

The Duncansville Borough Council meeting was held on Wednesday, February 28, 2024 at 7:00 P.M. at the Duncansville Borough Building

**Attendance** Eric Fritz, Mayor  
Annette Lewis, President  
Jeffrey Lynn, Vice President  
Dave Shaw, Council Member  
Nicole Estep, Council Member

**Absent** Cynthia Blontz, Pro Tem

Annette Lewis opened the meeting with the Pledge of Allegiance to the flag and roll call by the Borough President at the absence of the Borough Secretary.

**Visitors:** Bill Lloyd, Chris Coho, WTAJ, Altoona Mirror

**Secretary:** Not present

**Mayor:** Mayor Fritz reported that they would like to hire another part time officer that would focus on Code Enforcement and Zoning. Jeff Lynn made a motion to hire Brian Rhodes as a part time officer focusing on Code Enforcement/Zoning. Nicole Estep seconded the motion, all in favor, motion carried.

**Solicitor:** Not present.

**Engineer:** Not present.

**Committees:**

**Buildings & Grounds:** Chief Estep reported the bids have been reviewed for the building project. The bids came in at \$349,966.00. That would include the architect services. The bid tabulations will be as follows:

1. Dave Shaw made a motion to award the general contractors bid Mid State Contractors at bid price of \$161,337.00. Jeff Lynn seconded the motion, all in favor, motion carried.
2. Nicole Estep made a motion to award the electrical bid to Leverknight Electrical at a bid price of \$66,590.00. Dave Shaw seconded the motion, all in favor, motion carried.
3. Jeff Lynn made a motion to award the HVAC bid to Season-Aire Inc at a bid price of \$68,000.00. Dave Shaw seconded the motion, all in favor, motion carried.
4. Dave Shaw made a motion to award the plumbing bid to Riley Inc at a bid price of \$27,177.00. Jeff Lynn seconded the motion, all in favor, motion carried.

Rod Estep reported that he and Dave Shaw spoke with First Commonwealth Bank regarding financing of the project. The Borough would apply for a 20-year loan at 5.04% rate. Annette Lewis made a motion to apply for financing in the amount of \$350,000.00. Jeff Lynn seconded the motion, all in favor, motion carried.

Jeff Lynn made a motion to authorize President of Council to execute the letter that authorizes the Borough to seek application with First Commonwealth Bank for the loan. Nicole Estep seconded the motion, all in favor, motion carried.

Rod reported that we also need to begin the DCED Local Government Unit Debt Act. Dave Shaw made a motion to authorize Mike Emerick to begin the process of the DCED Local Government Unit Debt Act. Annette Lewis seconded the motion, all in favor, motion carried.

Nicole Estep made a motion to have Mike Emerick draft and advertise an ordinance for borrowing money for Phase 1. Jeff Lynn seconded the motion, all in favor, motion carried.

**Finance:** Nothing at this time.

**Fire Company:** Nothing at this time.

**Parks & Recreation:** Annette reported that they are looking at some grants for the park.

**Personnel:** Executive Session after the meeting.

**Streets & Equipment:** Mayor Fritz will be speaking with the PennDot representative and he will look at the roads that need paved. Nicole Estep made a motion to have mill and resurface the problem roads in the borough. Jeff Lynn seconded the motion, all in favor, motion carried.

**Water & Sewer:** Rod reported that him and Dave met with the Board of the Authority regarding some issues and they felt the meeting went well.

Borough Council went into executive session for personnel reasons at 7:40 pm.

Borough Council came out of executive session at 8:19 pm.

**Unfinished Business:** Coffee on 3<sup>rd</sup> has been working on getting a permit for her project for a few months and has been put on hold a few times. Council decided that the Zoning Officer needs to issue a permit for the project so she can move forward. Annette Lewis made a motion to issue a permit ASAP to Coffee on 3<sup>rd</sup>. Jeff Lynn seconded the motion, Nicole Estep abstained, motion carried.

The approval to authorize the advertisement of an RTP for an Engineer will be tabled until March 11, 2024 meeting.

Jeff Lynn made a motion to appoint Amy Reece as the Borough Asst Secretary. Dave Shaw seconded the motion, all in favor, motion carried.

Rod would like to be a seconded user on Quickbooks. Dave Shaw made a motion to purchase a second user onto quickbooks and spend up to \$125.00. Jeff Lynn seconded the motion, motion carried.

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

**Next Meeting:** March 11, 2024

Annette Lewis adjourned the meeting at 8:35 PM

**Paula Fox**  
**Secretary/Treasurer**