

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
January 17, 2023**

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on January 17, 2023. 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

Officials Absent: None

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

Citizens Present: Hunter Maguire, Sophia Cappawana

MINUTES – A motion was made by Mr. Williams to approve the minutes for the December 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 – A motion was made by Mr. May to amend the agenda to include discussion of Adopt-A-Family, Senior Center Events Request, and Junior Council under Correspondence. In addition, Zoning and the Penn Strategies Cooperative Agreement in the Solicitors report. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

A Thank You note was received from the Susquenita Adopt-a-Family program for funds donated.

A motion was made by Mr. Williams to approve the Babs Curren Senior Center special events permit for May 13, 2023 from 7:00AM to 5:00PM including the closure of Cherry Street from Market Street to High Street. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to re-appoint Sophia Cappawana as Junior Council for 2023. The motion was seconded by Mr. May and passed with a unanimous voice vote. --

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana
No Report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that the paperwork for the renewal of the WWTP NPDES permit has been submitted.

The High Street Water Main Project has begun. Testing of the water will be coordinated with the operator.

The High Street portion of the pipe will be laid, then connections made before work begins on Mary Street and N. Lincoln Street.

There are currently two water lines on High Street (one on each side), North of Clark Street. These will be streamlined and there will only be one once the project is complete.

Water levels have stabilized in the reservoir and standpipe.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

Written report was provided and summarized.

A water line lateral was nicked and quickly repaired during the High Street Water Main Project.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that the Zoning Hearing Board had voted to permit storage units in the Commercial General zone as there was no other permitted zone outlined.

A notice was sent to Skyview Gardens giving them 30 days to remove a dead tree from the property at 317 N. High Street.

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 spoke to the County Solicitor about some of the wording.

Solicitor Dissinger gave options, including approval of the document as presented, dropping the reverter clause from the Borough Agreement with the Friends of Clarks Ferry Tavern, or seeking changes to the Cooperation Agreement.

A motion was made by Mr. Williams to sign the Cooperation Agreement as presented. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to move forward with the abandonment of Maple Street. The motion was seconded by Mr. May and passed with a 6-0 voice vote, Mr. Conrad abstaining.

A proposed zoning amendment was presented to allow "Professional Occupations" as a conditional use in the Residential Single-Family Zoning District with the addition of 'accountants' to the definition.

A motion was made by Mr. May to proceed with the proposed zoning amendment presented to allow "Professional Occupations" as a conditional use in the Residential Single-Family Zoning District with

the addition of 'accountants' to the definition. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

There has been no action on the PESI lawsuit against the Borough.

DUNCANNON FIRE COMPANY – Byron Worner, Chief

A written report was provided.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp thanked Ms. Cappawana for her willingness to remain as a Junior Council Person, the Parks & Recreation Committee for the very successful Sled Drop, and the Fire Company for providing soup for the Duncannon Last Mile running race.

He also stated that the 'Last Mile' event had the largest participation ever as over 120 participants finished.

Mayor Knepp has been working on changing the Emergency Management Coordinator (EMC) position from Paul Liddick to Anthony Klase. The paperwork that had been submitted by previous Council cannot be located, therefore, he is starting over with a resignation from Paul Liddick.

Mr. Klase will have one year to complete the coursework required for the EM Coordinator Position.

CODES ENFORCEMENT- Mr. Anthony Klase

January report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer provided Statements of Financial Interest to all officials. These should be completed and returned as soon as possible.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report dated December 31, 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. May to approve and ratify the bills/EFT's prepared for December 2022, as presented. The motion was seconded by Ms. Daub 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 2022 Budget proposed line-item transfers as of December 21, 2022.

A motion was made by Mr. Williams to approve the proposed line-item transfers to the 2022 Budget. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Kroboth reported that the 2015-2016 Duncannon Borough Municipal Authority (DBMA) audit reports are complete, and have been accepted by the DBMA and forwarded to the PA DCED.

The 2017-2021 DBMA audits should be complete and delivered by early next week for acceptance by the DBMA at their February Meeting.

PARKS & RECREATION – Mr. Williams, Chairman

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). Thank You notes were received from both recipients.

A Night of Music event will be held on February 25, 2023 at Duncannon EMS building. There will be at least two bands performing. Tickets will be \$10.00.

Each Borough official and staff member will receive one complimentary ticket.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Correspondence was received from Travis Gilbert regarding parking at 117 Ann Street.

A motion was made by Mr. Williams to remove the Handicap parking space in front of the property at 117 Ann Street. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Misner stated that people have been parking in the 18-28 N. Market Street lot and that is not completed at this time.

Mr. Williams suggested that the Public Works crew may bring in more fill to block parking until the lot can be completed.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

A public auction of surplus Borough items will be held on January 29, 2023.

The three quotes for the overhead door at the WWTP have been received and Mr. Wolfersberger stated that the quote from the Overhead Door Company of Harrisburg/York should be accepted.

A motion was made by Mr. Wolfersberger to accept the quote from the Overhead Door Company of Harrisburg/York for (2) overhead door commercial trolley operators at the cost of \$6,966.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The Borough building roof project has been completed.

The inside of the Borough Council Meeting room is now in the process of rehabilitation. The ceiling tiles and insulation have been removed. Lighting will be updated and the ceiling tiles replaced.

EXECUTIVE COMMITTEE – Mr. May, Chairman

The Executive Committee is working to update the Employee Handbook and would also like to make some changes to the Borough Zoning.

UNFINISHED BUSINESS

The Omni-Site is ready for connection. Mr. Rogalski will contact the appropriate service for completion of the connection.

NEW BUSINESS

Local artist, Scotty Brown will draw a rendition of what the front of the parking lot at 18-28 N. Market could look like for a streetscape grant application.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:16PM on January 17, 2023. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for February 21, 2023 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

