

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
May 21, 2024**

- Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on May 21, 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 Knepp, Sophia Cappawana, Cynthia Daub, Roger Williams.
- Officials Absent:** Jeffrey Kirkhoff, Joseph Misner
- Others Present:** Engineer – Greg Rogalski, Operator – John Farrier, Solicitor – William Dissinger
- Citizen's Present:** Paul Wyatt- Duncannon Record
- MINUTES –** A motion was made by Mr. May to approve the minutes for the April 16, 2024 Borough Council meeting as presented. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

**Amendments to the Agenda:** None

**PUBLIC COMMENT**

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

**Bill Christian-** Food Distribution change of venue.

A motion was made by Mr. Williams to allow Mr. Christian and the Faith in Christ Organization to use the Municipal Lot at 18-28 N. Market Street for food distribution on the first Thursday of each month at 5:00PM. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**A.T. Festival Permit –**

A motion was made by Mr. Williams to approve the Appalachian Trail Festival permit for June 15, 2024 from 10AM-4PM. Event will be held on High Street, from Cumberland to Ann Street. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**Perry County Association of Township Officials -**

An invitation was received inviting Borough Officials to the 2024 Perry County Association of Township Officials to the 111<sup>th</sup> Annual County Convention. The invitation was distributed to Borough Officials.

**GENERAL REPORTS**

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

Mr. Rogalski reported that a hydrant flushing test would be performed on Wednesday, May 29, 2024. The test will take place from approximately 1-3AM.

A Code Red will be sent out as well as a posting on Facebook.

The Ann Street Water Project is on the calendar for the end of July. The Standpipe Project will be completed shortly after.

A motion was made by Mr. Williams to approve Change Order #1 in the amount of \$49,450.00 to World Wide Industries Corp. for temporary water storage. The motion was seconded by Mr. May and passed with a unanimous voice vote.

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

A written monthly systems report was provided and summarized.

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

No report.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

A written report was provided.

**BOROUGH MAYOR – Mr. Rick Knepp**

A company has been installing new fiber-optic cables throughout the Borough. Mayor Knepp brought a piece of the cable to study.

The pedestrian crossing signs that have been placed in the area of the square are having an impact. Traffic is slowing down.

Mayor Knepp met with the PSP regarding the downtown traffic and they have made an effort to show a presence downtown.

A prototype of a sign for above the door in the Borough back room was displayed.

The Susquenita School District has a record number of athletes qualified for the State Track and field Tournament.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer stated that items for the next newsletter should be received in the Borough Office by next week.

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

A motion was made by Mr. May to approve the Treasurer's Report dated April 30, 2024 subject to audit. The Motion was seconded by Ms. Daub and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve and ratify the bills/EFT's prepared for April, 2024. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**COUNCIL COMMITTEE REPORTS**

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

Mr. Kroboth reported that the \$650,000.00 PENNVEST Loan for Ann Street Water Main Replacement /Leak Detection System Project Closed May 14, 2024.

The Borough and DBMA Audits are underway and progressing as anticipated.

The \$556,000.00 Standpipe Rehabilitation/Stream Crossing Replacement Grant Contract has been Executed.

The \$254,507.00 COVID-19 A.R.P.A. PA Small Water & Sewer Grant Contract for Ann Street Water Main Replacement Project Approved and Being Distributed for Signatures.

\$64,900.00 CDBG Grant Opportunity for the Noye Park Pedestrian Bridge Rehabilitation Project Pre-Application was submitted to Perry County Grant Advisory Group (PCGAG) on May 3<sup>rd</sup>.

A motion was made by Mr. Williams to adopt Resolution 2024-8 to Set Up a New Non-Interest Bearing Checking Account at Mid-Penn Bank for PENNVEST Water Loan ME#12800. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

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

Mr. Williams reported that movie night will be held at Cooper Field on Friday, July 5 and Friday, August 2, 2024 at Cooper Field.

The Market at the Tavern Green has begun for the summer season.

The Memorial Day Parade will be held on Saturday, May 25 at 10:00AM.

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

A handicap parking space was approved by the committee for 210 High Street.

A motion was made by Mr. Williams to direct Solicitor Dissinger to research and prepare an ordinance regarding Drone usage in the Borough. The motion was seconded by Ms. Daub and passed with a unanimous voice vote.

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

The Borough is applying for the ARLE Grant for traffic calming on Market Street.

The A.T. Pocket Park sign is coming along and looking great.

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

A motion was made by Mr. May to add July 5<sup>th</sup>, 2024 as a one-time paid day off to the Borough Holiday Calendar for employees. The motion was seconded by Ms. Daub and passed with a 3-1 roll call vote with Ms. Cappawana dissenting and Mr. Williams abstaining.

Interviews will be set up with the two applicants for the Codes Enforcement position.

A motion was made by Mr. May to approve two (2) days of paid funeral leave for the loss of a spouse, child, step-child, grandchild, parent, step-parent, grandparent, brother, sister, spouse's parent or step-parent, and for one (1) day of paid funeral leave at the time of the death for the loss of a

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brother/sister-in-law, aunt, uncle, or spouse's grandparents for all part-time employees retroactive to January 1, 2024. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

**PUBLIC COMMENT – None**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 7:34PM on May 21, 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 June 18, 2024 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary