

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

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

Officials Absent: None

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

Citizens Present: Joe Burget, Dr. Patricia Gutheil, Dr. Robert Mazero, Ethan May, & Cody Weaver

PUBLIC HEARING - Solicitor Dissinger Presiding
Application 2022-2 - Dr. Patricia Gutheil, 108 New Bloomfield Rd,
The Hearing was called to order at 7:05PM on December 20, 2022.

Dr. Gutheil is seeking a conditional use for the property at 108 New Bloomfield Road.

Dr. Robert Mazero was sworn in by Solicitor Dissinger and testified as agent for Dr. Gutheil and provided evidence and maps to support the assertion that a conditional use should be granted.

Testimony was closed at 7:31.

A motion was made by Mr. May to grant Conditional use for a medical/dental clinic including chiropractic practice to Patricia Gutheil for the property at 108 New Bloomfield road. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to authorize Solicitor Dissinger to make changes to the current Ordinance to add professional office space as a conditional use in the Residential/Single Family Zoning District. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Application 2022-3 - Mr. Atef Rezkalla represented by Mr. Joe Burget. 205/207 N. High Street.

Mr. Burget summarized the request for waivers of plan requirements and provided maps for the final sub-division plan for 205/207 N. High Street.

A motion was made by Mr. May to grant all waivers as requested in Application 2022-3. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the sub-division plan proposed in Application 2022-3. The motion was seconded by Mr. May and passed with a unanimous voice vote.

MINUTES – A motion was made by Mr. May to approve the minutes for the November 15, 2022 Borough Council meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. Wolfersberger to amend the agenda to include discussion of Maple Street under the Infrastructure Committee, and the Employee Holiday Schedule under the Executive Committee. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Kyleigh Spidle – Perry County Main Street Coordinator
Ms. Spidle sent a note of thank you to the Borough for the support shown to the Main Street Committee on October 30, 2022 for the Community Clean-up Day.

Penn Strategies – On behalf of the 'Friends of Clarks Ferry Tavern'
A cooperation agreement between Perry County, The Friends of Clarks Ferry Tavern and the Duncannon Borough was prepared by Penn Strategies for submission to the RACP grant. The document was reviewed by Solicitor Dissinger and he will contact Penn Strategies with possible changes in wording and clarification of some items.

2023 MMO - Duncannon Borough's revised 2023 Minimum Municipal Obligation (MMO) worksheet was presented for review.

Duncannon Assembly of God Daycare – Documentation of Emergency Plan Delivery
A motion was made by Mr. May to accept the Emergency Plan provided by the Duncannon Assembly of God Daycare. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

Susquenita Middle School student seeking service hours- A student from Susquenita sent an e-mail seeking community service hours. Mrs. Bauer will refer her to the Parks and Recreation Committee.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

No Report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that there had been a water leak issue and bringing water in from elsewhere was a possibility. A leak has been found, repaired, and the levels in the standpipe and reservoir are rising.

Mr. Rogalski informed Borough Council of a COVID small water and sewer grant opportunity. The grant requires a 15% match.

Resolution 2022-6 was presented for adoption as part of the Grant submission.

A motion was made by Mr. May to adopt Resolution 2022-6 requesting \$300,000.00 in the form of a PA Small Water and Sewer Program Grant from the Commonwealth Financing Authority to be used for Ann Street water line rehabilitation. 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.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger shared information regarding an upcoming zoning hearing for 330 N. High Street. The potential buyer is seeking a variance in order to renovate the existing building into storage units and to build additional storage unit buildings on the property.

The hearing is advertised for January 4, 2023 at 10:00AM.

A motion was made by Mr. Kirkhoff to have Solicitor Dissinger represent the Borough in opposition to the variance at the Zoning Hearing on January 4, 2023. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

DUNCANNON FIRE COMPANY – Cody Weaver - President & Ethan May – Building Committee Chairman

Mr. Weaver asked Borough Council to consider abandonment of Maple street from Church Street to High Street so that the Fire Company can use it as part of their building project.

Mr. Ethan May shared the building plans with Council. The Fire Company hopes to have the building complete by 2027.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp stated that he has been sharing information about the various New Year's running races throughout the County.

A motion was made by Mr. Williams to approve the special events permit for the Perry County Road Runners for Duncannon's Last Mile on December 31, 2022 upon receipt. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

CODES ENFORCEMENT- Mr. Anthony Klase

December report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer provided the proposed advertisement for 2023 Borough Council meetings and the proposed advertisement for 2023 Borough Committee meetings.

A motion was made by Mr. May to approve advertisement of the 2023 Borough Council Meeting Schedule as presented. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to approve advertisement of the Borough Committee Meeting Schedule as amended. The motion was seconded by Mr. Conrad and passed a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. May to accept the Treasurers Report dated November 30, 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. Williams to approve and ratify the bills/EFT's prepared for November 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 summarized the agenda items.

A motion was made by Mr. May to approve the advertised 2023 Proposed Budget as amended. The motion was seconded by Ms. Daub and passed with a 5-1 roll call vote. Mr. Kirkhoff dissenting and Mr. Williams abstaining because he is a Borough employee.

A motion was made by Mr. May to adopt Ordinance #430, Fixing the Tax Rate for 2023. The motion was seconded and passed with a 6-1 vote, Mr. Kirkhoff dissenting.

A motion was made by Mr. May to adopt Ordinance #431, Setting the Rate Charged for Water in the Borough. The motion was seconded and passed with a 5-2 roll call vote. Mr. Kirkhoff & Mr. Williams dissenting.

Mr. Kroboth reported that the 2015-2016 audits for the Duncannon Borough Municipal Authority have been completed and accepted by the D.B.M.A.

Mr. Kroboth reported that the truck/plow has been ordered and confirmed. Ford Motor Company approved a rollover of the 2022 order.

PARKS & RECREATION – Mr. Williams, Chairman

There will be no Parks and Rec. meeting in December.

The Sled Drop is set for December 31, 2022 at 10:00PM at the Clarks Ferry Tavern.

The Lions Club had donated \$1000.00 to Parks and Rec. for the Halloween Parade. Leftover monies were donated to the Bethesda Mission (\$200) and the Susquenita Elementary School Adopt-a-Family program (\$200).

A Night of Music event will be held on February 25, 2023 at Duncannon EMS building. There will be several bands and a ventriloquist. Tickets will be \$10.00.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

No report.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

A motion was made by Mr. Williams to adopt Ordinance #432 Establishing a Water Conservation Contingency Plan for Water Emergencies. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to accept the Pennoni rate schedule of fees for 2023 as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve up to \$17,000.00 for an automated garage door for the WWTP. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the quote from Control Systems 21 in the amount of \$24,418.57 for emergency installation the two tank arsenic removal system. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The Infrastructure Committee will work with the engineer and solicitor in the abandonment of Maple Street from Church Street to High Street.

EXECUTIVE COMMITTEE – Mr. May, Chairman

Mr. May stated that December 26, 2022 and January 2, 2023 were Federal Holidays and all Borough Facilities would be closed.

A motion was made by Mr. Wolfersberger to close Borough facilities at 12:00PM on Friday, December 23, and Friday, December 30, 2022 for Borough Employee holiday celebrations. Employees will be paid for the remainder of the workday. The motion was seconded by Mr. May and passed with a 6-0 voice vote, Mr. Williams abstaining as he is employed by the Borough.

UNFINISHED BUSINESS

Mr. Conrad asked if anyone knew the status of the Emergency Management Coordinator paperwork.

Mayor Knepp and Mr. Klase will look into the EMC status.

NEW BUSINESS - NONE

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Wolfersberger to adjourn at 8:57PM on December 20, 2022. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for January 17, 2023 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED