

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
April 19, 2022**

- Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on April 19, 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:** Solicitor – William Dissinger, Engineer – Greg Rogalski, Public Works Operator – John Farrier, Treasurer/Finance Director – Robert Kroboth, & Junior Council-Sophia Cappawana
- Citizens Present:** Russ Hoover, Jim Ryan, Michael Lindgren, Clifford Lindgren, Glenn Holliman, Meranda Harwood, Byron Worner, Stanley Mutzabaugh, & Michelle Jones

**MINUTES –** A motion was made by Mr. Conrad to approve the minutes for the March 15, 2022 Borough Council meeting as presented. 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 amend the agenda to include the following items:

- Executive Committee – Employee Salaries
- Executive Committee - Utility Delinquencies
- Executive Committee - Meeting Time Change
- Move the items under Public Comment to Correspondence
- Correspondence – Perry County Election Board
- Correspondence – Hunting in the Watershed

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

**PUBLIC COMMENT- NONE**

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

**Michelle Jones –** Ms. Jones asked that the Borough Council consider passing a resolution in Support of the Perry County DCEDA efforts in Main Street Revitalization.

A motion was made by Mr. Wolfersberger to approve Resolution 2022-2, A Resolution of the Duncannon Borough Council Supporting Application to and Participation in the Commonwealth's Main Street Designation with Perry County Economic Development Authority. The Motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**Alzheimer's Web-link-** No action taken.

**P.C. Election Board** - Mayor Cappawana has been asked to replace Brian Allen on the Perry County Election Board. Solicitor Dissinger is looking into the legal aspects.

## GENERAL REPORTS

### **JUNIOR COUNCIL – Ms. Sophia Cappawana**

The town-wide yard sale is planned for June 18, 2022.

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

Mr. Rogalski stated that the Borough Office roof bids had been provided for review with action, if any, to be taken at the May meeting.

The bids for the demolition of 18-28 N. Market street were provided for review.

These bids do not include the removal of asbestos shingles on portions of the outside of the property.

A motion was made by Mr. Williams to issue the notice of award for the Demolition of 18-28 N. Market to Earthmovers Unlimited, Inc. for \$61,200.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to issue the notice of award for the High Street Water Main Replacement deducting Option #1 to CPA Paving Services, Inc. in the amount of \$678,627.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

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

Written Report Provided and summarized.

Mr. Farrier added that the OmniSite had been delivered and was ready for installation. Also that the sensors in the empty tanks at the WWTP were setting off the alarms and must be replaced.

### **BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger reported that underground propane tanks were safe and actually better in many ways to above ground storage tanks. There is no risk of contamination to soil or water.

A motion was made by Mr. May to have Solicitor Dissinger enter into negotiations with Lindgren Craft Brewery ownership to determine the best agreement for the Borough owned property adjacent to 5 North Market Street. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

### **DUNCANNON FIRE COMPANY – Chief Byron Worner**

The March Fire and the first quarter 2022 reports were provided.

Chief Worner added that the New Brush Truck would be delivered in May.

The Fire Company has entered into an agreement with the Presbyterian Church to purchase the property at 27 N. High Street. Plans for development are in preliminary stages but they may want to discuss the use of Maple Street in the future.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana will be attending the PSAB Conference.

A motion was made by Mr. May to appoint Mayor Cappawana as the voting delegate to the PSAB Conference for the Duncannon Borough. The motion was seconded and passed with a unanimous voice vote.

The mayor reported that he had attended the Duncannon Fore Company Banquet and that Paul Liddick, retired employee of the Duncannon Borough had been a volunteer with the fire company for 50 years.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer stated that statements of financial interest are due by May 1, 2022.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Wolfersberger to accept the Treasurers Report dated March 31, 2022, subject to audit. The motion was seconded by Mr. 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 March 2022, as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**COUNCIL COMMITTEE RESTRUCTURE**

**FINANCE, ADMINISTRATION, and IT – Mr. May, Chairman**

A motion was made by Mr. May to engage Wagner, Dreese, Elsasser, and Associates to undertake the 2021 Duncannon Borough Audit in the cost range of \$16,750.00- \$17,750.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to engage Wagner, Dreese, Elsasser, and Associates to undertake the Duncannon Borough Municipal Authority Audits for 2016-2021 and convert year end of 2015 from June 30 to December 31 with the following fee schedule:

Year end 2015 conversion - \$2000.00  
2016 - \$2000.00  
2017 - \$2100.00  
2018 - \$2100.00  
2019 - \$2200.00  
2020 - \$2200.00  
2021 - \$2300.00

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

A motion was made by Mr. May to confirm Borough Treasurer and Secretary as Mid-Penn Bank Cash Management Authorized Business Entity Certification Providers to certify the names and signatures

of authorized signers on Borough Accounts. The motion was seconded by Ms. Daub and passed with unanimous voice vote.

A motion was made by Mr. May to appoint Michael May, Cynthia Daub, Jeffrey Kirkhoff, and Kathryn Bauer as authorized signers for Mid-Penn Bank accounts. The motion was seconded by Mr. Williams and passed with unanimous voice vote.

The Finance Committee will be in contact with neighboring municipalities to discuss options regarding the EMS Payroll costs.

Mr. Robert Kroboth reported that sufficient uncommitted funds currently exist in Borough accounts to match the \$499,947.00 H2O grant funding High Street Water Main and Standpipe projects.

Mr. Kroboth is also comparing the varying Interest rates of PLGIT and Mid Penn Bank to get the best available investment returns based on anticipated cash flow needs for the Borough.

#### **PARKS & RECREATION – Mr. Williams, Chairman**

Mr. Williams reported that the Egg Hunt held on April 16, 2022 was a success.

Sledfest will be held on April 30, 2022 at The Old Sled Works. At this time the Borough has approximately 50 vendors participating.

#### **REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman**

The committee would like to change their meeting time to 7:00PM.

A motion was made by Mr. Conrad to advertise a change in the remainder of the revitalization committee meetings to 7:00PM and the Executive Committee Meetings to 6:30 PM. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Representatives from Friends of Clarks Ferry Tavern attended the April meeting to discuss Handicap Parking at the Tavern and a large tree that needs to be removed. These issues will be moved to the Infrastructure Committee for discussion.

#### **INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman**

The committee is discussing dates for a Fall Clean-up for Borough Residents.

A motion was made by Mr. Williams to provide Sewer forgiveness to Linda Britcher for water loss due to a hot water heater leak in the amount of \$379.56. The motion was seconded by Mr. Wolfersberger and passes with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve up to \$4,000.00 to Latchford Electrical for Underground Utility service to the Borough office. The Motion was seconded by Mr. Williams and passed with a unanimous voice vote.

#### **EXECUTIVE COMMITTEE – Mr. May, Chairman**

A motion was made by Mr. May to increase retiree healthcare insurance reimbursement up to a maximum of \$209.29 per month or \$627.87 per quarter. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

The possibility of increased starting salaries will be moved to the Finance Committee.  
Utility customers with delinquent accounts should be given resources for funding.

**UNFINISHED BUSINESS**

Deb Takach inquired as to hunting allowances in the watershed. This issue will be taken up by the Public Safety Committee.

Chief Worner stated that when hydrant flushing takes place the hydrants should be color coded for pressure level.

**NEW BUSINESS-None**

**PUBLIC COMMENT-None**

**ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 8:29PM on May 17, 2022. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for May 17, 2022 at 7:00PM

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary