

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
November 15, 2022**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on November 15, 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, Mayor Rick Knepp, and Junior Council Sophia Cappawana

**Officials Absent:** Karl Conrad

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

**Citizens Present:**

**MINUTES –** A motion was made by Mr. May to approve the minutes for the October 18, 2022 Borough Council meeting as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**AMENDMENTS TO THE AGENDA –** A motion was made by Mr. May to amend item number 5 under Finance, Administration and IT to read 'Resolution 2022-5'. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**PUBLIC COMMENT - NONE**

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

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**  
No Report.

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

The recent water loss has been slowed after a large leak was detected and repaired. We are still making the preparations to haul water if necessary.

The High Street water main project should begin in December. Residents will be notified if and when they will be impacted by the project as it moves forward.

A motion was made by Mr. May to approve payment of Certificate #3 to CPA Pavement Services, Inc in the amount of \$103,000.52 and Certificate #4 to CPA Pavement Services in the amount of

\$18,217.62 for the SR 0274 Water Main Replacement Project. The motion was seconded by Ms. Daub and passed with unanimous voice vote.

**PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier**  
Written report was provided and summarized.

Mr. Farrier reported that the water loss continues, but that the recent repair has stabilized the reservoir and the standpipe has gained slightly.

The digital recorder at the WWTP is not working and will be replaced.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**  
No report.

**DUNCANNON FIRE COMPANY –**  
The General Ledger as of September 30, 2022 was provided.

**BOROUGH MAYOR – Mr. Rick Knepp**  
Mayor Knepp stated that November 21, 2022 is the deadline to submit comments regarding the Penn DOT Clarks Ferry Project.

Mayor Knepp reported that he spoke to the third grade students at Susquenita and it was a great experience. He shared some of the questions submitted by the students.

**CODES ENFORCEMENT- Mr. Anthony Klase**  
November report provided.

Mayor Knepp added that a letter was sent to the owner of a tractor trailer that parks below the blinker light and obstructs the street.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**  
Mrs. Bauer stated that meeting times for 2023 would need to be approved for advertisement at the December Meeting. Meeting times, both council and committees will remain the same as 2022 unless she is notified otherwise.

Any information that Council and committees would like included in the Winter newsletter should be provided to Mrs. Bauer as soon as possible.

#### **APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Report dated October 31, 2022, subject to audit. The motion was seconded by Mr. Wolfersberger 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 October 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 summarized the agenda items.

A motion was made by Mr. Williams to approve advertisement of Resolution #2022-4, Implementing Act 57 of 2022. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the advertisement of the DRAFT 2023 Proposed Budget, the advertisement of Ordinance #430 Fixing the Tax Rate for 2023, the advertisement of Ordinance #431 Setting the Rate Charged for Water, and the adoption of Resolution 2022-5 Amending the General Fee Schedule to set a new Refuse Fee. The motion was seconded by Mr. Williams and passed with a 3-2 vote. Mr. Kirkhoff and Mr. Misner dissenting and Mr. Williams abstaining.

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

There will be no Parks and Rec. meetings in November or December

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

The November meeting was cancelled due to the Election.

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

Mr. Wolfersberger reported that the roof has been insulated.

A motion was made by Mr. Wolfersberger to Advertise Ordinance #432, An Ordinance Establishing a Water Conservation Contingency Plan for Water Shortages and Emergencies and Repealing Ordinances #234 Dealing with Water Emergencies. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

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

The committee discussed the update of the employee handbook. A meeting is scheduled with Alexis McConville for Tuesday, November 29, 2022

A motion was made by Mr. May to amend the medical deductible reimbursement for part-time employees to \$1000.00. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

### **UNFINISHED BUSINESS**

As requested by Mr. May, Mr. Kirkhoff outlined items in the proposed budget that could be changed to align with his assertion that a percentage based increase rather than a \$ per-hour increase could be accomplished for all employees to accomplish a \$15 per-hour minimum wage.

### **NEW BUSINESS - NONE**

### **PUBLIC COMMENT - NONE**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 7:56PM on November 15, 2022. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for December 20, 2022 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary

APPROVED