

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
December 16, 2025**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on December 16, 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, Donald Failor via telephone, Jeffrey Kirkhoff, Joseph Misner, Roger Williams, Mayor Rick Knepp

**Officials Absent:** Sophia Cappawana

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

**Citizen's Present:** Paul Wyatt, John Rubinik

**MINUTES –** A motion was made by Mr. May to approve the minutes for the November 18, 2025 Borough Council meeting as presented. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

**Amendments to the Agenda- NONE**

**PUBLIC COMMENT-NONE**

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

**Susquenita High School National Honor Society** – Correspondence was received seeking donations for the annual Chuck-a-Duck event benefiting the Wounded Warrior Project.

A motion was made by Mr. Williams to donate \$100.00 to the SHS Chuck-a-Duck event. 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.

Mr. Rogalski reported that a number of grant applications have been or will be submitted on behalf of the Borough.

Repairs for the screw press are bring scheduled.

**PUBLIC WORKS OPERATOR – Envirotec Resources LLC. Steve Sauers**

A written monthly systems report was provided.

**BOROUGH SOLICITOR – Mr. William Dissinger**

No Report.

**DUNCANNON FIRE COMPANY - Chief Byron Worner**

No report.

**BOROUGH MAYOR – Mr. Rick Knepp**

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

Mayor Knepp thanked the Borough workforce for the holiday decorations about town and in the office.

He reported that he gave a speech on behalf of the Borough at the Annual Tree Lighting at the Clarks Ferry Tavern.

He thanked outgoing board members for their service to the Borough and wished a Merry Christmas to All.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer reported that she will be working with the Appalachian Trail Community Conservation Collaborative and has recommended looking into a project at Noye Park.

**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 November 30, 2025 subject to audit. The Motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve and ratify the bills/EFT's prepared for November, 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. Williams to approve the 2026 Budget as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt ordinance #443, Fixing the Tax Rate for 2026. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt Ordinance #444, Setting the Rate Charged for Water Service in the Borough. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the annual vacation leave buyout for a Borough Employee. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the Splashwire Information Technology Capital Replacement Recommendations. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

The Sled Drop is scheduled for December 31, 2025 at 10:00PM.

The crew has been clearing the bank along 11 & 15 in order to run electric. The committee would like to build a pavilion in the park depending on the requirements as it is in a flood plain.

They would also like to place flags in the square in honor of the 250<sup>th</sup> anniversary of the United States and possibly plan events to coincide with the celebration.

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

No report.

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

A motion was made by Mr. Wolfersberger to accept the bids from Sylvester’s Services of \$5,001.50 for the Old Refuse Truck and \$2000.01 for the Ford L8000 Dump Truck. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to change the Work Crew Post-Thanksgiving holiday to Black Friday in place of the Monday after. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The most recent report has water loss at 25%.

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

A motion was made by Mr. May to appoint Caidan N. Bauer as the Duncannon Borough Tax Collector for 2026. The motion was seconded by Mr. Williams and passed with a roll call vote. Motion passed with 5 yea votes and Mr. Kirkhoff abstaining.

**UNFINISHED BUSINESS-NONE**

**NEW BUSINESS-NONE**

**PUBLIC COMMENT**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 7:45PM on December 16, 2025. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The re-organization meeting is advertised for January 5, 2026 at 7:00PM and the next regularly scheduled Borough Council meeting has been advertised for January 20, 2026 at 7:00PM.

Respectfully Submitted,



Kathryn Bauer  
Duncannon Borough Secretary

APPROVED