

**BOROUGH OF DUNCANNON  
COUNCIL RE-ORGANIZATION MEETING MINUTES  
January 3, 2022**

**Members Present:** Cynthia Daub, Jeffrey Kirkhoff, Michael May, Joseph Misner, Roger Williams, Mike Wolfersberger, and Mayor John Cappawana.

**Members Absent:** Karl Conrad

**Others Present:** William Dissinger - Solicitor

**Citizens Present:** Tasha Misner, Russell Hoover, Bobbi Armolt, Jason Wilson

**Swearing in of Elected & Appointed Officials**

Mayor Cappawana administered the oath of office to Jeffrey Kirkhoff, Roger Williams, and Joseph Misner, swearing them in as elected Borough Council Members.

Mayor Cappawana opened the meeting at 7:00 pm on January 3, 2022 followed by a moment of silence and Pledge of Allegiance to the American Flag.

**Nominations for Council President**

Mr. Wolfersberger nominated Mr. Kirkhoff for Council President.

Mr. Williams nominated Mr. May for Council President.

Mayor Cappawana asked for a roll call vote on the nomination of Mr. Kirkhoff as Duncannon Borough Council President.

The motion was defeated on a 2-3 roll call vote. Mr. Misner, Mr. Williams, and Mayor Cappawana dissenting. Mr. May abstained.

Mayor Cappawana asked for a roll call vote on the nomination of Mr. May as Duncannon Borough Council President.

The motion passed with a 3-0 roll call vote with Mr. Kirkhoff and Mr. May abstaining.

Mayor Cappawana transferred control of the meeting to President May at this time.

**Nominations for Council Vice President**

Mr. May nominated Mr. Kirkhoff for Council Vice President. Mr. Kirkhoff declined the nomination.

Mr. May nominated Mr. Wolfersberger for Council Vice President. The motion was seconded by Mr. Misner. The motion passed with a 3-0 roll call vote with Mr. Kirkhoff and Mr. Wolfersberger abstaining.

### **Nominations for Council President Pro-Tem**

Mr. May nominated Mr. Williams for Council President Pro-Tem. Mr. Williams declined the nomination.

Mr. Misner nominated himself as President Pro-Tem. The motion was seconded by Mr. May and passed with a 3-2 roll call vote with Mr. Kirkhoff and Mr. Wolfersberger dissenting.

### **Amendments to the Agenda**

A motion was made by Mr. May to add Utility Engineers to the agenda under New Business. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

### **Appointments**

- A. A motion was made by Mr. Williams to appoint Ms. Cynthia Daub to fill the vacant borough Council position. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.
- B. A motion was made by Mr. Williams to table the Vacancy Chair for the Duncannon Borough. The motion was seconded by Mr. May and passed with a unanimous roll call vote.
- C. A motion was made by Mr. Williams to appoint Dissinger & Dissinger as Borough Solicitor. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.
- D. A motion was made by Mr. Wolfersberger to appoint Pennoni Associates as Borough Engineer. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.
- E. A motion was made by Mr. Wolfersberger to appoint Mr. Robert Kroboth as Borough Right-to-know officer. The motion was seconded by Mr. May and passed with a unanimous voice vote.
- F. A motion was made by Mr. Wolfersberger to appoint Mr. Robert Kroboth as Borough Treasurer. The Motion was seconded by Mr. Williams and passed with a unanimous voice vote.
- G. A motion was made by Mr. Williams to Appoint Mrs. Kathryn Bauer as the Borough Assistant Treasurer. The motion was seconded by Mr. May and passed with a unanimous voice vote.
- H. A motion was made by Mr. May to appoint Mrs. Kathryn Bauer as Borough Secretary. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.
- I. A motion was made by Mr. May to appoint Mrs. Adrienne Marsh as Borough Assistant Secretary. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.
- J. A motion was made by Mr. May to appoint Mrs. Kathryn Bauer as Borough Zoning Officer. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.
- K. A motion was made by Mr. Wolfersberger to appoint Pennoni Associates as Borough Flood Plain Administrator. The motion was seconded by Mr. May and passed with a unanimous voice vote.

- L. A motion was made by Mr. Wolfersberger to appoint BIU/MAI (PCCOG) as UCC Inspector for the Borough. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.
- M. A motion was made by Mr. Wolfersberger to appoint Mr. Kirkhoff to the Duncannon Municipal Authority. Mr. Kirkhoff declined the nomination.

Mr. May made a motion to table the appointment to the Municipal Authority. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

#### **NEW BUSINESS**

Mr. Wolfersberger made a motion to accept the Utility Engineers, PC fee schedule for 2022. The motion was seconded by Mr. May and passed a 6-1 voice vote. Mr. Williams dissenting.

#### **OLD BUSINESS**

Solicitor Dissinger provided documents regarding the transfer of Clarks Ferry Tavern for review.

A motion was made by Mr. Wolfersberger to approve sharing of the documents with *Friends of the Clarks Ferry Tavern* and the *Perry County Historical Society*. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

#### **PUBLIC COMMENT - NONE**

**Adjournment** - A motion was made by Mr. Williams to adjourn at 7:33PM. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Respectfully Submitted,  
Kathryn Bauer  
Duncannon Borough Secretary

