

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 18, 2023**

- Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on April 18, 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, Karl Conrad, Cynthia Daub, Jeffrey Kirkhoff, Joseph Misner, Roger Williams, Mayor Rick Knepp, Junior Council Sophia Cappawana
- Officials Absent:** Michael Wolfersberger
- Others Present:** Treasurer/Finance Director – Robert Kroboth, Engineer – Greg Rogalski, Operator – John Farrier, Solicitor William Dissinger
- Citizens Present:** Christie Caswell, Josh Bell, John Walak, Vernon & Beth Runk, Patricia Gutheil, Robert Mazzero, and Ben Kirk

DUE PROCESS HEARING for 125 Cumberland Street - To Consider Dangerous & Dilapidated Determination.

The owner of the property was informed of the hearing via Certified Mail. Solicitor Dissinger is in possession of the signed receipt.

Solicitor Dissinger opened the hearing at 7:04 PM and presented his report regarding the property at 125 Cumberland Street. Solicitor Dissinger personally inspected the property and found the building to be Dangerous and Dilapidated under the standards of chapter 90-1 of the Code of Duncannon Borough.

The owner of the property did not send a response or attend this hearing.

A motion was made by Mr. May to declare the property at 125 Cumberland St. to be Dangerous and Dilapidated under the ordinances of the Duncannon Borough. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Solicitor Dissinger will follow up with enforcement of the Dangerous and Dilapidated determination.

PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENT – Solicitor Dissinger
Solicitor Dissinger opened the hearing to amend the Zoning Ordinance at 7:12PM.

Solicitor Dissinger summarized the ordinance and asked if anyone would like to give testimony.

Dr. Patricia Gutheil asked that Real Estate Agency be considered as an addition to the 'Professional Occupation' definition of the Code of the Borough of Duncannon Zoning.

Dr. Robert Mazzero asked that Insurance Agency be considered as an addition to the 'Professional Occupation' definition of the Code of the Borough of Duncannon Zoning.

A motion was made by Mr. Williams to adopt Ordinance #433, An Ordinance of the Borough of Duncannon, Perry County, Pennsylvania Amending the Borough Zoning Ordinance to Provide for Professional Offices/Occupations as a Conditional Use in the Residential Single-Family (R-S) Zoning District. The Motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Solicitor Dissinger closed the hearing at 7:17PM.

PLANNING COMMISSION RECOMMENDATIONS REGARDING 330 N. HIGH STREET –

Solicitor Dissinger and Mr. Rogalski summarized the Planning Commission meeting held on April 12, 2023 regarding the State Storage proposal for the property located at 330 N. High Street.

Ben Kirk from Burget and Associates presented the drawings to Council and explained the plans.

Mr. Rogalski had met with Mr. Joe Burget at the site on Monday, April 17, 2023 to discuss changes that would need to be made for Borough approval.

The plans will be amended to show that all doors open to the inside and storm water has been addressed. The applicant will pay all fees and secure bonding,

A motion was made by Mr. May to approve the plans for State Storage conditional upon the approval of Engineer Greg Rogalski. The motion was seconded by Roger Williams and passed with a 4-3 roll call vote, Ms. Daub, Mr. Kirkhoff, and Mr. Misner dissenting.

MINUTES –

A motion was made by Mr. Williams to approve the minutes for the March 21, 2023 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 sewer forgiveness under the Secretary's Report. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PUBLIC COMMENT

Dr. Patricia Gutheil – Dr. Gutheil thanked Council for their assistance in making changes to the Zoning that will help her business and others in Duncannon.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Christie Caswell – Friends of Clarks Ferry Tavern

Ms. Caswell provided and summarized a written report as a yearly update of preservation efforts and activities at the Clarks Ferry Tavern Property.

Ms. Caswell asked for clarification of the Market on the Tavern Green event, asking if it was a strictly Borough Event or a cooperative event with the Friends. Mr. Williams stated that it was strictly a Borough event. Ms. Caswell stated that the Friends should then be made a second on the insurance for that event.

The Tavern is a stop on the Historic 9/11 Trail. The Board of the 9/11 Trail has offered the donation of two bicycle racks and bench to represent their organization at the Tavern. Ms. Caswell asked if the Borough could offer a place to store these items until they can be placed on the property.

Mr. Williams offered the use of the band-shell at Cooper Field for storage of the bicycle racks and bench.

The Friends of Clarks Ferry Tavern will be holding a 'Denim to Diamonds' event at the Doyle Hotel on June 3, 2023. They are offering a ticket to one Borough Official to enjoy the event.

Chesapeake Watershed (WILD) Program – Letter of support.

A motion was made by Mr. May to approve execution of the Chesapeake Watershed Investment for Landscape Defense (WILD) Program Support Letter. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

The town-wide yard-sale will be held on June 3, 2023.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that the High Street Water Main project morphed into a multi scope project. Storm water and sewer elements were added. Those are wrapping up and restoration of High Street should begin by next week.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

Written report was provided and summarized.

Mr. Farrier reported that the Arsenic samples for the 1st quarter from Well #4 have been below the level allowed.

The boil water advisory for High Street has been lifted.

The mixer at Well #2 is not operating properly and a new one will be ordered.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that Mr. Rogalski had met with the owners and contractor of 42 N. Market Street at the site.

Mr. Rogalski stated that he was pleasantly surprised by the structure and its integrity. The façade is the main problem and they have begun repairs.

The Structural engineer's report has been sent to Mr. Rogalski along with a plan for remediation. He will remain in contact with the owners.

Mrs. Marsh has been in contact with Solicitor Dissinger regarding the use of the Civil Complaint Procedure to re-coup past balances from renters who leave the Borough with an unpaid balance. Solicitor Dissinger stated that this is an acceptable tactic in efforts to recoup unpaid bills.

A motion was made by Mr. Kirkhoff to approve \$300.00 for the office staff to try the Civil Complaint procedure for unpaid balances. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Solicitor Dissinger will write something for the next meeting regarding parking of trailers in the street.

DUNCANNON FIRE COMPANY – Byron Worner, Chief
Written reports provided.

BOROUGH MAYOR – Mr. Rick Knepp
Mayor Knepp reported that he had hand delivered a letter regarding parking in our Downtown to residents in the area.

CODES ENFORCEMENT- Mr. Anthony Klase
No Report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer
Mrs. Bauer reported that the tree at 317 N. High Street has been removed along with two others that were found to be in the same state of deterioration.

A motion was made by Mr. Williams to approve \$532.23 sewer forgiveness for account #1022103000.00 as requested. The motion was seconded by Mr. May and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT & RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Williams to table the approval of the March Treasurer's Report and the March Ratification and Approval of Bills until the May, 2023 meeting. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, and IT – Mr. May, Chairman
Mr. Robert Kroboth, Finance Director/Treasurer, reported that the PENNVEST Financing application must be completed by May 3, 2023.

A motion was made by Mr. May to approve the PENNVEST Resolution to Apply. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the Letter of Responsibility for the PENNVEST Financing application. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams reported that the Egg Hunt was a success, the Market on the Tavern Green will begin in May, and a Memorial Day Parade is in the planning stages.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Mr. Misner reported that the Public Safety Committee would like Mike and the crew to proceed with the placement of the handicap parking designation for 202 High Street. It should be expressed to Mr. Smith that while he is free to park there with a handicap placard, it is not technically his own parking space and that anyone can park there provided that they have a handicap placard.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Mr. Rogalski stated that The Sewer Treatment Plant is still in the process of a clean-out of the wet well and various repairs are taking place while it is empty.

Foreman Mike Criley is getting pricing information for a new refuse truck.

EXECUTIVE COMMITTEE – Mr. May, Chairman

Mr. May stated that there was no April meeting.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

Mayor Knepp was speaking to Attorney Scott Cramer and he mentioned that a resident may wish to donate a parcel of land to the Borough.

Mr. Kirkhoff stated that the property at 213 is for sale/sold. The Borough has a lien on the neighboring property which should be updated. The property lien for 216 Church St. should be updated as well.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:03 PM on April 18, 2023. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for May 16, 2023 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

