

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

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

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

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

**Citizens Present:** Via Zoom – Michelle Jones, Russ Hoover, Codi Steigerwald, Jim Ryan, Betsy Kirkhoff.

**MINUTES –** A motion was made by Mr. May to approve the minutes for the February 16, 2021 Borough Council Meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Mr. Russ Hoover – Historical Society of Perry County**

Mr. Hoover stated that the Clark's Ferry Tavern has been placed on the National Register of Historic Places. This has been a multi-year effort and is a very high recognition for the Tavern.

The 'Bucktails' are planning an encampment at the Tavern from July 28<sup>th</sup> to August 1<sup>st</sup>, 2021. Mr. Williams will look into the rental of portable toilets for the event.

The Clark's Ferry Tavern has been accepted as a trail head for the 9/11 Memorial Trail. A marker and a literature box will eventually be placed at the Tavern.

The Historical Society is working to match the funds received through the Redevelopment Assistance Capital Program (**RACP**) grant.

**Mr. Codi Steigerwald – Candidate for Magisterial District Justice**

Mr. Steigerwald stated that he obtained the signatures needed to have his name on the primary ballot as a candidate for Magisterial District Justice. He thanked the Council for their time and the citizens of Duncannon for helping him reach that goal.

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

**Ms. Michelle Jones – Perry County Economic Development Authority (PCEDA)**

Ms. Jones discussed the PCEDA is planning to meet with as many municipalities as possible in the near future. A tentative meeting date is June 21, 2021 with details not yet set. Grant opportunities are being pursued that will benefit the Borough.

A motion was made by Mr. Wolfersberger to execute letters of support for the PCEDA in their efforts to obtain the Department of Community and Economic Development (DCED) Keystone Communities grant and the United States Department of Agriculture (USDA) Rural Business Development Grant. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

Mr. Rogalski reported that the transfer switch at the Sewer Treatment Plant will need to be replaced.

The heavy cleaning and point repairs to the sewer lines will require high pressure and advanced notice should go out to residents. This work is planned for mid-late April.

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

PESI provided a written report.

Leak detection is ongoing.

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

Solicitor Dissinger prepared Ordinance # 426, Removing the Borough's Ordinance Pertaining to the Shade Trees Commission.

A motion was made by Mr. May to advertise Ordinance #426, Removing the Borough's Ordinance Pertaining to the Shade Trees Commission and Amending the Borough's Ordinances Pertaining to Trees. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The Borough has 18-28 N. Market Street under contract. There are still many details and issues to remedy, however the Borough can now apply for grants to improve the property.

#### **DUNCANNON FIRE COMPANY – Chief Byron Worner**

A written report was provided.

#### **BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana stated that the Duncannon Senior Center was planning an open house for May 15<sup>th</sup> at their new location.

The District Justice Office may be looking to relocate into the Borough.

#### **CODES ENFORCEMENT- Mr. Anthony Klase**

Written reports were provided for February and March.

#### **BOROUGH SECRETARY – Mrs. Kathryn Bauer**

No report.

### **APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Reports dated February 28, 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. May to approve and ratify the bills/EFT's prepared for February, 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**

A motion was made by Mr. Williams to Accept the 2016 Financial Audit prepared by Wagner, Dreesse, Elsasser & Associates, P.C. as presented and advertise availability at the Borough Office. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made to approve the Release and Settlement agreement between the Borough and Splashwire conditionally until approval by Solicitor Dissinger. The motion was seconded and passed with a unanimous voice vote.

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

Mr. Williams reported that a community-wide yard sale is scheduled for June 5, 2021.

National Night Out is scheduled for August 3, 2021.

Cooper field will be in use this season. A softball team and a baseball team have applied to use the field.

A motion was made by Mr. Wolfersberger to close Cherry Street between Market Street & High Street from 8AM to 4PM for the Grand Opening of the Duncannon Senior Center. The motion was seconded by Ms. Sanderson and passed with a unanimous voice vote.

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

Ms. Conrad stated that she should have an emergency plan for review at the April meeting.

Mr. Kirkhoff asked Ms. Conrad to consult with Mr. Klase on the proposed plan.

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

A motion was made by Mr. May to plan a Spring Clean-up day for April 10, 2021 from 8AM to 1PM at the Duncannon Municipal Parking lot on Water Street with a rain date is April 17, 2021. In addition, the Municipal lot will be closed for parking. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Kirkhoff addressed the e-mail received from Mr. Mace of PESI and subsequent correspondence with other entities and actions taken.

Mr. Kirkhoff questioned the water data as to why water is pumped over the limit on one day and then under the others instead of a steady amount under the limit daily.

### **FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman**

Mr. Wolfersberger reported that the water system generators are nearing completion.

The concrete pad at well #1 is ready and electric connections are being prepared.

When the new generators are ready, the manufacturer will come to start them up to make sure they are running properly.

A structural engineer has been on-site at the Borough Office to determine if a peaked roof is an option. A peaked metal roof with storage is being considered.

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

The committee met to catch-up and discuss the Release and Settlement agreement between the Borough and Splashwire.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS – None**

**PUBLIC COMMENT**

**Jim Ryan – Duncannon Record**

Mr. Ryan asked for clarification on the Release and Settlement agreement.

**ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 8:50PM on March 16, 2021. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for April 20, 2021 at 7:00PM

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary