

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
November 17, 2020**

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:08PM on November 17, 2020.
The meeting was held via Zoom.

Officials Present: Jeffrey Kirkhoff, Michael May, Roger Williams, Mike Wolfersberger, Mayor John Cappawana, & Kim Conrad. (Joanne Sanderson was present but not yet sworn in as a council member)

Members Absent: Karl Conrad, Sophia Cappawana – Junior Council

Others Present: Solicitor – Bill Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch Finance Director – Robert Kroboth

Citizens Present: Via Zoom – Jim Ryan, Betsy Kirkhoff, Darryl Croutharmel, Lisa Fickes

MINUTES – A motion was made by Mr. Williams to approve the minutes for the October 20, 2020 Borough Council Meeting and the November 10, 2020 special Council Meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Wolfersberger, Mr. May, & Mr. Williams – These council members had requested to speak prior to public comment.

Mr. Wolfersberger made a statement regarding comments made on social media accounts that negatively impact the Borough. He requested that Borough Officials be thoughtful when making any public comments.

Mr. May – Mr. May reiterated Mr. Wolfersberger's comments and stated his agreement.

Mr. Williams - Mr. Williams stated that he had nothing more to add.

The Pledge of Allegiance was led by Mayor John Cappawana.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

GENERAL REPORTS

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana initiated conversation regarding communications via e-mail, text message, and social media.

Mr. Kirkhoff stated that he and other Council members would only reply to correspondence in which the subject matter had been previously posted in a public forum at the public Borough Council meetings.

JUNIOR COUNCIL – Ms. Sophia Cappawana
No Report

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates
A written report was provided and summarized.

PESI– Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)
PESI provided and summarized a written report.

Water loss is reported at 48%.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger
Solicitor Dissinger created an application for a zoning variance as it is needed for a zoning issue he has been working on.

DUNCANNON FIRE COMPANY – Chief Byron Worner
The third quarter report was provided to Borough Council for Review.

A financial analysis of Duncannon Fire Company #1 through December 31, 2018 as prepared by Fortenbaugh Accounting and Consulting Services Inc. was distributed to Borough Council for review.

CODES ENFORCEMENT- Mr. Anthony Klase
Written report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer
Mrs. Bauer presented two resident accounts for consideration of sewer forgiveness due to residential leaks.

A motion was made by Mr. Wolfersberger to approve \$202.65 in sewer forgiveness to the owner of the property at 225 Lincoln Street. The motion was seconded by Mr. May and passed with a 4-1 voice vote with Mr. Williams dissenting.

A motion was made by Mr. Wolfersberger to approve \$270.75 in sewer forgiveness to the owner of the property at 1111 North High Street. The motion was seconded by Mr. May and passed with a unanimous voice vote with Mr. Williams abstaining.

Mrs. Bauer stated that a short newsletter would be distributed in early December.

Mrs. Bauer reported that there are now 243 Duncannon Honors banners hanging throughout the Borough and there is a wait list of approximately 45 for banner purchases.

Penn Township is working to get permission to hang banners from PP&L poles as the Borough is out of space.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Reports dated October 31, 2020 subject to audit. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Wolfersberger to approve and ratify the bills/EFT's prepared for October, 2020, as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, and IT – Mr. Jeffrey Kirkhoff – Chairman, Mr. Robert Kroboth - Finance Director

A motion was made by Mr. Wolfersberger to approve advertisement of the proposed 2021 Budget as presented by the Finance, Administration, and IT Committee. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve advertisement of proposed Ordinance #424, an Ordinance Setting the Real Estate Tax Rate for 2021. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve advertisement of proposed Ordinance #425, an Ordinance Setting base rate charged for water in the Borough. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve Resolution 2020-1, Amending the Base Rate Charged for Refuse Pick-up and Disposal in the Borough. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve 35 hours per week for the Secretary position to become eligible for Pension System State Aid beginning is 2022. The motion was seconded by Mr. May and passed with a unanimous roll call vote with Mr. Kirkhoff abstaining.

A motion was made by Mr. Williams to have Mr. Kirkhoff pursue a sales agreement on 18-28 North Market St. with caveats to the sale and approval by Solicitor Dissinger. Cost not to exceed \$30,000.00. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

No Report

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

No Report.

Mr. Williams excused himself from the meeting.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

The Perry County Council of Governments fee schedule was distributed for informational purposes.

Mr. Kirkhoff & Mr. Wolfersberger reported that they had met with Senator John DiSanto. They discussed 18-28 N. Market Street and the Borough infrastructure. Both Council members found the Senator and his staff to be very knowledgeable and willing to provide guidance in making improvements within the Borough.

FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman

EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman

Mr. Kirkhoff reported that the Borough had received one applicant for the advertised public works position.

UNFINISHED BUSINESS

Mr. Kirkhoff stated that Ms. Sanderson would be added as a member of the Finance, Administration, & IT committee.

Committee chairpersons should submit their meeting dates for 2021 by the December 15, 2020 Council Meeting so that they may be properly advertised.

NEW BUSINESS

A motion was made by Mr. Kirkhoff to grant the Finance, Administration, & IT Committee the authority to shut down the Borough Facebook Page at their discretion. The motion was seconded and passed with a unanimous Roll Call vote.

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. May to adjourn at 10:08PM on November 17, 2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for December 15, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary