

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 19, 2021**

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on October 19, 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, Michael Wolfersberger, & Joanne Sanderson (Via Zoom)

Members Absent: Roger Williams, Karl Conrad, John Cappawana

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

Citizens Present: In-Person – Mitchell Hiddemen, Michelle Jones, & Christie Caswell
Via zoom – Jim Ryan, Betsy Kirkhoff

MINUTES – A motion was made by Mr. May to approve the minutes for the September 21, 2021 Borough Council meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. Kirkhoff to amend the agenda to include Item #1 under the Infrastructure Committee Report, Discussion of the advertising for bids for the Duncannon Borough Office roof project. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Mitchell Hiddemen- Mr. Hiddemen stated that the tar and chip project had left everything very dusty and dirty and that there was an excess amount of stones on High Street.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Michelle Jones & Christie Caswell – Perry County Economic Development Association (EDA)
A motion was made by Mr. Kirkhoff to approve the submission of a letter of support for the Perry County EDA's Main Street Revitalization Project and their PennDOT Multimodal Transportation Fund (MTF) Grant Application. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Theodosia Diamond – Ms. Diamond had a major break in her water heater resulting in a large water leak. She provided a receipt for a new Water Heater and asked for sewer forgiveness in the amount of \$417.58 as calculated by Mrs. Bauer.

A motion was made by Mr. Wolfersberger to approve sewer forgiveness in the amount of \$417.58 to be credited to the account of Ms. Theodoshia Diamond. The motion was seconded by Mr. May and passed with a unanimous voice vote.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski provided and summarized a written report.

Mr. Rogalski reported that a fairly large leak was found and repaired while prepping the Rt. 274/Main Street water main project.

An update on the Rt. 274/Main Street project and information on when the associated water shut-down will occur can be expected on Monday, October 25, 2021.

A motion was made by Mr. Wolfersberger to approve Certificate for Payment #1 to Mid-State Paving, LLC in the amount of \$72,406.30 conditionally on approval by the Duncannon Borough Foreman and the Council Members also serving on the Infrastructure Committee that all problems have been rectified to their satisfaction. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC WORKS OPERATOR - Miller Environmental

No report to be expected until January of 2022 as they become acclimated to the systems.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

An Executive Session will be called for during the HR/Legal Committee report to discuss potential legal issues.

A motion was made by Mr. Wolfersberger to adopt Ordinance #426 of 2021, Removing the Borough's Ordinance Pertaining to the Shade Trees Commission, and Amending the Borough's Ordinance Pertaining to Trees. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to adopt Ordinance #427 of 2021, Establishing Procedures and Requirements Pertaining to the Implementation of Act 50 of 2021 and Regulating Small Wireless Facilities to be placed Within the Public Right-Of-Way. The motion was seconded by Ms. Sanderson and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt Resolution #2021-1, Declaring Intent to Adopt a Wireless Facilities Design Manual for the Regulation of Small Wireless Facilities. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

DUNCANNON FIRE COMPANY – Chief Byron Worner

3rd quarter report provided.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana will be extending his 2nd Amendment Proclamation until November 16, 2021.

CODES ENFORCEMENT- Mr. Anthony Klase

No report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer reported that representatives from the Alliance for the Chesapeake Bay would be visiting the Borough on Monday, November 15th at 3:00PM to discuss potential storm water control projects within the Borough.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. May to accept the Treasurers Report dated September 30, 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. May to approve and ratify the bills/EFT's prepared for September 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/Treasurer

A motion was made by Mr. Wolfersberger to approve the proposed 2021 budget line item transfers as of September 30, 2021 as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve renewal of the Dental and Vision Insurance plans for full-time employees. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to approve Medical Insurance plan for full-time employee's option #3 as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to approve an employee deductible reimbursement of \$2000.00 per year per full-time employee and \$500.00 per year per part-time employee. Request for reimbursement must be made within 120 days of the end of the plan year. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The DRAFT 2022 proposed budget was presented to Council for Review.

A motion was made by Mr. Kirkhoff to approve the Lease/Purchase agreement proposal provided by Acceptance Leasing and Financing Service, Inc for 5 years in arrears. Approval conditional on the recommendation of the Council Members of the Finance Committee. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

The Halloween Parade is scheduled for October 30 at 3:00PM and Trick or Treat for the same day from 6:00-8:00PM.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

No Meeting was held. The next meeting is scheduled for November 9th at 6:00PM.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Infrastructure items were discussed during the Engineer's report.

FLEET AND FACILITIES – Mr. Michael Wolfersberger

A motion was made by Mr. Kirkhoff to Authorize the Engineer to prepare and advertise a bid package for the replacement of the Borough Office roof. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

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 9:08PM to discuss Legal Issues. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to re-enter regular session at 9:22PM. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

UNFINISHED BUSINESS-NONE

NEW BUSINESS

Mr. May reported that he will be attending the Capital Tax meeting and the Peery County Tax meeting on October 20, 2021.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Wolfersberger to adjourn at 9:25PM on October 19, 2021. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary