

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
January 21, 2025**

- Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on January 21, 2025. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Michael May, Michael Wolfersberger, Mayor Rick Knepp, Sophia Cappawana via Telephone, Cynthia Daub, and Roger Williams
- Officials Absent:** Joseph Misner, Jeffrey Kirkhoff
- Others Present:** Operator – John Farrier, Solicitor – William Dissinger, Finance Director/Treasurer – Robert Kroboth, Engineer - Greg Rogalski,
- Citizen's Present:** Paul Wyatt (Duncannon Record).

**MINUTES –** A motion was made by Mr. May to approve the minutes for the December 17, 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 'Rescind Notary request' to the Executive Committee Report. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**PUBLIC COMMENT - NONE**

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

**Perry County Conservation District-** A Keep Perry County Beautiful Electronics Recycling Pledge Form was received.

A motion was made by Mr. Williams to approve a \$250.00 donation pledge for the Keep Perry County Beautiful E-cycling collection event. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

**Boy Scout Troop 64 –** A Thank-you note from Duncannon Boy Scout Troop 64 was shared. The note thanked the Borough Council for their donation and expressed appreciation.

**Susquenita Adopt-a-Family –** A Thank-you note from Susquenita Adopt-a-Family was shared. The note thanked the Borough Council for their donation.

**GENERAL REPORTS**

**BOROUGH ENGINEER –Pennoni Associates**

A written report was provided and summarized.

Mr. Rogalski reported that Veolia was requesting an extension for the performance of Due Diligence. A resolution is on the agenda under the Solicitor's report.

A leak detection map and list were presented. These are the proposed locations for the installation of leak detection equipment in the near future.

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

A written monthly systems report was provided and summarized.

Mr. Farrier stated that Miller Environmental has a new employee working in the Borough.

He will call Kline's to clear the drain that is clogged at the screw press.

**BOROUGH SOLICITOR – Mr. Dissinger**

A motion was made by Mr. Wolfersberger to adopt Resolution 2025-1, Authorizing the Performance of Due Diligence by Veolia Water on a portion of Parcel ID:210, 132.00-001.000. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**DUNCANNON FIRE COMPANY**

Written reports were provided.

**BOROUGH MAYOR – Mr. Rick Knepp**

A written Codes report was provided by Mr. Ohnmacht.

Mayor Knepp stated that he should have the Hazard Mitigation plan back from County Review by the first week of February.

He attended the Tri-County Regional Planning meeting and plans to attend the upcoming housing and transportation meetings and offered information for anyone interested in attending.

Mayor Knepp explained how the Snow Emergency for Sunday, January 19<sup>th</sup> was handled as it was the first for our new Codes Officer.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer reported that each Council Member has been provided a Statement of Financial Interest to be completed.

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

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

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

**COUNCIL COMMITTEE REPORTS**

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

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A motion was made by Mr. May to approve proposed 2024 Budget line item transfers as of 12/31/2024. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

The combined financing for the skid loader and the refuse truck has been prepared and is awaiting signature.

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

A motion was made by Mr. Williams to approve the special events permit submitted by the Duncannon Fire Company for the “Raffle on the Hill” event. Event, including set-up and cleanup to run from 8/14/25-8/18/25. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Williams reported that weather events had caused the Sled Drop to be cancelled. The lighted ‘fireworks’ prepared for the event were demonstrated for Council.

A tentative date of March 1<sup>st</sup> is set for a ‘Night of Music’ at the Duncannon EMS.

Movie night will be held at Cooper field on July 25 and August 22<sup>nd</sup>, 2025. A large screen will be built for these events as rental of a screen is very expensive.

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

No Report.

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

A motion was made by Mr. Wolfersberger to approve the Good’s Tree and Lawn Care 2025 Plant Health Care Renewal Proposal. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve sewer forgiveness for Standard Novelty Works and Daniel Kell for water leaks that did not enter the sewer system. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

A motion was made by Mr. Williams to appoint Corey Stone as Emergency Management Coordinator for the Borough of Duncannon. The motion was seconded by Mr. May and passed with a 4-1 roll call vote, Ms. Cappawana dissenting.

A motion was made by Mr. May to hire a temporary employee to fill in for an employee recovering from surgery. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to rescind the request for a member of the office staff to complete Notary qualifications. The motion was seconded by Mr. May and passed with a 4-1 roll call vote, Ms. Cappawana dissenting.

**UNFINISHED BUSINESS-NONE**

**NEW BUSINESS**

Tax Collector Molly Cappawana has informed Mr. May that she does not plan to run for re-election.

**PUBLIC COMMENT -NONE**

**ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 7:48PM on January 21, 2025. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for February 18, 2025 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary

APPROVED