

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
July 20, 2021**

- Call to order:** Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on July 20, 2021.
The meeting was held in-person with a Zoom option.
- Officials Present:** Jeffrey Kirkhoff via Zoom, Michael May, Karl Conrad, Kim Conrad, Joanne Sanderson via Zoom, Mike Wolfersberger, Mayor John Cappawana, Roger Williams
- Members Absent:** There were no members absent
- Others Present:** Solicitor – Bill Dissinger, Treasurer/Finance Director – Robert Kroboth, Greg Rogalski- Pennoni Associates Engineer
- Citizens Present:** In-Person – Dean Miller with Miller Environmental, Sean O'Shell with Duncannon ATC, Sophia Cappawana, Mike Bomberger

MINUTES – A motion was made by Mr. Williams to approve the minutes for the June 15, 2021 Borough Council meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Sean O'Shell – Mr. O'Shell presented information regarding the Appalachian Trail Festival on August 28, 2021. He requested the Borough provide portable toilets for attendees.

A motion was made by Mr. Wolfersberger to provide portable toilets for the Duncannon Appalachian Trail Festival. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

Mike Bomberger- Mr. Bomberger expressed concerns regarding heavy rain water spill-off from the new construction site in Penn Township, and recent hydrant testing performed by PTMA.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

No report was provided. Mr. Rogalski reviewed Standpipe Inspection results. He also discussed the culvert at High and Clark Streets and confirmed Well #2 is back in service, just waiting for inspection.

PESI– Pennsylvania Environmental Solutions Incorporated

Written report provided.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger discussed Act 65 Sunshine Law letter to the Borough and confirmed the contract extension date for the Market St. property acquisition.

DUNCANNON FIRE COMPANY – Chief Byron Worner
Written reports provided.

BOROUGH MAYOR – Mr. John Cappawana
Mayor Cappawana will be extending his 2nd amendment proclamation until August 17, 2021.

CODES ENFORCEMENT- Mr. Anthony Klase
No report.

BOROUGH ASSISTANT SECRETARY – Mrs. Adrienne Marsh
Congressman Fred Keller will be at the Clarks Ferry Tavern on July 23, 2021 at 12:45 for approximately 15-30 minutes. Glen Holliman would like as much Borough presence as possible.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated June 30, 2021, 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. Williams to approve and ratify the bills/EFT's prepared for June 2021, as presented. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

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

The 2017 Audit is complete, however not signed as of yet. The 2018 Audit is underway.

PARKS & RECREATION – Mr. Roger Williams, Chairman
National Night Out is scheduled for August 3, 2021.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman
Next committee meeting they will be discussing new trash receptacles for the square.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman
Dean Miller with Miller Environmental was in attendance and introduced himself.

A motion was made by Mr. Kirkhoff to hire Miller Environmental as Water and Sewer Systems Operator for the Borough. The motion was seconded by Mr. Wolfersberger pending attorney review of contracts, and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to authorize the Solicitor to review the PESI Service Agreement and inform PESI of termination notice pursuant to the terms in the Agreement. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Lock and Security Project was discussed. Committee members to get proposals and present at next meeting for consideration.

Equipment Auction-Mr. Criley and Mr. Williams to attend a COG auction on 7/21/21 for potential purchase of two vehicles.

A Motion was made by Mr. Conrad to approve spending up to \$30,000 for the vehicles. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Bids for Rt. 274 Valve and Main Replacement Project were presented.

Engineer Rogalski summarized project proposals.

Mr. May made a motion to approve Full Package 1A in the amount of \$254,814 with CPA Pavement Services, Inc. 3701 G Derry Street, Harrisburg, PA. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

FLEET AND FACILITIES – Mr. Michael Wolfersberger

No report. Reiteration of the auto auction Mr. Criley and Mr. Williams are attending.

Mid-Atlantic Audubon Society Bird Friendly Communities Garden to be planted at Clarks Ferry Tavern.

Mr. May made a motion to allow the Borough Public Works crew to pull back Turf at the Clarks Ferry Tavern. The motion was seconded by Ms. Sanderson and passed with a unanimous voice vote.

EXECUTIVE SESSION-

A motion was made by Mr. Kirkhoff to enter executive session at 8:48pm. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Re-entry to regular session at 8:57PM.

A motion was made by Mr. May to approve a 2% cost of living increase and a 1% merit increase for all positively reviewed employees. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote. Mr. Williams and Mrs. Sanderson abstained, as they are or are related to Borough Staff members.

EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman

No report. Mr. Kirkhoff would like to review PTO guidelines and better define them and consider License/Certification Raises.

UNFINISHED BUSINESS

Mayor Cappawana would like follow-up and implementation of extended hours for the Borough Office. The Office staff will determine what day would work and then details would be advertised in the next newsletter. Plans for the extended hours would begin in October.

NEW BUSINESS

Mr. Williams made a motion to approve a second spraying around Borough office and work buildings from Goods Tree Service. The motion was seconded by Mr. Wolfersberger and passed by a unanimous voice vote.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. May to adjourn at 9:17 PM on July 20, 2021. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for August 17, 2021 at 7:00PM

Respectfully Submitted,



Adrienne Marsh
Duncannon Borough Assistant Secretary

APPROVED