

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 20, 2023**

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on June 20, 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, Jeffrey Kirkhoff, Roger Williams, Karl Conrad, Joseph Misner, Mayor Rick Knepp, Junior Council Sophia Cappawana

Officials Absent: Michael Wolfersberger

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

Citizens Present: Tasha Misner, Devin Hannold, Christie Caswell, & Paul Wyatt

MINUTES – A motion was made by Mr. May to approve the minutes for the May 17, 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; *Clarks Ferry Tavern ARC Agreement under Correspondence *Cumberland Street Update, Garage Sale Ordinance, & Water ordinance regarding vegetable Gardens under the Solicitor's report. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PUBLIC COMMENT

Devin Hannold – 612 North High Street

Mr. Hannold has been holding a large yard sale behind his property. He was informed by letter that the yard sale is on Borough property and that Borough zoning only allows each household to host 2 yard sales per year. He stated that he would like to make the sale permanent by building an outbuilding on his property. He was advised to that this was a zoning issue and how to file the proper paperwork.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Mr. May shared a note of thanks from 'Bridget' to the Duncannon Water Department.

Christie Caswell – Ms. Caswell presented the ARC agreement for Council consideration on behalf of the Friends of Clarks Ferry Tavern.

A motion was made by Mr. Williams to approve the ARC agreement for the Friends of Clarks Ferry Tavern contingent on Solicitor Dissinger approval. The motion was seconded by Mr. May and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

The town-wide yard-sale was held successfully on June 3, 2023.

There were over 400 views of the yard sale map and no complaints were received.

BOROUGH ENGINEER – Mr. Marvin Ta, Pennoni Associates

Mr. Ta attended to discuss the traffic study pertaining to the potential traffic calming on Market Street in the Borough.

Mr. Ta stated that the traffic study did show that there was a speed issue that could be addressed.

There are options to be discussed. Mr. Ta will be asked to attend the next Infrastructure Meeting to discuss options for safely reducing speed on Market Street.

A motion was made by Mr. Williams to approve payment of Change Order #2 to CPA Pavement Services, Inc. for work on the High Street Water Main Project in the amount of \$28,633.55. 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 the State of Pennsylvania has declared a drought watch.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that there has been no attempt at remediation at 125 Cumberland Street and that proper notice has been given for the Borough to begin Citations on the property.

A motion was made by Mr. Williams to authorize Solicitor Dissinger to file citations on 125 Cumberland Street as necessary and appropriate. 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 Ordinance #434, 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. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The update of the number of garage sales permitted per property in the Borough would require a change in the Zoning Ordinance of the Borough.

Watering of gardens including vegetable gardens is considered a non-essential use of water in the Borough contingency plan.

DUNCANNON FIRE COMPANY – Byron Worner, Chief

A written report was provided.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp reported that he attended the 2023 PSAB Conference as the voting delegate for the Borough.

He provided a list of the resolutions that were up for consideration at the 2023 Conference.

Mayor Knepp attended the annual Appalachian Trail Festival.

One interactive display at the AT Festival was a trailer representing forests. At the time Mayor Knepp visited, 260 community members had gone through this display trailer.

CODES ENFORCEMENT- Mr. Anthony Klase

No report.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer presented two accounts for consideration of sewer forgiveness. Both water accounts had large leaks that did not enter the sewer system.

A motion was made by Mr. May to approve sewer forgiveness for account #1051080003 in the amount of \$201.45 and account #1011061002 in the amount of \$218.23. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mrs. Bauer reported that 15 to 20 bicycle riders will be stopping at Clarks Ferry Tavern around 11 AM on Monday, June 16, 2026. The Clarks Ferry Tavern is an official site of the National 9/11 Memorial Trail, which honors those who died on September 11, 2001.

Members of Council and the Mayor are invited to meet and greet the cyclists.

The PA drought watch was received in the office but not posted to Facebook or the Borough website due to the water emergency already declared in the Borough. The voluntary restrictions in the watch do not coincide with the language in the Emergency.

When the Borough Water Emergency has been lifted the PA drought watch will be shared.

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

A motion was made by Mr. Williams to approve the Treasurer's Report dated May 31, 2023 subject to audit. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

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

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, and IT – Mr. May, Chairman

The committee is moving forward with the second PENNVEST application for 2023.

The 2022 Borough and DBMA audits are underway.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams reported that the Summertime Shine Car Show had 45 entrants. A follow up Car Show is in the planning stages for the Fall of 2023.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

The traffic study for Market Street had been discussed at the committee meeting. Mr. Ta presented the results previously during the Engineer's report.

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

Mr. Rogalski had provided information for the PaWARN program for consideration by the Infrastructure committee. Pa WARN is a Mutual Aid Agreement for PA Water and Wastewater Providers.

The informational packet was forwarded to Solicitor Dissinger for review and presented to the full Council for consideration.

Solicitor Dissinger reported that the Pa Warn program is positive in nature, with no real commitments.

A motion was made by Mr. Conrad to execute the PaWARN agreement and pay the fee for membership. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to accept quotation 1-23188 for safety railing at High & Clark Streets, quotation 1-231795 for fencing at the reservoir, and quotation 1-231799 for fencing at the recycling center. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Williams would like to Place Penn Township's speed detection display sign in the Borough. Solicitor Dissinger stated that that was a legal option as a deterrent to high speeds

EXECUTIVE COMMITTEE – Mr. May, Chairman

A motion was made by Mr. May to ratify the temporary holiday of July 3, 2023 for Borough employees. The motion was seconded by Ms. Daub and passed with a unanimous voice vote, Mr. Williams abstaining.

A motion was made by Mr. May to approve a 2% cost of living increase and a 1% merit increase for all Borough employees. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote, Mr. Williams abstaining.

UNFINISHED BUSINESS

Solicitor Dissinger reported that 25 N. Market Street would be going to Judicial Sale on August 28, 2023 free of all liens. However, this would return the property to the tax rolls.

NEW BUSINESS

Mr. Williams suggested that all professional services be advertised. This will be considered by the finance committee.

PUBLIC COMMENT - NONE

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:04 PM on June 20, 2023. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for July 18, 2023 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED