

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
September 21, 2021**

**Call to order:** Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on September 21, 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, Roger Williams, Mayor John Cappawana, Joanne Sanderson (Via Zoom)

**Members Absent:** Karl Conrad, Michael Wolfersberger

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

**Citizens Present:** In-Person – Sophia Cappawana, Annette Mullen  
Via zoom – Jim Ryan, Betsy Kirkhoff

**MINUTES –** A motion was made by Mr. May to approve the minutes for the August 17, 2021 Borough Council meeting as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Annette Mullen-** Ms. Mullen expressed concerns regarding the area behind the Laundromat on Apple Tree Alley. She would like to put her dumpster back there and find out about the legality of parking. Mayor Cappawana to follow up with her personally.

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

The 2022 Minimum Municipal Obligation for Borough Pension Plans was provided.

Duncannon Volunteer Fireman's Relief Association Compliance Audit –Jan. 1, 2018-Dec.31, 2020 was provided.

**GENERAL REPORTS**

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

Mr. Rogalski reported that the water and sewer facilities operator transition happened today. So far things have gone smoothly.

Gave an update on the Water Monitoring Grant Award. This will allow a second monitor at the Booster Station.

**Miller Environmental**– No report provided. Transition day was today.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**  
Nothing to report.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**  
Written report provided.

**BOROUGH MAYOR – Mr. John Cappawana**  
Mayor Cappawana will be extending his 2<sup>nd</sup> Amendment Proclamation until October 19, 2021.

Mayor Cappawana will be visiting Susquenita Middle School to try to recruit someone for Junior Council.

**CODES ENFORCEMENT- Mr. Anthony Klase**  
September Report was provided.

**BOROUGH ASSISTANT SECRETARY – Mrs. Adrienne Marsh**  
Nothing to report.

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

A motion was made by Mr. Williams to accept the Treasurers Report dated August 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 August 2021, as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

#### **COUNCIL COMMITTEE REPORTS**

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

A motion was made by Mr. Kirkhoff to accept the 2018 Financial Audit Report as prepared by Wagner, Dreese, Elsasser & Associates. The motion was seconded by Mr. Williams and passed with unanimous voice vote.

2019 & 2020 Audits Progress Report presented. Per our auditors, it's very unlikely 2020 will be completed by the end of this year, possibly early 2022.

STMP Grant Application update provided. PA DCED indicates Borough can apply after the 2018 and 2019 Audits have been completed and submitted.

Currently waiting for a 3<sup>rd</sup> financing bid for Dump Truck/Plow Acquisition.

PMEA Electric Rate Comparison Table 2011-2021 provided. Duncannon Borough has lowest electric rate of all 35 PA municipal, and P.U.C. regulated electric, power suppliers for 2021.

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

Halloween Parade plans moving along.

A Motion was made by Mr. Kirkoff to open the mountain gates for two weeks during hunting season, with dates to be determined by Public Works based on hunting season. The motion was seconded by Mr. May and passed with unanimous voice vote.

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

Work was done on the culvert on Newport Road. Hoping to see results of this work.

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

Mr. Kirkoff discussed a satellite leak detection company. A proposal was sent to him. After he reviews the proposal, he will present it to Council.

**FLEET AND FACILITIES – Mr. Michael Wolfersberger**

Mr. Kirkoff was contacted by a consultant who has done railroad underpass upkeep projects with Norfolk Southern Railroad. He will discuss his findings once a report/proposal is given to him.

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

No report. Transitioned to Executive Session.

**EXECUTIVE SESSION-** A motion was made by Mr. Kirkhoff to enter Executive Session at 8:20PM to discuss Advertisement of Public Works Position and Covid-19 Staff Protocols. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Ms. Conrad to re-enter Regular Session at 9:07pm. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A Motion was made by Mr. Williams to advertise for a Public Works Laborer position. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A Motion was made by Mr. Kirkhoff to establish Covid-19 protocols for all borough employees. These protocols to include employees will wear masks at all times when in a residence/business on Borough business, regardless of vaccination status. If an employee is exposed, all CDC protocols for quarantine/isolation/masking will be followed. Quarantine/isolation will use PTO/sick time, and if depleted will be unpaid.

The motion was seconded by Mr. May and passed with a unanimous voice vote.

**UNFINISHED BUSINESS-NONE**

**NEW BUSINESS**

Borough Secretary and Borough Assistant Secretary are currently working on an online bill paying platform for residents to pay their utility bills. This will be presented to the Finance Committee once all information is received.

**PUBLIC COMMENT - NONE**

**ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 9:24PM on September 21, 2021. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for October 19, 2021 at 7:00PM

Respectfully Submitted,

Adrienne Marsh  
Duncannon Borough Assistant Secretary

APPROVED