

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 17, 2025**

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on June 17, 2025. 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, Jeffrey Kirkhoff, Joseph Misner, and Roger Williams

Officials Absent:

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

Citizen’s Present: Paul Wyatt-Duncannon Record, Dakota & Charlie Wise-Duncannon Fire Company

MINUTES – A motion was made by Mr. May to approve the minutes for the April 15 & May 20, 2025 Borough Council meetings as presented. The motion was seconded by Ms. Cappawana and passed with a unanimous voice vote.

Amendments to the Agenda- NONE

PUBLIC COMMENT-None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Perry County Conservation District and Keep Pennsylvania Beautiful – The Borough received thank-you notes from these two organizations for the monetary contribution to the Electronics Recycling Day event.

Discover Perry County Printed – A motion was made by Mr. Williams to approve the purchase of a 1/6-page advertisement in the 2025 Discover Perry County Printed Guide at the cost of \$360.00. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

Main Street Committee – A motion was made to approve the ‘Rock the Block’ event application for August 9, 2025 and associated road closures. The motion was seconded by Mr. May and passed with a unanimous voice vote.

GENERAL REPORTS

BOROUGH ENGINEER –Greg Rogalski

A written report was provided and summarized.

A motion was made by Mr. Wolfersberger to approve Amendment One to the Temetra Solution Agreement. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve submission of a Community Development Block Grant application for the rehabilitation of the bridge at Noye Park. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

No action was taken on Application for Payment #3 for DOLI Construction.

PUBLIC WORKS OPERATOR – Miller Environmental, John Farrier

A written monthly systems report was provided and summarized.

BOROUGH SOLICITOR – Mr. William Dissinger

A meeting will be scheduled with the Solicitor, Mr. Wolfersberger, and Mr. Ohnmacht to discuss the Trailer Ordinance.

DUNCANNON FIRE COMPANY - Chief Byron Worner

A written report was provided.

The Fire company requested a letter from the Duncannon Borough Council expressing support of the new in-town fire house project. Mrs. Bauer prepared an example letter for review.

A motion was made by Mr. Wolfersberger to execute a letter of support for the new fire station project. The motion was seconded by Mr. May and passed with a unanimous voice vote.

BOROUGH MAYOR – Mr. Rick Knepp

A written Codes Enforcement Report was provided by Mr. Ohnmacht. Included was information regarding identification of possible Dangerous and Dilapidated Buildings in the Borough.

Mayor Knepp reported that he had attended the PSAB's conference and provided a list of the resolutions prepared and voted on by the Delegates.

He also provided a list of classroom and web-based training available from PSAB. The Borough has a PSAB Plus membership making this training free or very inexpensive. Mayor Knepp encouraged all council members to take advantage of these opportunities. He has completed enough classes to earn certification and a plaque.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

No Report.

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

A motion was made by Mr. Williams to approve the Treasurer's Reports dated April 30 & May 31, 2025 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 April & May, 2025. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

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

A motion was made by Mr. Williams to approve the 2024 Financial Audit Engagement Letter as prepared by Wagner, Dreese, Elsasser & Associates. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to accept the 2023 Liquid Fuels Audit report as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

There are many events this weekend in the Borough. These events include the AT Festival on High Street, The Disabled American Veterans event at Cooper Field, a Market at the Sled Works, and a community picnic at the Susquehanna Apartments.

One full-time Employee and one part-time employee will rotate between the events ensuring proper set up of street closures and that trash receptacles are not overwhelmed. They will also re-open any closed streets at events end.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

A request for a handicap parking space was received from the resident at 108 N High Street.

A motion was made by Ms. Cappawana to approve the installation of a handicap parking space at 108 N. High Street. The motion was seconded by Mr. May and passed with a unanimous voice vote.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

Mr. Wolfersberger reported that the new refuse truck should be arriving next week. There have been some issues with the tires that are being addressed.

PENNDOT repaired the collapsed pipe and roadway at the intersection of 849 and N. High Street. The Borough will be billed for the repair.

New electric has been installed at the building by the creek and the old booster station.

EXECUTIVE COMMITTEE – Mr. May, Chairman

The consideration of change to Borough Office/Crew hours has been tabled until the July meeting.

A letter of interest in filling the vacant Council position was received from Donald N. Failor.

A motion was made by Mr. Wolfersberger to appoint Mr. Donald N. Failor to the vacant position on the Duncannon Borough Council. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to enact a 3% wage increase for all eligible employees on July 1, 2025. The motion was seconded by Mr. Wolfersberger and passed with a 3-2 roll call vote with Ms. Cappawana & Mr. Misner dissenting and Mr. Williams abstaining.

UNFINISHED BUSINESS-NONE

NEW BUSINESS-NONE

PUBLIC COMMENT-NONE

ADJOURNMENT

A motion was made by Mr. May to adjourn at 8:01PM on June 18, 2025. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for July 15, 2025 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED