

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 21, 2022**

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on June 21, 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, Karl Conrad (7:22), Cynthia Daub, Jeffrey Kirkhoff, Joseph Misner, Roger Williams, & Mayor John Cappawana

Officials Absent: Michael Wolfersberger

Others Present: Solicitor – William Dissinger, Treasurer/Finance Director – Robert Kroboth, Operator – John Farrier, & Junior Council-Sophia Cappawana

Citizens Present: Alice Gerow & Byron Worner.

MINUTES – A motion was made by Ms. Daub to approve the minutes for the May 17, 2022 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 Williams to amend the agenda to include...
1. A.C./heat pump under Infrastructure
2. EMS Funding under Executive Committee
3. Apple Tree Alley Parking under Executive Committee
4. Employee Holiday Schedule under Executive Committee
5. Performance Evaluation Procedures under Executive Committee

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

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Friends of Clarks Ferry Tavern Events Permit – ‘Music on the Tavern Green’

The permit was provided for informational purposes. A live music event will be held on the Tavern Green on Wednesday, July 27, 2022 at 6:00PM.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

The town-wide yard sale was held on June 18, 2022. A map was prepared and shared online of all registered yard sale sites.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

No report.

PUBLIC WORKS OPERATOR - Miller Environmental, John Farrier

Written report provided and summarized.

The Consumer Confidence Report (CCR) for the water system will be completed and ready for door to door delivery next week.

The contact for Waste Management is unclear and that information is needed moving forward.

BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that they have fielded some zoning questions and completed the lease agreement with Lindgren Craft Brewery.

There has been a re-do of an upset sale and all information has been provided and approved.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The Fire Company April and May reports were provided.

Chief Worner reported that the new brush truck has been delivered and personnel is being trained in proper operating procedures.

All vehicle inspections are ongoing.

The fire company offer on 27 N. High St. has been accepted. Closing on the property will take place within the next few weeks.

The fire company has formally requested that the Borough consider giving them Maple Street from High Street to Church Street so that the building area for the fire house will be larger.

The Maple Street consideration will be sent to the Public Safety Committee.

BOROUGH MAYOR – Mr. John Cappawana

Nothing to report.

CODES ENFORCEMENT- Mr. Anthony Klase

No report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Nothing to report.

APPROVAL OF TREASURER'S REPORT

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

COUNCIL COMMITTEE RESTRUCTURE

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

Mr. Robert Kroboth, Finance Director/Treasurer reported that he had been monitoring interest rates and that he made 4 transfers to PLGIT from Mid Penn Bank.

A motion was made by Mr. May to accept the 2020 audit as presented. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams reported that *Jay Market on the Tavern Green* Event had a few more vendors than the May Market.

The first movie night at Cooper Field will be held on July 1, 2022. Movie night has been planned in cooperation with the Abundant Harvest Church

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Mr. Misner reports that the bench near the mural in the square has been replaced.

The EMS request has been forwarded to the Executive committee

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

The refuse truck is having problems maneuvering through Apple Tree Alley from Walnut St. to Cumberland Street. This issue is due to the cars parked on Apple Tree Alley. The consideration for a no parking zone has been sent to the engineer for further study.

a quote has been received from Johnson Controls for the A.C. for the Borough building as it must be changes for the roofing project.

EXECUTIVE COMMITTEE – Mr. May, Chairman

A motion was made by Mr. May to approve a 2% cost of living increase and a 1% merit increase for all Borough staff effective July 1, 2022. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote with Mr. Williams abstaining.

Mr. May stated that after much review and research there would be no action recommended on the EMS funding issue.

A motion was made by Mr. Conrad to update the employee handbook to add Martin Luther King Day and Juneteenth as paid holidays for Borough employees and to include any new Federal Holidays as they are adopted. The motion was seconded by Ms. Daub and passed with a unanimous voice vote with Mr. Williams abstaining.

A motion was made to have performance evaluations prepared for review by the Executive Committee by the May meeting of each year. Evaluations will then be presented to the employee by their supervisor for review and signature and then presented to council with a recommendation for annual increase. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

UNFINISHED BUSINESS-None

NEW BUSINESS-None

PUBLIC COMMENT

Mayor Cappawana asked if some of the stones from the tar & chip project could be removed from Susan Street.

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:24PM on May 17, 2022. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for June 21, 2022 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED