

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
November 21, 2023**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on November 21, 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, Karl Conrad, Cynthia Daub, Jeffrey Kirkhoff (exited mtg. at 8:10PM), Joseph Misner, Roger Williams.

**Officials Absent:** Junior Council-Sophia Cappawana

**Others Present:** Engineer – Greg Rogalski, Operator – John Farrier, Solicitor – William Dissinger

**Citizens Present:** Arthur Saunders, Michael Klein & Peng Chen from Veolia Water

**MINUTES –** A motion was made by Mr. May to approve the minutes for the October 17, 2023 Borough Council meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**Amendments to the Agenda:** None

**PUBLIC COMMENT**

**Arthur Saunders, Veolia Water-** Mr. Saunders has been working with Solicitor Dissinger to prepare a resolution that will allow Veolia to begin Due Diligence in preparation before planning a water filtration plant in the Watershed area. Resolution will be placed on the December meeting agenda.

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION-**None

**GENERAL REPORTS**

**JUNIOR COUNCIL –** No report.

**BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

Mr. Rogalski recommended that the Borough Council adopt Resolution 2023-5 requesting a Statewide Local Share Assessment grant from the Commonwealth Financing Authority to be used for water system improvements and a letter to the Department of Community and Economic Development (DCED) verifying that the Borough has reserve funds to match all grant monies requested.

A motion was made by Mr. Williams to adopt Resolution 2023-5 Requesting a Statewide Local Share Assessment Grant from the Commonwealth Financing Authority to be used for water system improvements and the Matching Funds Commitment Letter to be executed by Mr. Robert Kroboth. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Rogalski reported that there will be a planned work stoppage at the WWTP on December 11, 2024 to address repairs, cleaning, and inspections.

**PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier**

A written systems report and a 2023 water production and usage report were provided and summarized.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger shared the process of Amending the Agenda and its limitations.

Solicitor Dissinger will have three items for the December Agenda.

**DUNCANNON FIRE COMPANY –**

Written report provided.

A letter was provided asking the Borough for Tax forgiveness on the parcel at 27 N. High Street for 2023.

A motion was made by Mr. Williams to make a \$502.47 donation to the Duncannon Fire Company with proof of 2023 tax payment. The motion was seconded by Mr. May and passed with a unanimous voice vote, with Mr. Conrad abstaining as he is an active member of the Fire Company.

**BOROUGH MAYOR – Mr. Rick Knepp**

Mayor Knepp thanked the Parks & Recreation Committee for their hard work in planning a very successful Halloween Parade, and he was happy to participate in the judging.

Mayor Knepp presented a certificate to Mrs. Betty Cromleigh at Kinkora from the Borough of Duncannon honoring and celebrating her 100<sup>th</sup> Birthday.

Mr. Chuck Reed prepared the artwork for certificate background.

Mayor Knepp represented the Borough at the recent Chamber of Commerce meeting which was held at Susquenita High School.

The Mayor has been researching how the Borough can or if the Borough can use the arch-ways to the river. Contact has been made with the PA Fish Commission and attempts are being made to reach Norfolk Southern.

A meeting will be held with Elizabeth Hanson of the Nature Conservancy to determine if the Susquenita Mountain Biking club can ride trails in the Watershed Area.

A reflective, safety yellow jacket was provided to Mr. Klase, Codes Officer by Mayor Knepp to provide visibility.

Registration forms are available for the Perry County Road Runner's 'Last Mile' event.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

A motion was made by Mr. Williams to advertise the 2024 Re-organizational meeting, the 2024 Council Meeting schedule and the January 2024 Committee Meeting schedule. 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. May to approve the Treasurer’s Report dated October 31, 2023 subject to audit. The Motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to approve and ratify the bills/EFT’s prepared for October, 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 advertisement of the Draft 2024 Proposed Budget. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve advertisement of Ordinance #434, Fixing the Tax Rates for 2024. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve advertisement of Ordinance #436, Setting the Rate Charged for Water Service in the Borough. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The General Fee Schedule will be reviewed and updated by the Infrastructure Committee for consideration at the December Council Meeting.

**PARKS & RECREATION – Mr. Williams, Chairman**

Mr. Williams reported that the Halloween Parade was successful with a wide variety of participants.

A soup sale was held at the November Market on the Tavern Green. The Sons of the American Legion donated the proceeds of their soup sale to Parks & Recreation.

The Sled Drop will be held on December 31, 2023 at 10:00PM on the Clarks Ferry Tavern Green.

Parks and Recreation will not have meetings in November or December of 2023.

**REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman**

Perry County Generations has requested a mirror be placed/permission to install a mirror at their driveway on Market Street. This issue has been sent to the Infrastructure Committee for Consideration at the December meeting.

**INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman**

A motion was made by Mr. Wolfersberger to accept the land offered by the Estate of Helen Maguire to the Borough of Duncannon. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Solicitor Dissinger will contact Solicitor Ben Cramer to proceed with the transfer of the land.

A motion was made by Mr. Wolfersberger to authorize advertisement of a part-time public works position. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to accept the Pennoni Associates Inc. fee schedule for 2024 Engineering services as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**EXECUTIVE COMMITTEE –**

A motion was made by Mr. May to close the Borough Office and Public Works as follows with employees paid for the hours of early closure:

Wednesday, November 22, 2023 at noon

Friday, December 22, 2023 at noon

& Friday, December 29 at noon.

The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS - None**

**PUBLIC COMMENT**

Mayor Knepp congratulated newly and re-elected Borough officials.

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 8:20 PM on November 21, 2023. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for December 19, 2023 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary