

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

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on November 16, 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, Michael Wolfersberger, & Mayor John Cappawana

Members Absent: Karl Conrad, Joanne Sanderson

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

Citizens Present: In-Person – Sophia Cappawana
Via zoom – Jim Ryan, Betsy Kirkhoff, Adrienne Marsh

MINUTES – A motion was made by Mr. May to approve the minutes for the October 19, 2021 Borough Council meeting with corrections. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. Williams to amend the agenda to include Item #1 Sled Fest, #2 Sled Drop, #3 Senior Center Events Permit, #4 Mutzabaugh's Market, & #5 Demolition of 18-28 N. Market Street. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that the RT 274 water main project has been completed and the necessary shut down and boil water advisory was lifted after minimal time.

The overlay will be complete in the spring of 2022.

The failure of an influent pump at the WWTP led to the cleaning of the Wet Well as maintenance.

The main transducer is in repair but the back-up has been put to use.

A motion was made by Mr. Williams to approve Change order #1 for the SR0274 Water Main Project to CPA Pavement Services in the amount of \$19,845.15. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the payment of Certificate #1 for the SR0274 Water Main Project to CPA Pavement Services in the amount of \$216,261.94. The motion was seconded by Ms. Conrad 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.

Mr. Rogalski has been meeting with them monthly.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger is gathering information to Declare 42 N. Market St. a nuisance property. The roof has a large hole and the bricks on the façade are leaning toward the street.

DUNCANNON FIRE COMPANY – Chief Byron Worner

3rd quarter and October reports provided.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana will be extending his 2nd Amendment Proclamation until December 21, 2021.

He will be holding a few contests throughout the winter months. A Snowman contest, a Christmas Decorating contest with 3 categories (Home decorating, Business Decorating, & Apartment Door), & a Dress your Pet contest. Sponsors include Appalachian Hardware, Rustic Orchid, and Lindgren's Craft Brewery.

CODES ENFORCEMENT- Mr. Anthony Klase

No report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer reported that representatives from the Alliance for the Chesapeake Bay and the University of Maryland visited the Borough on 11/15/21. They discussed storm water, river access, and any projects the Borough may have in mind.

Mrs. Bauer escorted them to the Clarks Ferry Tavern, the river access at Margretta Street, 18-28 N. Market Street, the Doyle Hotel and Square area including the Blue Ridge Cable Company, and the Duncannon Borough Watershed.

A motion was made by Mr. May to abolish the extended Monday Borough Office hours. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise the reorganizational meeting for Monday, January 3, 2022 at 7:00PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to advertise the 2022 Borough Council Meeting Schedule. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise the Borough committee meeting schedules for January and February of 2022. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated October 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 October 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/Treasurer

A motion was made by Mr. Wolfersberger to approve advertisement of the 2022 Budget as proposed by the Finance Committee. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve advertisement of Ordinance #428, an Ordinance Setting the Real Estate Tax for 2022. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve advertisement of Ordinance #429, an Ordinance Setting the Base Rate Charged for Water. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve Resolution #2021-2, a Resolution Amending the Base Rate Charged for Refuse pick-up and Disposal by the Borough. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to accept the NextERA Capacity Plan. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve an inter-fund bridge loan of up to \$100,000.00 from the PLGIT Prime Timber Fund to the Water fund on an as needed basis. The motion was seconded and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the implementation of the Municipay online bill pay system, with conditional approval of up to \$1,200.00 for a card reader and equipment if needed. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Kirkhoff to approve the Special Events Permit for the Bab's Curran Senior Center Anniversary Celebration on May 14, 2022 including closure of Cherry Street from 8:00AM until 6:00PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The Perry County Road Runners will hold their Last Mile Race on January 1, 2022 in the Borough.

Sled Fest is tentatively scheduled for April 28, 2022.

The annual Sled Drop will be held at the Clarks Ferry Tavern on Friday, December 31, at 10:00PM.

A motion was made by Mr. Williams to approve a block advertisement thanking Mutzabaugh's Market for all that they have contributed to the Duncannon Borough and parks and recreation events over the years. The motion was seconded by Mr. May and passed with a unanimous voice vote.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

Ms. Conrad stated that Mr. Charowsky, Susquenita High School Band Director is looking for service opportunities for his band members.

The next meeting of the committee is December 14, 2021 at 6:00PM.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Williams to approve the service contract with Johnson Controls for the WWTP HVAC system. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to accept the Latchford Electrical Proposal for WWTP lighting. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to advertise for bids for the demolition of 18-28 N. Market Street. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

FLEET AND FACILITIES – Mr. Michael Wolfersberger

Mr. Williams stated that Brush & Leaf pick-up is becoming increasingly difficult but will resume when the dump truck is back from servicing.

The crew is finding it difficult to find placed to dump the leaves as we can no longer do so in the Watershed area.

EXECUTIVE COMMITTEE – Mr. Jeffrey Kirkhoff, Chairman

UNFINISHED BUSINESS

The flooding at Clark Street has been discussed with Penn Township and they are aware and monitoring the situation.

NEW BUSINESS

Mr. May reported that the Captax office is relocation to New Bloomfield.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. May to adjourn at 8:51PM on November 17, 2021. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for December 21, 2021 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED

