

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
September 20, 2022**

- Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on September 20, 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, and Mayor Rick Knepp
- Officials Absent:** Karl Conrad & Roger Williams, & Junior Council-Sophia Cappawana
- Others Present:** Solicitor – Bill Dissinger, Treasurer/Finance Director – Robert Kroboth, Operator – John Farrier
- Citizens Present:** Don Failor, Amy & Bill Worley, Penny Knepp, Russ Hoover, Mike Gensemer, Michelle Jones, Paul Wyatt, Kraig Nace

MINUTES – A motion was made by Mr. Wolfersberger to approve the minutes for the August 16, 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. May to amend the agenda to include Pension Plan MMO's under Finance. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.
A Motion was made by Mr. May to amend the agenda to include Tree Removal Request under Infrastructure. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Michelle Jones –Perry County Economic Development Authority

Ms. Jones asked the Borough Council for a letter of support for the PCEDA's application for a PennDOT Multimodal Grant to support the Main Street Revitalization. A summary of the grant application was also provided.

A motion was made by Mr. May to provide a letter of support for the PCEDA's grant application to PennDOT. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

Bill Worley – Also representing Amy Worley and Don Failor

Mr. Worley stated that he and his partners are purchasing the property at 330 N. High Street and plan to create an upscale venue for events while preserving the history of the Old Train Station. They plan to work with the Borough to ensure that their new venture can be a positive thing for Duncannon.

They will meet with the zoning officer and Solicitor Dissinger to make sure they follow all necessary procedures.

Mike Gensemer – Building Inspection Underwriters

Mr. Gensemer introduced himself and stated that he and his staff are available to answer questions and inquiries.

Kraig Nace – Duncannon EMS

Mr. Nace thanked the Borough for their continued support and donation. He stated that they are soliciting New Buffalo for donations similar to those they receive from Penn Township, Wheatfield Township, and the Borough.

Mr. Nace said that they had a volunteer retire recently and filling his hours with paid employees has made payroll escalate and meeting that payroll has been a challenge.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

No Report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

No report.

Certificate for payment #1 to Earth Movers Unlimited for the Demolition of 18-28 N. Market Street was provided.

A motion was made by Mr. May to approve payment of Certificate of Payment #1 to Earth Movers Unlimited in the amount of \$77,590.70 for the demolition of 18-28 N. Market Street properties. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

Written report was provided and summarized.

Mr. Farrier stated that he could add to report any items requested.

They are working with DEP on the Drought issue and permits for Wells #1 & #2.

DUNCANNON FIRE COMPANY

The August Fire Report was provided.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

The transfer paperwork for the Clarks Ferry Tavern is ready for signatures.

Solicitor Dissinger and Mrs. Bauer will request all signers stop by the Marysville Office of Dissinger and Dissinger to sign with a Notary present.

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

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp thanked Council for the opportunity to represent the citizens of Duncannon and for their faith that he could do the job.

Mayor Knepp reported that he is trying to learn all that he can about the Borough. He has run the trash route twice, visited the sewer plant, attended the Finance, EMS, Infrastructure, and Revitalization meetings, attended a PSAB webinar entitled 'Responsibilities of the Mayor', received his First Aid/Heart Safe certification, spent time with the Codes Officer, and will be meeting with a retired state police officer to train in how to talk to the media.

CODES ENFORCEMENT- Mr. Anthony Klase

August and September reports were provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

No report.

APPROVAL OF TREASURER'S REPORT

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

Mr. Kroboth mentioned that the 2nd tranche of ARPA funds totaling \$78,172. 61 had been received and transferred from the General fund to the Water fund for the Rt. 274 water main replacement project.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. May to approve and ratify the bills/EFT's prepared for August 2022, as presented. The motion was seconded by Mr. Wolfersberger 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 2023 pension plan minimum municipal obligations calculations (MMO's) for the Borough for approval.

A motion was made by Mr. May to accept the 2023 MMO calculations of \$10,091.00 and supporting documentation. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

No report.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Information has been shared regarding the Façade grant program and how local businesses can apply.

The committee is planning a Clean-Up Duncannon day. This would be a day for residents to get out, clean up sidewalks, pull weeds, and work on the overall appearance of their own or another property in the Borough.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Mr. Wolfersberger reported that 18-28 N. Market St. properties are down and the ground leveled. The property will be beautified at a later date.

The progress on the Borough building roof was halted as a step was missed in the construction. Work will resume this week with the tie-downs that were missed. It may take approximately two weeks to complete the roof, along with new lights and moving of the flagpole.

A date for a Fall Clean-up was not set and it is getting too late in the year.

The 'Picture Perry' comprehensive plan can be very beneficial to the Borough in future grant opportunities. The Borough must submit its five year plans so that they can be incorporated. Mr. Wolfersberger will contact Jason Finnerty for more information.

EXECUTIVE COMMITTEE – Mr. May, Chairman

The committee discussed Resolution #2022-4, Implementing Act 57 of 2022 Property Tax Penalty Waiver Provisions.

UNFINISHED BUSINESS-None

NEW BUSINESS-None

Mr. May stated that he is the representative for both the PCEDA Meetings and the Cap-Tax meetings and asked if anyone would be willing to attend one or the other as a representative from now on.

Mr. Kirkhoff will represent the Borough at the PCEDA meetings.

Ms. Daub inquired if the Borough Newsletter may be distributed as a mass mailer at less cost than hand delivery by the Borough workforce. The Finance Committee will research mass mailing.

PUBLIC COMMENT

Kraig Nace thanked Council for the 'thankless' job that they perform as it is needed.

ADJOURNMENT

A motion was made by Mr. Wolfersberger to adjourn at 8:10PM on August 16, 2022. The motion was seconded by Mr. May 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