

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
January 18, 2022**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on January 18, 2022. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

**Officials Present:** Michael May, Michael Wolfersberger, Karl Conrad, Cynthia Daub, Jeffrey Kirkhoff, Joseph Misner, Roger Williams, & Mayor John Cappawana

**Others Present:** Junior Council – Sophia Cappawana, Solicitor – Alexis McConville, Engineer – Greg Rogalski, Public Works Operator – John Farrier, Treasurer/Finance Director – Robert Kroboth,

**Citizens Present:** Bobbi Armolt, Carl Tressler, and Kim Conrad

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

A motion was made by Mr. Wolfersberger to approve the minutes for the January 3, 2022 Borough Council meeting with correction. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

**AMENDMENTS TO THE AGENDA –** A motion was made by Mr. Wolfersberger to add Junior Council report as the first item under Committee Reports. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

**PUBLIC COMMENT- None**

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None**

**Perry County Generations –** A motion was made by Mr. Conrad to approve the use of the Borough Building as an Emergency evacuation site for Perry County Generations Early Education Center. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

**Boy Scout Troop 64 –** A thank you note for the Borough donation to Troop 64 was received.

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**

Ms. Cappawana thanked Council for the opportunity to represent Duncannon as a Junior Council member and stated that she will be attending committee meetings when possible.

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

Mr. Rogalski stated that there was a blockage in the influent pump at the WWTP in December. The blockage can be attributed to the increased use of flushable wipes.

Bids for the High Street water lines to be repaired using the H2O grant funding will be going out on February 4, 2022.

A Tier 2 Arsenic violation for well #1 was received from PA Department of Environmental Protection.

A motion was made by Mr. Wolfersberger to approve a combined total of up to \$5,000.00 to Control Systems 21 for fan replacement and Exeter Supply Co. Inc for two check valve rebuild kits for the WWTP. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

**PUBLIC WORKS OPERATOR - Miller Environmental, John Farrier**

Written Report Provided and summarized.

Mr. Misner inquired as to why violation notices were delivered long after the violation occurred.

**BOROUGH SOLICITOR – Ms. Alexis McConville, Dissinger and Dissinger**

No report.

Agreements for transfer of Clarks Ferry Tavern were previously provided to Council.

A motion was made by Mr. Kirkhoff to approve execution of taking the steps required to accomplish the transfer of the Clarks Ferry Tavern to the 'Friends of Clarks Ferry Tavern' (FCFT) as outlined by Solicitor Dissinger. Transfer contingent upon 'Friends of Clarks Ferry Tavern' receiving their 501C3 designation. Steps are as follows:

- Deed transfer from Perry County Historical Society (PCHS) to Duncannon Borough
- Execution of Agreement between PCHS and the Borough terminating the 2 prior agreements between PCHS and the Borough
- Execution of the Agreement between the Borough and the FCFT
- Deed from the Borough to the FCFT

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

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

4th quarter report and December Fire Report provided.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana reported that the decorating contest winner had been selected. Three from Duncannon Borough and three from Penn Township.

The dress your pet contest is also complete.

Mayor Cappawana will be extending his 2<sup>nd</sup> Amendment Proclamation until February 15, 2022.

A motion was made by Mr. Conrad to pass Resolution 2022-1 with changes. The motion was seconded and passed with a roll call vote. Mr. Wolfersberger and Mr. Kirkhoff dissenting.

**CODES ENFORCEMENT- Mr. Anthony Klase**

No report.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Statements of Financial Interest were provided to all Council Members and should be returned as soon as possible.

Committee agendas must be posted publicly 24 hours prior to the meeting time. Agendas should be provided to the Borough Secretary to be scanned and posted on the Borough website and Facebook page.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. May to accept the Treasurers Report dated December 31, 2021, subject to audit. The motion was seconded by Mr. Wolfersberger 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 December 2021, as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the proposed budget line item transfers as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**COUNCIL COMMITTEE RESTRUCTURE**

**FINANCE, ADMINISTRATION, and IT – First Tuesday at 7PM**

Michael May-Chairman, Jeffrey Kirkhoff & Cynthia Daub

**PARKS & RECREATION – Fourth Tuesday at 7PM**

Roger Williams-Chairman, Cynthia Daub & Joseph Misner

**REVITALIZATION & PUBLIC SAFETY– Second Tuesday at 6PM**

Joseph Misner –Chairman, Michael May & Karl Conrad

**INFRASTRUCTURE, FLEET & FACILITIES – Second Wednesday at 7PM**

Michael Wolfersberger –Chairman. Jeffrey Kirkhoff, Roger Williams

**EXECUTIVE COMMITTEE – Third Tuesday at 6:15PM**

Michael May & Michael Wolfersberger

**UNFINISHED BUSINESS**

Greg will prepare a bid notice for the Demolition of 18-28 N. Market.

**NEW BUSINESS-None**

**PUBLIC COMMENT-None**

**ADJOURNMENT**

A motion was made by Ms. Daub to adjourn at 7:55PM on January 18, 2022. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for February 15, 2022 at 7:00PM

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary

APPROVED