

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 16, 2022**

Call to order: Michael Wolfersberger, Vice President of Council, called the meeting to order at 7:00PM on August 16, 2022. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

Officials Present: Michael Wolfersberger, Karl Conrad, Jeffrey Kirkhoff, Joseph Misner, Roger Williams

Officials Absent: Michael May & Cynthia Daub

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

Citizens Present: Bobbi Armolt, Jason Wilson, Meranda Harwood, Art Della Piazza, John Cappawana, Rick Knepp, Christie Caswell, Ethan May, Cody Weaver

MINUTES – A motion was made by Mr. Williams to approve the minutes for the July 19, 2022 Borough Council meeting as presented. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. Williams to amend the agenda to include inquiry regarding the original fountain in the downtown square area. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

John Cappawana-Letter of Resignation, effective July 27, 2022.

A motion was made by Mr. Conrad to accept the resignation of John Cappawana as Mayor of Duncannon. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

A motion was made by Jeff Kirkhoff to appoint Ricky Knepp to fill the vacant Mayor Position. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

Friends of Clarks Ferry Tavern- The Friends of Clarks Ferry Tavern have received their 501C3 Designation and are prepared to take ownership of the Clarks Ferry Tavern.

A resolution was provided by the Historical Society of Perry County stating that they have voted to return ownership of the Clarks Ferry Tavern to the Borough of Duncannon.

A resolution was provided by the Friends of Clarks Ferry Tavern stating that they are prepared to enter into Clarks Ferry Tavern agreement and ownership.

Solicitor Dissinger will begin the paperwork for the transfers of the Tavern as the process has already been approved by Council.

A special events permit for Pioneer Day was provided to Council. Pioneer Day is planned for September 17, 2022. Closure of Margretta St. and Apple Tree Alley around the Tavern was included on the Permit.

A motion was made by Mr. Williams to approve the Pioneer Days permit with road closures. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Penn Township Planning Commission - Art Della Piazza & Meranda Harwood provided and summarized preliminary plans to make pedestrian travel from the Borough to Business Campus Way safer and more accessible.

SRBC-Susquehanna River Basin Commission – An award letter for \$5,000.00 was received for Groundwater Level Monitoring.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

The fall town-wide yard sale is scheduled for October 8, 2022.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski presented and summarized the LTAP report regarding the requested Maple Street closure.

The report summarized that Maple street is a candidate for permanent road closure.

A report was provided and summarized regarding proposed Appletree Alley and Walnut St. parking restrictions.

The report surmised that the parking restrictions would be appropriate. These changes would need to be made through a revision of the parking ordinance.

The pipe for the High Street water project is delayed. The project will begin when the materials are received.

No update on the Borough Office roof as the trusses have not yet been delivered.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

Written report was provided and summarized.

The equipment for the arsenic removal has been received, we are waiting on the permit from DEP.

BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger

No report.

DUNCANNON FIRE COMPANY – Cody Weaver and Ethan May

A July fire report and financial reports were provided.

Mr. May and Mr. Weaver presented preliminary plans for a new firehouse to be built at 27 N. High Street.

Scanned plans will be sent to Council members for informational purposes.

BOROUGH MAYOR – Position Vacant

CODES ENFORCEMENT- Mr. Anthony Klase

No Report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Any information pertinent to a September-November newsletter should be provided to Kathy as soon as possible.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated July 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 July 2022, as presented. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

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

Mr. Robert Kroboth, Finance Director/Treasurer presented the Draft 2021 Annual Audit and Financial Report.

A motion was made by Mr. Kirkhoff to accept the 2022 Draft Audit and Financial report. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the proposed 2022 Budget Line Item Transfers as of July 31, 2022. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams outlined upcoming events.

- Sept 10 – Chili cook-off at the Tavern Market
- October 8 – Pumpkin Painting and Scarecrow Contest at the Tavern Market
- October 30 – Halloween Parade at 6:00PM On high Street from Clark St. to Cumberland St.

- October 31 – Trick-or-Treat -6-8PM

Mr. Williams inquired if Council would be interested in finding out if the fountain that was one in the center of the square downtown would be available for return to the area near 18-28 N. Market Street.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

No report.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Swigart's Tree Service will be retained to remove the tree at Prospect and Chestnut Streets.

Mr. Wolfersberger presented three bids for the A/C units for the Borough Office for review and consideration. A motion was made by Mr. Kirkhoff to approve the purchase the A/C unit at a cost of up to \$9,000.00 from ARCS if they can give a comparable quote on the same type of A/C system, or from LCS with the Mitsubishi system, to be determined by the Infrastructure Committee. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote with Mr. Williams, Mr. Misner, and Mr. Wolfersberger abstaining.

A motion was made by Mr. Williams to authorize the Infrastructure Committee to research the benefits and processes by which the Duncannon Borough and Penn Township may enter into a joint water authority. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. May, Chairman

No August Meeting.

UNFINISHED BUSINESS-None

NEW BUSINESS-None

PUBLIC COMMENT-None

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:27PM on August 16, 2022. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for August 16, 2022 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary