

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

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on October 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, Mayor Rick Knepp, Cynthia Daub, Jeffrey Kirkhoff, Joseph Misner, Roger Williams. Sophia Cappawana via Telephone

Officials Absent: Karl Conrad

Others Present: Engineer – Greg Rogalski, Operator – John Farrier, Solicitor – Alexis McConville

Citizens Present: Donald Failor Jr., Helen King, Peng Chen

MINUTES – A motion was made by Mr. May to approve the minutes for the September 19, 2023 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, Adopt-a-family under Correspondence and Employee Handbook under the Executive Committee. The motion was seconded by Mr. Wolfersberger.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION-None

Susquenita Adopt-A-Family Program – A flyer was received asking for donations to the Susquenita Adopt-a-Family program.

A motion was made by Mr. Williams to donate \$300.00 to the Susquenita Adopt-a-Family Program. The motion was seconded by Mr. May and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – No report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski reported that the bids for the standpipe rehabilitation are due back at the end of October.

Standpipe rehab is planned for the spring of 2024. There are time constraints due to the use of grant funding.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

A written report was provided and summarized.

BOROUGH SOLICITOR – Ms. Alexis McConville, Dissinger and Dissinger

Solicitor McConville explained the outline for the Alcoholic Beverages/Sidewalk Sales Ordinance. Any suggestions or changes should be brought to her attention.

The permitting costs and application costs will be determined and approved with an updated General Fee Schedule

DUNCANNON FIRE COMPANY – Dakota Wise

Report provided.

BOROUGH MAYOR – Mr. Rick Knepp

Mayor Knepp reported that in the past month, he has attended the time capsule placement at the Bi-Centennial park, the Dust-off Duncannon event, and met with the Carson Long Military Academy Alumni at the Clarks Ferry Tavern.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

A motion was made by Mr. Williams to acquire an updated quote from Scantek for digital archiving of Borough records. The motion was seconded by Mr. May and passed with a unanimous voice vote.

An update was provided on the Civil Complaints filed by Mrs. Marsh, the Duncannon borough Billing Clerk.

A motion was made by Mr. Williams to allow the office staff to file civil complaints at the Magisterial District justice as they feel appropriate. The motion was seconded by Mr. Wolfersberger 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 approve the Treasurer's Report dated September 30, 2023 subject to audit. The Motion was seconded by Ms. Daub and passed with a unanimous voice vote.

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

COUNCIL COMMITTEE REPORTS

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

A motion was made by Mr. May to approve the proposed 203 budget line item transfers as of September 30, 2023 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 the December 2023 Medical/Rx, Dental, & Vision insurance renewals as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the Splashwire service agreement for 2024. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Kroboth reported that the PENNVEST Financing closing is scheduled for Thursday, October 19, 2023.

He also stated that the PENNVEST Water Project financing is up for approval as well.

PARKS & RECREATION – Mr. Williams, Chairman

Mr. Williams reported that the Halloween Parade is set for October 29, 2023 at 3:00PM.

Weather permitting, there will be a November Market on the Tavern Green, featuring Kettle Soups.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

Speed calming solutions were discussed. Marvin Ta of Pennoni is working on some suggestions.

Part time/shared law enforcement has been considered.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Mr. Rogalski summarized request from Veolia water asking for access to the Watershed. The Veolia legal team is formulating a motion which will be reviewed by Dissinger & Dissinger before any actions are taken.

Mr. Kirkhoff suggested that Veolia should begin by contacting the Nature Conservancy to see if an agreement is even possible before spending money on due diligence including; surveying, geotechnical surveys, & creek sampling.

The representatives from Veolia will look into the Nature Conservancy agreement.

EXECUTIVE COMMITTEE –

The Employee handbook will be updated. Mayor Knepp has been collecting examples from other municipalities for comparison and suggestions.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:00 PM on October 17, 2023. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED