

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
January 16, 2024**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on January 16, 2024. 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, Sophia Cappawana, Cynthia Daub, Roger Williams.

**Officials Absent:** Jeffrey Kirkhoff, Joseph Misner

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

**Citizens Present:** Charlie Wise, John Cappawana

**MINUTES –** A motion was made by Mr. Williams to approve the minutes for the December 19, 2023 and the January 2, 2024 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- None**

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

**Ashton Bronstein-** Mr. Bronstein is a scout with Troop 64. He is working on his promotion to Eagle, he stated via a phone call that he was seeking funds to complete Appalachian Trail signs for Duncannon.

A motion was made by Mr. Williams to donate \$1000.00 from the Parks & Recreation fund to Mr. Bronstein for his Eagle Scout Project. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**Jennifer Gill-** Ms. Gill inquired via phone call what the Borough status was on Airbnb locations in the Borough. She would be interested in a variance of exception on a single property. She has worked with Solicitor Dissinger on a property in Millerstown Borough and he will contact her.

**Newport Elementary PTO -** Information was received from Newport Elementary School seeking support for a PTO 5K walk/run. The informational packet was distributed to all Borough officials.

**Duncannon Fire Company -** An invitation was received from the Duncannon Fire Company for their March 24, 2024 Banquet. The letter was distributed to all Borough officials.

The Fire Company also sent a letter stating that they will begin soil boring at their new property at 27 North High Street. They will also be closing the parking area to all vehicle parking.

**Picture Perry-** Picture Perry will be hosting a Natural Resources and Recreation Workshop on January 18, 2024 at 1:00PM.

#### **GENERAL REPORTS**

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

Mr. Rogalski presented the bids received for the Ann Street Water Main Rehabilitation.

A motion was made by Mr. Wolfersberger to accept the bid from DOLI Construction in the amount of \$646,695.00 with the inclusion of Option 4. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

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

The diffusers at the WWTP are not working as intended and are on the list for repair.

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

Solicitor Dissinger presented Ordinance #437 for adoption, An Ordinance of the Borough of Duncannon, removing the Borough's Ordinance Pertaining to Alcoholic Beverages; And Amending the Borough's Ordinance Pertaining to Alcoholic Beverages and Sidewalk Constructions.

A motion was made by Mr. Williams to adopt Ordinance #437 as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

##### **DUNCANNON FIRE COMPANY –**

Written reports were provided.

Mr. Wise reported that the goal is to have the new Fire Station completed by the 100<sup>th</sup> Anniversary of the Duncannon Fire Company in the summer of 2027

##### **BOROUGH MAYOR – Mr. Rick Knepp**

Mayor Knepp thanked the Duncannon Fire Company and Fire Police for their participation in the 'Last Mile' event.

He has been researching the Junior Council Program and gathering information from PSABs.

After discussions over the phone and in person with the Borough Foreman it was decided that the snow events on January 6 and January 12, 2024 did not warrant snow emergency declarations.

##### **CODES ENFORCEMENT- Mr. Anthony Klase**

No report.

##### **BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer provided a proposed advertisement for Borough Committee meetings for review and consideration by Borough Council.

The August Finance Committee meeting will be changed to August 7, 2024 to accommodate National Night Out, and the November meeting will be changed to November 6, 2024 to accommodate Election Day.

A motion was made by Mr. May to advertise the committee meeting schedule with changes. 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. May to approve the Treasurer's Report dated December 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 December, 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 adopt the Borrowing Base Certificate as is, to be completed by Robert Kroboth as appropriate. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. Williams to adopt Ordinance #438, Authorizing and Securing the Issuance of a Guaranteed Water Revenue Note. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt Resolution 2024-1, Intent to Reimburse the Borough's General Fund used to construct Improvements to the Water System. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

Mr. Williams reported that the Sled Drop was held on December 31, 2023 and was very well attended.

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

No report.

Mrs. Bauer mentioned that the Duncannon Honors banners have now been displayed for four years.

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

A motion was made by Mr. Wolfersberger to accept the I.B. Abel quote for the standpipe re-conductor and pole replacement in the amount of \$43,717.78 to be paid from the Electric Fund. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A Motion was made by Mr. Williams to ratify the expenditures for the emergency repairs at well #4. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**EXECUTIVE COMMITTEE – Mr. May, Chairman**

A motion was made by Mr. May to approve the Scantek proposal for Document Conversion and Laserfiche with Mrs. Bauer's conditional approval with cooperation from Splashwire. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. May to enter Executive session at 7:49 to discuss an employment issue. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to re-enter regular session at 8:06PM. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS - None**

**PUBLIC COMMENT – None**

**ADJOURNMENT.**

A motion was made by Mr. May to adjourn at 8:07 PM on January 16, 2024. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for February 20, 2024 at 7:00PM.

Respectfully Submitted,

  
Kathryn Bauer  
Duncannon Borough Secretary