

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
June 18, 2024**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on June 18, 2024. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

**Officials Present:** Sophia Cappawana, Cynthia Daub, Michael May, Roger Williams, Mayor Rick Knepp

**Officials Absent:** Jeffrey Kirkhoff, Joseph Misner, Michael Wolfersberger

**Others Present:** Operator – John Farrier, Solicitor – William Dissinger

**Citizen's Present:** Tina Hayes, Dave Keen, Paul Wyatt

**MINUTES –** A motion was made by Mr. May to approve the minutes for the May 21, 2024 Borough Council meeting as presented. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

**Amendments to the Agenda:** A motion was made by Mr. May to add 'Yard Sale' under the Revitalization and Public Safety report. The motion was seconded by Ms. Cappawana and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Tina Hayes** – Resident of Schoolhouse Apartments.

Ms. Hayes stated that the residents of Schoolhouse Apartments are having problems with their mail going to Schoolhouse Road instead. She would like the Borough to consider assigning a numerical street address to the building so that it can be searchable via maps more easily.

The Borough will contact the building owner to discuss options.

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

**Perry County Board of Commissioners-** 2025 Perry County Hazard Mitigation Plan meeting information was provided.

This will be placed on the Revitalization & Public Safety Committee agenda.

**GENERAL REPORTS**

**BOROUGH ENGINEER –Pennoni Associates**

No report.

**PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier**

A written monthly systems report was provided and summarized.

Water levels are low. The threshold for a Mandatory Water Advisory set forth in Ordinance #432 has been reached. The Mandatory Water Advisory will be posted on the web-site, Facebook, and sent via CodeRed.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger reported that the Borough cannot regulate drone use. It is regulated by the state and enforced by the state police.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

A written report was provided.

A letter was also received from the Duncannon Presbyterian church stating that they will decline acceptance of any portion of Maple Alley and that the entire abandoned portion should be given to the Duncannon Fire Company.

A motion was made by Mr. Williams to authorize Solicitor Dissinger to contact the Duncannon Fire Company engineer and architect to facilitate the abandonment of Maple Alley. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**BOROUGH MAYOR – Mr. Rick Knepp**

Mayor Knepp thanked Ms. Cappawana for organizing the town-wide yard sale. It was very successful.

He stated that he helped with set-up of the AT Festival and it was also well attended.

He thanked the Borough crew for their help in the set-up of the AT event.

Mayor Knepp provided written copies of the speeches he gave on Memorial day and at the 9/11 Bike Trail meet-up at the Clarks Ferry Tavern to show how he is representing the Borough.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

A motion was made by Mr. Williams to donate the Borough's old model copier and supplies to the Duncannon Fire Company. The motion was seconded Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to purchase a 1/6-page advertisement in the Discover Perry County Visitor Guide. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

**APPROVAL OF TREASURER'S REPORT & RATIFICATION AND APPROVAL OF BILLS**

A motion was made by Mr. Williams to approve the Treasurer's Report dated May 31, 2024 subject to audit. The Motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to approve and ratify the bills/EFT's prepared for May, 2024. The motion was seconded by Ms. Cappawana and passed with a unanimous voice vote.

**COUNCIL COMMITTEE REPORTS**

**FINANCE, ADMINISTRATION, and IT – Mr. May, Chairman**

Mr. Kroboth provided written financial reports.

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A motion was made by Mr. May to approve the Pennsylvania Municipal Power Agency Membership. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. Williams to ratify American Municipal Power's 2024 rural and municipal utility cybersecurity grant commitment letter. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**PARKS & RECREATION – Mr. Williams, Chairman**

Mr. Williams reported that the next Parks & Rec. meeting will be held on September 24, 2024. The June, July, and August meetings are cancelled.

Summer events include the Market on the Tavern Green, National Night Out, and Movie Nights at Cooper Field.

Ms. Hayes asked if the Borough has ever considered a dog park.

**REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman**

Ms. Cappawana summarized the participation in the town-wide yard-sale. There were 50 yard-sales registered and over 1800 views of the map.

Discussion centered around the success of the event as it was very well organized and attended.

**INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman**

The line painting on Market Street has been completed.

Installation of new highline disconnects and replacement of highline cable for the electric system will begin in the near future.

The electric will need to be restores at the old dress factory on High Street and the trash truck will need to be replaced. Costs are being researched.

**EXECUTIVE COMMITTEE – Mr. May, Chairman**

There is one more candidate to be considered for the codes position before a decision is made.

A motion was made by Ms. Daub to approve a 2% cost of living increase and a 1% merit increase for all office and crew employees as of July 1, 2024. The motion was seconded by Ms. Cappawana and passed with a unanimous voice vote.

The committee is preparing a social media policy to be considered for all Borough employees.

**UNFINISHED BUSINESS**

Mayor Knepp provided the resolutions and results of the voting from the PSAB conference.

**NEW BUSINESS**

Mr. May thanked Paul Wyatt of the Perry County Times and Duncannon Record for the Article on Council Member Cappawana.

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**PUBLIC COMMENT – None**

Ms. Tina Hayes asked what the requirements were for the Codes Officer position.

**ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 7:59 PM on June 18, 2024. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for July 16, 2024 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary

APPROVED