

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

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on October 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, Cynthia Daub, Jeffrey Kirkhoff, Joseph Misner, Roger Williams, and Mayor Rick Knepp

Officials Absent: Karl Conrad & Junior Council-Sophia Cappawana

Others Present: Solicitor – Bill Dissinger, Treasurer/Finance Director – Robert Kroboth, Engineer – Greg Rogalski, Operator – John Farrier

Citizens Present: Robert Mazero, Patricia Guthel, & Cody Weaver

MINUTES – A motion was made by Mr. May to approve the minutes for the September 20, 2022 Borough Council meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – None

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

PennDOT –Route 22/322 Clark’s Ferry Bridge Improvements Project

PennDOT provided two articles of correspondence regarding the Clark’s Ferry Improvements Project. One letter provided a date and time for an informational meeting and the second outlined the project.

Solicitor Dissinger stated that Council should determine who would be attending the Meeting for Public Officials so that a quorum of the Borough Council would not be in attendance.

Perry County Commissioners –EMS Strategic Planning

A letter was received from the Perry County Commissioners regarding EMS Strategic Planning in the County.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

No Report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

The High Street water main project has been delayed multiple times. Mr. Rogalski will ask for an extension to the June of 2023 deadline.

The water main and the standpipe are both within the scope of this project and cannot be done simultaneously.

Some small grant opportunities are available and projects will be discussed at the November Infrastructure Committee meeting.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

Written report was provided and summarized.

Quotes have been received for new flow meters at wells #1 & #2. Mr. Farrier will order what is needed.

Arsenic removal tank installation will begin next Tuesday (Oct. 25) and will need inspected when completed.

Arsenic violation letters will need to be distributed to Borough water customers.

DEP would like a plan to identify unaccounted water.

Todd Mace is still receiving e-mails for DEP Greenport and should be removed.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

The transfer paperwork for the Clarks Ferry Tavern has been completed and filed.

Solicitor Dissinger is working with office staff to clean up the utility lien files. This includes lifting old liens and filing new liens.

He is moving forward with the process of declaring 42 N. Market Street a nuisance property.

DUNCANNON FIRE COMPANY – Mr. Cody Weaver

The September Fire Report and the 3rd Quarter report were provided. Mr. Weaver offered to answer any questions.

The 27 N. High Street property has been purchased by the Fire Company and they had a clean-up day to make it more presentable.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp met with a Sergeant of the PA State Police to prepare for releasing information to the press in the event of an emergency.

Mayor Knepp will speak to the third grade at Susquenita third grade to discuss the position of Mayor and the responsibilities it entails.

Mayor Knepp has been in contact with PSAB and is trying to sign up for classes that should be taken by all Borough Mayors.

CODES ENFORCEMENT- Mr. Anthony Klase

October report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer reiterated that the office staff was in the process of updating the utility lien binders.

APPROVAL OF TREASURER’S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated September 30, 2022, subject to audit. The motion was seconded by Mr. May and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Wolfersberger to approve and ratify the bills/EFT’s prepared for September 2022, as presented. The motion was seconded by Mr. Williams 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 proposed 2022 line-item transfers as of September 30, 2022.

A motion was made by Mr. May to approve the proposed 2022 line-item transfers as of September 30, 2022. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the Dec. 1st, 2022 Medical/Rx, Dental, and Vision Insurance renewals as detailed and recommended by Mr. Kroboth. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

Mr. Kroboth presented the DRAFT 2023 proposed Budget for review only.

A motion was made by Mr. May to approve the Splashwire 2022-2023 Technology Support agreement quote as presented. The motion was seconded by Mr. Misner and passed with a 5-1 vote, Mr. Kirkhoff dissenting.

PARKS & RECREATION – Mr. Williams, Chairman

A motion was made by Mr. May to open the Watershed gate for hunters from Nov. 26- Dec. 10, 2022. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to post no parking for both sides of High St. from Clark St. to Cumberland St. on October 30, 2022 for the Halloween Parade. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Mr. Williams reported that the Market on the Tavern Green was going well. October’s market featured pumpkin painting and the painted pumpkins will be displayed at the judging stand of the Halloween Parade.

The committee may consider switching Saturdays for next year’s market as the second Saturday of the month seems to be popular for other events throughout the County.

The New Year's Sled Drop is planned for December 31, 2022.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Another order of military banners is in the planning stages so that people on the wait-list can purchase and have banners displayed. Discussions will be had as how to remove and return the banners from the first orders.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Mr. Wolfersberger reported that the progress on the Borough building roof was halted as they crew had an injury and some health issues. Work will resume once the insulation is installed.

A motion was made by Mr. Wolfersberger to purchase a Skid Steer Swing Boom Brush Cutter Attachment from Skidsteersolutions.com as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to have the Codes Enforcement Officer send a letter to the property owner of 315 & 317 N. High Street giving them 30 days to have the dead tree in front of their property removed. After 30 days, the Borough will have it removed and the owner will be charged cost plus 10% and any applicable fees. The motion was seconded by Mr. May and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. May, Chairman

A motion was made by Mr. Wolfersberger to approve the hire of two part-time employees for Public Works. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

The Committee is discussing an across-the-board wage increase for all employees.

A motion was made by Mr. Williams to begin an update of the Employee Manual. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

UNFINISHED BUSINESS

The Duncannon Borough Drought Emergency Ordinance needs updated.

NEW BUSINESS

A motion was made by Mr. Williams to have the Public Works crew remove a small tree at 115 N. High Street and two at 201 N. High Street. Replacement and who will be responsible yet to be determined. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC COMMENT

Patricia Gutheil commented on how well the meeting went and how everyone considered the others opinions.

ADJOURNMENT

A motion was made by Mr. Wolfersberger to adjourn at 8:16PM on October 18, 2022. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED

