

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
February 16, 2021**

**Call to order:** Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on February 16, 2021.  
**The meeting was held via Zoom.**

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

**Members Absent:** Mayor John Cappawana, Karl Conrad, Kim Conrad.

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

**Citizens Present:** Via Zoom – Jake Stout, Laura Steele, Marla Steele, Codi Steigerwald, Glenn Holliman, Jim Ryan, Betsy Kirkhoff, Lisa Landis.

**MINUTES –** A motion was made by Mr. May to approve the minutes for the January 19, 2021 Borough Council as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Marla Steele** – Mrs. Steele represented Constable Clark Steele who is a candidate for Magisterial District Justice. A resume had been previously provided to Council.

**Codi Steigerwald** – Mr. Steigerwald introduced himself as a candidate for Magisterial District Justice and gave a brief background on his qualifications.

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

**Glenn Holliman** – Mr. Holliman gave an update on the Clark's Ferry Tavern and future planning. The Clark's Ferry Tavern has been chosen as a trail head for the September Eleventh National Memorial Trail.

**Perry County Boroughs Association** – Delegates request for 2021.

A motion was made by Mr. Williams to appoint Mr. Wolfersberger as the PCBA delegate and Mr. Kirkhoff as the alternate for 2021. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**Penn State Health** – Penn State Health provided paramedic response statistical information to Borough officials.

**GENERAL REPORTS**

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

A motion was made by Mr. Kirkhoff to approve up to \$9,000 for small section point repair on sewer lines shared with Penn Township and up to \$25,000 on small section point repair on Duncannon lines to be completed by Trinity Subsurface Engineering LLC. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

PESI provided and summarized a written report.

Mr. Hoch will begin to coordinate smoke testing in the Borough.

Mr. Kirkhoff addressed an e-mail sent by PESI's Todd Mace to various officials regarding water loss and leak detection in the Borough.

Greg Klimovski, leak detection expert has found two potential leaks. One at the 800 block of Lincoln and one near the 11 & 15 overpass. The crew will work on the Lincoln St. leak tomorrow.

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

Solicitor Dissinger reported that he is working on the possible purchase of 18-28 N. Market St. and is in negotiations with a representative for the owner.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

A written report was provided and summarized.

Chief Worner stated that the ATV and trailer have been ordered.

**BOROUGH MAYOR – Mr. John Cappawana**

No Report.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Mr. Klase stated that he needs more enforcement authority when it comes to tree trimming over and near Borough streets.

Mr. Klase has consulted with Solicitor Dissinger.

A motion was made by Mr. Williams to repeal Chapter 60 of the Code, The establishment of a Shade Tree Commission. The motion was seconded by Ms. Sanderson and passed with a unanimous voice vote.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer reported that Statements of Financial Interest have been sent out and need to be completed and returned to the borough office.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Reports dated January 31, 2021 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 January, 2021, as presented. 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 a sales agreement was presented to the owner of 18-28 N. Market Street.

A motion was made by Mr. Wolfersberger to approve the 2017-2018 Audits Engagement Letter from Wagner, Dreese, Elasser & Associates. The motion was seconded by Mr. May and passed with a unanimous voice vote.

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

Mr. Williams reported that he plans to place 'No Alcoholic Beverages' signs at the Hawk Rock/Watershed entrance.

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

No report.

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

Mr. Kirkhoff stated that Infrastructure business had been conducted during the Engineer and PESI portions of the meeting.

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

No report.

#### **UNFINISHED BUSINESS - None**

#### **NEW BUSINESS – None**

#### **PUBLIC COMMENT - None**

#### **ADJOURNMENT**

A motion was made by Mr. Wolfersberger to adjourn at 8:44PM on February 16, 2021. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary

