

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

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00PM on December 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, Karl Conrad, Joanne Sanderson(zoom), Roger Williams, Michael Wolfersberger, & Mayor John Cappawana

Others Present: Solicitor – Bill Dissinger, Treasurer/Finance Director – Robert Kroboth,

Citizens Present: In-Person – Sophia Cappawana, Alexis McConville, Russ Hoover, Michael Lindgren, Clifford Lindgren, Christie Caswell, Tina Hayes, Byron Worner
Via zoom – Jim Ryan, Betsy Kirkhoff, Adrienne Marsh

MINUTES – A motion was made by Mr. Williams to approve the minutes for the November 16, 2021 Borough Council meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. Kirkhoff to amend the agenda to include 25 N. Market St. and Lindgren Brewery. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Tina Hayes – Schoolhouse Building

Ms. Hayes had questions regarding the following issues; Wilderlove Coffee Shop, 18-28 N. Market St., The water violation report, pick-up after dogs, Downtown Revitalization, and the possibility of changing the address of the Schoolhouse Building.

Solicitor William Dissinger – Solicitor Dissinger introduced Alexis McConville. Ms. McConville is an Attorney on Staff with Dissinger and Dissinger,

Russ Hoover – Mr. Hoover asked if the Borough would consider an agreement to turn the Clarks Ferry Tavern over to Friends of Clarks Ferry Tavern. The Friends group is a spin-off group focused solely on the Tavern rehabilitation.

Mr. Kirkhoff asked Solicitor Dissinger to prepare documents that will lawfully turnover the Clarks Ferry Tavern to the Friends of the Clarks Ferry Tavern for council to consider.

Michael and Clifford Lindgren – Lindgren's Craft Brewery

The Lindgren's stated that they are interested in purchasing or leasing the five parking spaces behind their property at 5 North Market Street in order to install a Boiler.

A motion was made by Mr. Kirkhoff to move toward a long term lease allowing the Lindgren's use of the five spaces on Apple Tree Alley behind 5 N. Market Street. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

NextEra – An e-mail was received from NextEra notifying the Borough that their Energy Leveraging Plan fell through.

S.R.B.C.- The Borough received Notice of Well 7 Withdrawal violation from S.R.B.C. on December 14, 2021.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written Report was provided. Water loss dropped to 36%.

PUBLIC WORKS OPERATOR - Miller Environmental

No Report.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No Report.

DUNCANNON FIRE COMPANY – Chief Byron Worner

3rd quarter and October reports provided.

The Fire Company will have new Officers as of January, 2022.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana will be extending his 2nd Amendment Proclamation until January 18, 2021.

A motion was made by Mr. Williams to appoint Sophia Cappawana as a Junior Member of Council for 2022. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

No report.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated November 30, 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 November 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. Williams to adopt Ordinance #428 of 2021, An Ordinance Fixing the Tax Rate for 2022. The motion was seconded and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt ordinance #429 of 2021, An Ordinance Setting the Rate Charged for Water in the Borough. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to adopt the 2022 budget as proposed. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger for the Treasurer & Secretary to dispose of outdate computer equipment and to sell the old Copy Machine as they see fit. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to approve the proposed payoff of due to/due from's for the general and other funds The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

Mr. Kroboth reported to council that the progress of the 2019 audit has been slowed by the impact of Covid-19.

The plow/dump truck has been ordered with a 5-year lease/purchase agreement.

MuniciPay online payment is active.

A motion was made by Mr. Kirkhoff to release the lien on 25 North Market Street, contingent on sale of the property to Don Failor with Mr. Failor paying all associated fees. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. May to approve the closing of the office and public works department on Dec. 23, 2021 at 11:00AM and December 30, 2021 at 11:00AM, employees to be paid for the remainder of each workday. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

No December meeting,

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Progress was made on the water loss percentage. Leak detection is still ongoing.

FLEET AND FACILITIES – Mr. Michael Wolfersberger

Mr. Wolfe should have plans for the Borough Office roof project available by the new year.

EXECUTIVE COMMITTEE – Mr. Jeffrey Kirkhoff, Chairman

No December meeting.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

Thank you to Ms. JoAnne Sanderson and Ms. Kimberly Conrad for their service to the Duncannon Borough.

PUBLIC COMMENT - NONE

ADJOURNMENT

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

The next regularly scheduled meeting is set for January 18, 2021 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary