

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 21, 2025**

Call to order: Michael May, President of Council, called the meeting to order at 7:00PM on October 21, 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, Sophia Cappawana via telephone, Donald Failor, Roger Williams, Mayor Rick Knepp

Officials Absent: Jeffrey Kirkhoff, Joseph Misner

Others Present: Engineer – Greg Rogalski, Operator – Steve Sauers, Solicitor – William Dissinger, Finance Director/Treasurer – Robert Kroboth, Ralph Ohnmacht-Codes Enforcement Officer, Corey Stone – Emergency Management Coordinator

Citizen's Present: Paul Wyatt-Duncannon Record,

MINUTES – A motion was made by Mr. May to approve the minutes for the September 16, 2025 Borough Council meeting as presented. The motion was seconded by Mr. Failor and passed with a unanimous voice vote.

Amendments to the Agenda- NONE

PUBLIC COMMENT

Kraig Nace – Duncannon EMS

Mr. Nace provided and summarized a printed packet including upcoming EMS events and call volume.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION-NONE

Duncannon Appalachian Trail Community (DATC)– Jeffrey Martz

Mr. Martz requested a letter of support of the DATC for their application to the Appalachian Trail Community Conservation Collaborative(ATCCC).

A motion was made by Mr. Wolfersberger to approve the proposed letter of support as presented for the DATC application to the ATCCC.

GENERAL REPORTS

BOROUGH ENGINEER –Greg Rogalski

A written report was provided.

A motion was made by Mr. Williams to table the Nature Conservancy FSC Group Certification Program Memorandum of Understanding for Solicitor Review. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to direct Pennoni Associates to move forward with an additional LSA Grant application on behalf of the Borough. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve Quote #782510DM-13 from Culligan Water for Arsenic Filter Tank Rebeds in the amount of \$29,744.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC WORKS OPERATOR – Envirotec Resources LLC. Steve Sauers

A written monthly systems report was provided and summarized.

BOROUGH SOLICITOR – Mr. William Dissinger

No Report.

DUNCANNON FIRE COMPANY - Chief Byron Worner

Written Report Provided.

BOROUGH MAYOR – Mr. Rick Knepp

A written Codes Enforcement Report was provided by Mr. Ohnmacht.

Mayor Knepp reminded Council Members to have write-in cards ready for election day if they are not on the ballot and wish to remain on council.

Mayor Knepp attended the Senior Canter event honoring Scotty Brown and her art.

He thanked office staff for the work updating the Holiday tree.

Mayor Knepp attended the Fall PSAB's conference.

A review of various communications systems will go to the Finance Committee so that a recommendation to Council can be made for the November meeting.

LTAP traffic calming information will be shared at the Public Safety Committee meeting.

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 September 30, 2025 subject to audit. The Motion was seconded by Mr. May 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, 2025. The motion was seconded by Mr. May 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 ratify the 2026 Pension Plans MMO obligations. The motion was seconded by Mr. Failor and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the proposed 2025 budget reallocation plan @ September 30, 2025. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The 2024 Audit should be complete by December 31, 2025.

Mr. Kroboth reported that the first draft of the 2026 budget should be ready for review in approximately two weeks.

A motion was made by Mr. May to accept the Recommended Health Benefit Plan renewals effective December 1, 2025 as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Emergency communications options will be considered at the finance committee meeting for a recommendation to the full Council.

Mr. Kroboth reported that the Federal Reserve cut the Federal rate by 25 Basis Points.

The PMEA rate comparison tables for 2025 were provided for informational purposes. Duncannon has the lowest electric rates in the state of Pennsylvania.

The Splashwire Information Technology Capital Replacement Recommendations will be considered at the Finance Committee meeting for recommendation to the full Council.

A meeting regarding the proposed Electrical service upgrade for the new Firehouse will be discussed at a meeting on November 4, 2025 at 8:30AM at the front room in the Borough Office Building.

A motion was made by Mr. Williams to execute a match letter for the PA DEP Grid Resilience Grant round #2. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Williams, Chairman

The Halloween Parade is scheduled for October 26, 2025 at 3:00PM. The parade will travel down High Street from Clark Street to Cumberland Street.

REVITALIZATION & PUBLIC SAFETY– Mr. Misner, Chairman

No report.

INFRASTRUCTURE, FLEET & FACILITIES – Mr. Wolfersberger, Chairman

A motion was made by Mr. Wolfersberger to approve advertising the Yellow Dump Truck (Ford) and the old Refuse truck for sealed bid. The motion was seconded by Mr. May and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. May, Chairman

A motion was made by Mr. Williams to enter executive session at 8:09PM for information sharing of a possible safety concern in the Borough. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Council returned to regular session at 8:19PM.

Mr. May reported that Ms. Molly Cappawana would not be returning as Tax Collector for the Borough in 2026 and that the Position will need to be filled.

UNFINISHED BUSINESS-NONE

Mr. Failor reported that Pioneer Day at the Clarks Ferry Tavern was very successful and a very nice event.

Mayor Knepp asked that Hazard Mitigation Resolutions be put on the Agenda for November.

NEW BUSINESS-NONE

PUBLIC COMMENT

Mr. Corey Stone is the EMS representative for the Emergency Services Commission.

Mr. Stone Stated that Emergency notifications and notifications regarding Borough utility issues should come from separate sources.

He and Mr. Nace agreed that cell and radio service within the borough is sporadic and there are places with 'dead zones'.

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:36PM on October 21, 2025. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled Borough Council meeting has been advertised for November 18, 2025 at 7:00PM.

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary