

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

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on July 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, Cynthia Daub, Roger Williams, Joseph Misner, Mayor Rick Knepp,

Officials Absent: Karl Conrad, Jeffrey Kirkhoff and Michael Wolfersberger

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

Citizens Present: Alice Gerow, Kraig Nace, Len and Beth Runk, Dakota Wise, Byron Worner & Paul Wyatt

MINUTES – A motion was made by Mr. May to approve the minutes for the June 20, 2023 Borough Council meeting as presented. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

AMENDMENTS TO THE AGENDA – A motion was made by Mr. May to amend the agenda to include; *Appointment of Representatives for Capital Tax Collection Bureau*. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PUBLIC COMMENT

Kraig Nace – 1010 North Lincoln Street

Mr. Nace distributed and reviewed a 2023 report from the Duncannon E.M.S. Inc. with Emergency Call statistics.

Mr. Runk- 121 Cumberland Street

Mr. Runk requested the status of his neighbors' dilapidated property and expressed concerns regarding the wall behind both properties.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Randy Waggoner and Darla McNaughton – Randy Waggoner with the Perry County Reassessment Office gave a presentation regarding the plans and procedures for all of Perry County properties being reassessed. This reassessment project will be done in phases beginning April 2023 and ending by December 2025, with the reassessment to be effective for the 2026 tax year.

Robert Kroboth- Robert Kroboth volunteered to take the position of Primary Representative for Capital Tax Collection Bureau, making Mr. May the Alternate Representative. A motion was made by Mr. Williams to appoint Robert Kroboth as Primary Representative for Capital Tax Collection Bureau and Mr. May the Alternate Representative. 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 – Greg Rogalski, Pennoni Associates

Mr. Rogalski discussed the PENNVEST Resolution to Apply and Letter of Responsibility regarding the Borough's desire to finance Water System improvements.

A motion was made by Mr. Williams to execute the PENNVEST Resolution to Apply and Letter of Responsibility. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to approve payment of Change Order #3 to CPA Pavement Services, Inc. for work on the High Street Water Main Project in the amount of \$19,135.35. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to approve final payment of Application #4 to CPA Pavement Services, Inc. in the amount of \$72,672.96. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

A written report and a water production report were provided and summarized.

Mr. Farrier reported that he is having issues of cooperation from residents for water samples to test for lead and copper. He has made many calls, and will continue to do so. Mr. Farrier also reported having some difficulty working with the testing lab regarding pricing and procedures.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger gave a status report on citations for 125 Cumberland Street –they have been issued. Steps on securing a Judge for proceedings are in the works currently.

Ordinance #434 was discussed and will be reevaluated before Amending Chapter 201 of the Code of the Borough of Duncannon to Extend the Parking, Location, Standing and Time Restrictions to Include Trailers, Dependent Trailers, and Independent Trailers.

DUNCANNON FIRE COMPANY – Byron Worner, Chief

A written report was provided.

Discussion of hosting an annual event at Cooper Field ensued. Chief Worner to fill out paperwork and requests will be presented to the Council for acceptance.

Dakota Wise made a request for a donation towards security camera upgrades throughout the Borough. This request will be discussed at the next Finance Committee meeting.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp extended a "Thank you" for mowing the grass by the new parking lot on Market St.

CODES ENFORCEMENT- Mr. Anthony Klase
Report was submitted

BOROUGH SECRETARY – Mrs. Kathryn Bauer
No Report.

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

A motion was made by Mr. Williams to approve the Treasurer's Report dated June 30, 2023 subject to audit. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve and ratify the bills/EFT's prepared for June 2023. The motion was seconded by Mr. May and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, and IT – Robert Kroboth, Treasurer

A motion was made by Mr. May to accept the Proposed 2023 Budget Line Item Transfers. The Motion was seconded by Ms. Daub and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams reported that the Market is going well.

Plans for National Night Out are underway. Currently there are 2 block parties already scheduled and 12-15 organizations signed up to set up at Noye Park.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Continuing to look at options for speed calming on Market Street.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Williams, Vice Chairman

Mr. Williams requested funds to purchase a used chipper for the Borough. We currently rent, and with the amount of work we have around the Borough, purchasing one would be more economical and convenient.

A motion was made by Mr. May to approve the purchase of a used chipper for \$24,850.00. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

Mr. Williams presented an estimate from Swigart Tree Service for the removal of 3 Trees on the 900 block of High Street.

A motion was made by Mr. May to approve the cost of \$7500.00 for removal of the 3 Trees by Swigart Tree Service as quoted. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. May, Chairman

Mr. May suggested that the Finance Committee meeting scheduled for August 1, 2023 be moved to accommodate National Night Out. As long as this can be advertised in time, the meeting can be moved.

Mr. Misner suggested that we revisit the water conservation strategy. Street Sweeper should not be running when we are under a water use restriction.

UNFINISHED BUSINESS

NEW BUSINESS

PUBLIC COMMENT

Mr. Kraig Nace-1010 N Lincoln Street- Mr. Nace requested that Ordinance #434 be reexamined before approving. He feels the wording should be changed. Mr. Nace also thanked the Borough for having the large lift equipment removed from Cumberland St, as it was causing traffic/parking issues.

ADJOURNMENT

A motion was made by Ms. Daub to adjourn at 8:22 PM on July 18, 2023. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for August 15, 2023 at 7:00PM.

Respectfully Submitted,

Adrienne Marsh
Duncannon Borough Asst. Secretary