicole Estep-yes

Jeff Lynn was appointed Borough Council Vice-President.

### **Nomination and Election of President Pro Tem**

Jeff Lynn nominated Cindy Blontz for President Pro Tem

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Cindy Blontz was appointed Borough Council President Pro Tem.

### **Appointment of Vacancy Board Chairman:**

Annette Lewis nominated Susan Koronowski of 822 8<sup>th</sup> Ave, Duncansville to be Vacancy Board Chair.

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Susan Koronowski was appointed for Vacancy Board Chair

**Other Appointments:**

Annette Lewis nominated Paula Fox as Open Records Officer.

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Annette Blontz nominated Paula Fox as Secretary.

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Dave Shaw made a motion to postpone the appointment of the Borough Engineer for two months.

Cindy Blontz seconded the motion, all in favor, motion carried.

Annette Lewis nominated Michael Emerick as the Duncansville Borough Solicitor.

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Annette Lewis nominated Altoona Mirror as the Borough Newspaper for advertising.

Roll call vote: Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Annette Lewis nominated First Commonwealth Bank as the Borough Depository.

Jeff Lynn-yes, Annette Lewis-yes, Cindy Blontz-yes, Dave Shaw-yes, Nicole Estep-yes

Annette Lewis made a motion to approve the resolution for the 2024 meeting dates and times as the second Monday and last Wednesday of each month with the exception of November 12, 2024, and December 23, 2024 to be held at the Duncansville Borough Building. All in favor, motion carried.

Annette Lewis made a motion to approve the meeting time to be moved from 6 pm to 7 pm. Jeff Lynn and Nicole Estep were in favor, Cindy Blontz and Dave Shaw opposed. Motion carried.

The regular January meeting agenda for Borough Council continues:

Cindy Blontz made a motion to approve the Council minutes held on December 11, 2023. Dave Shaw seconded the motion, all in favor, motion carried.

Nicole Estep made a motion to accept the Duncansville Municipal Authority minutes held on December 7, 2023. Dave Shaw seconded the motion, all in favor, motion carried.

**Visitors:**

Jessica Foley was visiting to present the Tax Collectors Report. Jeff Lynn made a motion to approve the Tax Collectors Closing Report for 2023 and Uncollected Real Estate Taxes from the Borough Tax Collector Jessica Foley and sign reports. Cindy Blontz seconded the motion, all in favor, motion carried.

Ashlyn Dugan was visiting to ask Borough Council to approve her project at Coffee on 3<sup>rd</sup>. She states that her engineer feels that her project is not Land Development. She is proposing to put 12x20 buildings in her backyard project. A discussion was held with Ashlyn regarding her project. Ashlyn would need to resubmit plans showing that her outbuildings will be designed as one building and if it meets Tom's criteria there will be no action due regarding land development. Jeff Lynn made a motion to consider these buildings as accessory buildings and would not require Land Development. Annette Lewis seconded the motion, Nicole Estep abstained. Dave Shaw and Cindy Blontz opposed. The motion ended in a tie vote. Mayor Fritz opposed.

**Secretary:**

Paula stated that the property at 1209 5<sup>th</sup> Avenue has not been cleaned up yet from the fire that demolished the house in February 2023. Mike will send them a letter giving them 30 days to have it cleaned up.

**Mayor:**

Cindy Blontz made a motion to accept the Police report for the month of December 2023. Nicole Estep seconded the motion, all in favor, motion carried.

Mayor Fritz reported that he received an email from Blair County EMA regarding the upcoming storm. He will be opening up the Community Center as a warming shelter if anyone needs it.

Mayor Fritz stated that there was \$24,000.00 surplus in the police budget and would like to move it to one of the police capital improvement accounts. Dave Shaw made a motion to move the money to capital improvement. Cindy Blontz seconded the motion, all in favor, motion carried.

**Solicitor:**

Mike Emerick presented a resolution approving the disposition of certain police department records. Cindy Blontz made a motion for Mayor Fritz and Borough Secretary to sign the resolution. Jeff Lynn seconded the motion, all in favor, motion carried.

No further questions or concerns.

**Engineer:**

1. Tom received a report from Chuck Meyers at P. Joseph Lehman regarding the 13<sup>th</sup> St Brridge. They are 55% complete with surveying and base map work and 10% complete with research of right of way of 13<sup>th</sup> St. We have received 3 invoice so far with one being on the current bill list.
2. Ty Dively from the Duncansville Antique Depot will be revising their Land Development Plan for the work that they did at the depot. The amendments will go to Blair Planning and then back to Borough Council for final approval.
3. Tom reported that he contacted Greg Werstil regarding the fence he put on his property. He gave him the deadline of today to apply for a permit and flood plain review. He has not done that as of the start of the meeting. Tom will prepare a violation notice to send to him.

**Committees:**

Building & Grounds: Jim Batzel asked Annette what needed to be done at the park. She would like to see the inside of the bathrooms repainted and park benches repaired.

Finance: Dave went over some figures on the budget.

Fire Company: Nothing at this time

Parks and Recreation: Still working on getting grant money for projects at the park.

Personnel: Jordan may be able to return to work at the end of January or the beginning of February.

Street & Equipment: Nothing at this time.

Water & Sewer: Cindy Blontz made a motion to accept the water report for the month of December 2023. Jeff Lynn seconded the motion, all in favor, motion carried.

**Duncansville Community Days:** Mayor Fritz reported that the dates for 2024 will be July 19<sup>th</sup> and 20<sup>th</sup>.

**Unfinished Business:** Mayor Fritz would like to establish a Borough Manager position. He made a list of job duties he would like to see a Borough Manager do. A discussion was held regarding the job duties. Mike stated a position of the Borough Manager needs to be adopted by ordinance. Jeff Lynn made a motion to advertise for an ordinance for Borough Manager. Annette Lewis seconded the motion, all in favor, motion carried.

**New Business:** Tom reported that the ISC payment plan needs to be established. Dave Shaw made a motion to pay the ISC in quarterly payments. Cindy Blontz seconded the motion, all in favor, motion carried.

Cindy Blontz made a motion to pay the monthly bills for January 2024. Dave Shaw seconded the motion, all in favor, motion carried.

Annette Lewis adjourned the meeting at 8:31 PM.

Paula J Fox  
Secretary/Treasurer