

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
January 19, 2021**

**Call to order:** Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:02PM on January 19, 2021.  
**The meeting was held via Zoom.**

**Officials Present:** Jeffrey Kirkhoff, Michael May, Karl Conrad, Joanne Sanderson, Roger Williams, Mike Wolfersberger.

**Members Absent:** Kim Conrad, Mayor John Cappawana, Sophia Cappawana – Junior Council

**Others Present:** Solicitor – Bill Dissinger, PESI – Kevin Hoch, Finance Director – Robert Kroboth

**Citizens Present:** Via Zoom – Kyle Maguire, Betsy Kirkhoff, Byron Worner, Jim Ryan, Lisa Landis

**MINUTES –** A motion was made by Mr. Williams to approve the minutes for the December 15, 2020 Borough Council as presented. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

**PUBLIC COMMENT - None**

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

**Western Pennsylvania Conservancy –** Correspondence regarding the Juniata Watershed Conservation Plan.

A motion was made by Mr. Kirkhoff to execute a letter in support of the proposed Juniata Watershed Management Plan Update on behalf of the Duncannon Borough Council. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**  
No report.

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

A motion was made by Mr. Williams to approve Pay Application #2 from Trinity Subsurface Engineering for sanitary sewer televising in the amount of \$20,452.50. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise a bid package for Tar & Chipping of Borough Streets. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made to advertise for bids for Cumberland Street Paving. The motion was seconded by Mr. May and passes with a unanimous voice vote.

Mr. Kirkhoff updated Council on the Water Meter replacement project.

**PESI– Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)**

PESI provided and summarized a written report.

Water loss is reported at 43%.

The permit to convert Well #2 to Soda Ash has been received.

The flow-loggers have been reprogrammed and will be tested this week.

Mr. Hoch reported that he will have the bolts to the man-holes on Water Street this week.

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

Solicitor Dissinger stated that he has been working a possible purchase agreement on 18-28 N. Market Street.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

Chief Worner reported that the fire company would be purchasing a Utility Terrain Vehicle (UTV) with monies made from raffle fundraisers.

The Fire Company has received funding from the Gaming Grant through Reed Township and a Norfolk Southern Grant.

Engine #2 has been repaired as two ladder brackets had been found to bent and out of place.

The generator at the town station has been installed and is working, however the transfer switches are not yet in working order. The switches will be repaired this weekend.

**BOROUGH MAYOR – Mr. John Cappawana**

No report.

**CODES ENFORCEMENT- Mr. Anthony Klase**

No report.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer reported that she continues to attend Storm water education classes through the MOST Center and the University of Maryland.

**APPROVAL OF TREASURER'S REPORT**

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

### **RATIFICATION AND APPROVAL OF BILLS**

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

A motion was made Mr. May to approve proposed line-item transfers at 12/31/20. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

### **COUNCIL COMMITTEE REPORTS**

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

Mr. Kirkhoff reported that the Borough continues to pursue a purchase agreement for 18-28 N. Market Street.

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

Mr. Williams reported that he hopes to plan a special event for the summer.

Wooden Nickels commemorating the New Year are expected next week.

#### **REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman**

No report.

#### **INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman**

Mr. Kirkhoff Shared an article from the Central Penn Business Journal highlighting Duncannon.

Mr. Williams reported that the concrete pad had been poured at well #1.

#### **EXECUTIVE COMMITTEE – Mr. Jeffrey Kirkhoff, Chairman**

The Committee reviewed applications submitted for an advertised public works position. No action was recommended.

### **UNFINISHED BUSINESS**

Mr. Kroboth gave an update of the Audit for 2016.

### **NEW BUSINESS – None**

### **PUBLIC COMMENT - None**

### **ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 7:53PM on January 19, 2021. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for February 16, 2021 at 7:00PM

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary .

APPROVED