

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
November 18, 2025**

**Call to order:** Michael May, President of Council, called the meeting to order at 7:00PM on November 18, 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 via telephone, Joseph Misner, Roger Williams, Mayor Rick Knepp

**Officials Absent:** Jeffrey Kirkhoff

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

**Citizen's Present:** Paul Wyatt-Duncannon Record, Katrina Martz-Duncannon Main Street Committee, Brittany Boyer, Zach Caley, Kim Wagner, Byron Worner-Chief of the Duncannon Fire Company, Ed Chism

**MINUTES –** A motion was made by Mr. May to approve the minutes for the October 21, 2025 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**

**Katrina Martz – Duncannon Main Street Committee**

Ms. Martz introduced herself as the coordinator of many of the Duncannon Main Street Committee events.

She stated that the Main Street Committee has ornaments available for residents to decorate and place on the tree at the Friends of Clarks Ferry Tavern's Tree Lighting Event.

Future plans for the Main Street Committee include working with Penn State Extensions Master Gardeners to help with landscaping in the AT Pocket Park, a community clean-up day, a car show & motorcycle ride, and the second annual 'Rock the Block' Party.

Ms. Martz thanked the Borough for allowing them the opportunity to hold events, and offered help for any events the Borough may hold. Hoping the partnership will make everything bigger and better for both organizations.

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

**Ed Chism** –Mayor Knepp introduced Mr. Chism as he is donating 1888 maps of Duncannon to the Borough from the Estate of Susan Long. The maps are rich in history and will find a place of honor in the Borough Hall.

### GENERAL REPORTS

#### **BOROUGH ENGINEER –Ryan Jongezoon**

A written report was provided.

A motion was made by Mr. Williams to adopt Resolution 2025-3 and Ownership Letter for the 2025 LSA Grant - 2026/2027 Electrical System Upgrades project. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to adopt Resolution 2025-4 and Ownership Letter for the 2025 LSA Grant - Lincoln Street Water Main Rehabilitation project. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to authorize the PA Fish & Boat Commission: Boating Facilities Grant for the 2026 Archway Restoration Planning. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

A written monthly systems report was provided.

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

No Report.

A motion was made by Mr. May to Adopt the Memorandum of Agreement between The Nature Conservancy and the Borough of Duncannon. The motion was seconded by Mr. Williams and passed with a unanimous voice vote,

#### **DUNCANNON FIRE COMPANY - Chief Byron Worner**

Written Report Provided.

Chief Worner reported that the Brush Trick was damaged on a call, and the Chief's Buggy had been damaged by a falling tree.

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

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

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

A motion was made by Mr. Williams to approve advertisement of the 2026 Re-organization meeting for January 5, 2026. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve advertisement of the 2026 committee meeting schedule as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve advertisement of the 2026 Borough Council meeting schedule as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A new Borough Contacts list will be prepared for 2026.

### **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 October 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. Williams to approve and ratify the bills/EFT's prepared for October, 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 Noye Park Pedestrian Bridge-Local Match Commitment Letter. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to renew a contract with the Code Red Emergency Alert System. The motion was seconded by Mr. May and passed with a unanimous voice vote,

A motion was made by Mr. May to approve advertising of the 2026 Budget, Ordinance #443-Fixing the Tax Rate for 2026, and Ordinance #444- Setting the Rate Charged for Water as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. May to adopt resolution 2025-6, Amending the General Fee Schedule to set a new refuse Collection Fee. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

Parks and Recreation does not have meetings scheduled for November and December.

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

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

A motion was made by Mr. May to Adopt Resolution 2025-5, the Perry County Hazard Mitigation Plan. The motion was seconded by Mr. Misner and passed with a unanimous voice vote.

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

A motion was made by Mr. Wolfersberger to accept the Pennoni Rate Schedule for 2026 as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Wolfersberger reported that the WWTP Screw Press will need substantial maintenance.

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

No Report.

**UNFINISHED BUSINESS-NONE**

**NEW BUSINESS-NONE**

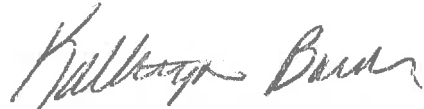
**PUBLIC COMMENT**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 7:57PM on November 18, 2025. 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 December 16, 2025 at 7:00PM.

Respectfully Submitted,



Kathryn Bauer  
Duncannon Borough Secretary

APPROVED