

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 17, 2021**

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on August 17, 2021. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
The meeting was held in-person with a Zoom option.

Officials Present: Jeffrey Kirkhoff, Michael May, Kim Conrad, Mike Wolfersberger, Roger Williams, Mayor John Cappawana

Members Absent: Michael May, Karl Conrad (Arrived at 8:40PM), Joanne Sanderson

Others Present: Solicitor – Bill Dissinger, Treasurer/Finance Director – Robert Kroboth, Greg Rogalski- Pennoni Associates Engineer via Zoom

Citizens Present: In-Person – Sophia Cappawana. Mike Bomberger
Via zoom – Jim Ryan, Betsy Kirkhoff

MINUTES – A motion was made by Mr. Williams to approve the minutes for the July 20, 2021 Borough Council meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PUBLIC COMMENT

Mike Bomberger- Mr. Bomberger expressed concerns regarding heavy rain water spill-off from the new construction site in Penn Township and asked if anyone from the Borough had contacted Penn Township regarding this issue.

GENERAL REPORT

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that the Highway Occupancy Permit was granted for the Rt. 274 water main project.

Material shortages are holding the project, but it will begin as soon as possible.

A motion was made by Mr. Wolfersberger to approve the Mid State Paving, LLC pre-Tar & Chip Milling proposal in the amount of \$11,085.00. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the final payment of \$2,272.50 to Trinity Subsurface Engineering, LLC for the sanitary sewer cleaning. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

The 2020 Liquid Fuels Audit report was presented for Council review.

Mr. Kirkhoff attended the 2021 Bucktail Reunion held at the Clark's Ferry Tavern. He accepted a wooden axe on behalf of the Borough. The Axe is inscribed as follows; Presented to the Duncannon Borough, a Bucktail town! For its continued dedication and support to the preservation of the memory of the Bucktails and the local military service members. For continuing to support the historical preservation and the history of the Duncannon Area.

The Axe is now displayed in the Borough Council meeting room.

A letter of support was requested by the Perry County Council of the Arts for a Creative Placemaking project in Perry County. Mayor Cappawana has provided the support letter.

GENERAL REPORTS

PESI– Pennsylvania Environmental Solutions Incorporated

Written report provided.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger has sent a termination of services letter to PESI in accordance with the terms set forth in the contract.

Solicitor Dissinger reviewed the proposed contract with Miller Environmental and recommendations were discussed.

An executive session will be needed later in the meeting to discuss a possible property purchase.

DUNCANNON FIRE COMPANY – Chief Byron Worner

Written report provided.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana will be extending his 2nd amendment proclamation until September 21, 2021.

CODES ENFORCEMENT- Mr. Anthony Klase

June, July, and August reports were provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer provided a Document Conversion Proposal prepared for the Borough by SCANTEK Information Solutions. Any questions should be forwarded to Mrs. Bauer or Council members can contact SCANTEK directly.

Newsletter items should be given to Mrs. Bauer by August 31, 2021 for inclusion in the Fall newsletter.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated July 31, 2021, subject to audit. The motion was seconded by Ms. Conrad 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 July 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. Kirkhoff to accept the 2017 Audit Report as prepared by Wagner, Dreese, Elsasser & Associates. The motion was seconded by Mr. Williams and passed with unanimous voice vote.

A motion was made by Mr. Williams to approve the Audit Engagement Letter for the 2019 & 2020 audits. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the Splashwire one year 2021 Technology Support Agreement Quote. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to ratify the acceptance of SSL Certificate Renewal Quote #008504, the Dell Pro-Support Plus Renewal Quote #008558, and the Harris Local Government Software Licenses and Professional Services Quote #HKC-R3C258. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the Splashwire 2021 Meter Read Systems Deployment Quote #3008543. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

National Night Out was held on August 3, 2021 and went well.

The next Rec. Board meeting will be held on Tuesday, August 24, 2021 at 7:00PM. The main topic of discussion will be the Halloween Parade for which volunteers are needed.

Tentatively the Halloween parade will be held on October 30, 2021. The parade will start at the Clark's Ferry Tavern, proceed to High Street and go South to the Fire House.

A suggested date for Trick or Treat has not been determined.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

A maximum of 10 trash receptacles will be purchased for the Borough common areas.

A volunteer from the 4H program will be working on benches, bat houses, and other projects in Noye Park.

Mr. Kirkhoff suggested that a list could be prepared to help people who need community service hours to match up with organizations that could provide service opportunities.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to authorize payment of the L.B. Water invoice #1530840 in the amount of \$101,048.50 for water meters and meter reading equipment. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

FLEET AND FACILITIES – Mr. Michael Wolfersberger

Wolfe Engineering will be at the Borough Office sometime this week to look into moving forward with the Borough Office roof replacement project.

EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman

EXECUTIVE SESSION- A motion was made by Mr. Wolfersberger to enter executive session at 8:20PM to discuss a possible property purchase. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to re-enter regular session at 8:44PM. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

No actions were taken as a result of the executive session.

UNFINISHED BUSINESS

The Borough staff will keep the Borough office open until 6:00PM on Monday evenings beginning on September 13, 2021.

NEW BUSINESS-NONE

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:49 PM on, August 17, 2021. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary