

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
January 15, 2019**

Call to order: Jeffrey Kirkhoff, Vice President of Council called the meeting to order at 7:00 p.m. on January 15, 2019. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

Officials Present: Jeffrey Kirkhoff, Christopher Adams, Karl Conrad, Lisa Landis, Michael May (until 9:15PM), Roger Williams, and Mayor Cappawana.

Junior Council: Sophia Cappawana

Members Absent: Darryl Croutharmel

Others Present: Solicitor – William Dissinger, PESI – Kevin Hoch, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.

Citizens Present: Jim Ryan, Mike Wolfersberger, Byron Worner, Jason Finnerty, Alan Houck, Jeff Styers, Mike Wolfersberger, Tyler Shultz, & Debra Wagner.

MINUTES – Minutes were presented for the December 18, 2018 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the December 18, 2018 Council Meeting as presented. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT

Mr. Jason Finnerty – Perry County & Tri-County Regional Planning Commissions
Mr. Finnerty presented a summary of the Perry County Hazard Mitigation.

Mr. Finnerty provided a Project Opportunity form to the Borough, goals, and an evaluation Survey that should be reviewed and returned.

Mr. Jeffrey Styers – Skate park Designer

Mr. Styers presented a preliminary sketch for a skate park design. The determination needs to be made as to whether the park should be designed for Cooper Field or Wheeler Field.

Mr. Styers fielded questions regarding the structure, size, and how water and flooding could be a concern.

Mr. Styers was invited to join the Revitalization, Public Safety, & Communication committee meeting on February 12, 2019 at 6:00PM.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Alan Houck – Mr. Houck had written a letter requesting the need for a handicap parking space for his mother on Ann Street. He was available to answer any questions regarding this request.

A motion was made by Mr. Conrad to evaluate the handicap parking spaces that are currently posted on Ann St. to see if they are in use by the residents. Proceed with proper procedure to remove those not in use and have one placed at 111 Ann Street. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Cove Mountain Community Theater – Grant Application Support Letter

A motion was made by Ms. Landis to approve a letter from the Duncannon Borough Council in support of the Cove Mountain Community Theater in their efforts to seek grant opportunities. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana stated that she is willing to help with any and all projects.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided and summarized by Mr. Rogalski.

A motion was made by Mr. Williams to authorize the advertisement for bids for the Market Street Reconstruction, from Clark St. to 849. Estimated cost of \$160,000.00. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize the advertisement of bid for the CDBG booster station project on or around Feb 14, 2019. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to Authorize Pennoni associates to solicit quotes for an influent pump and installation for the Wastewater Treatment Plant. If the quotes do not come in under the bid threshold Pennoni Associates is authorized to advertise for bids. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Rogalski reported that FEMA will be updating the floodplain maps and therefore the Borough will need to update the floodplain ordinance. Pennoni will prepare updates for the June deadline.

A response letter will need to be prepared for DEP notice regarding deficiencies in the Borough water system. This letter must be sent by the Borough and signed by the Borough Council President by February 16, 2019.

A motion was made by Mr. Williams to authorize the Infrastructure committee to approve a letter of response to DEP regarding Water System deficiencies and request signature by Council President Croutharmel. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC WORKS – Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)

PESI provided a written report. Mr. Hoch summarized the completed and open project items.

The water loss is reported at 50%.

Mr. Hoch stated that he is looking into a way to clean the transducers at the standpipe for optimal accuracy.

A motion was made by Mr. Williams to authorize PESI to proceed with the cleaning of the wet well and the grease traps at the WTP. The motion was seconded by Mr. May and passed with a unanimous voice vote.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger provided a Conditional Use Application for review.

A motion was made by Mr. Adams to Adopt the Conditional use application and set an application fee of \$500.00. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Codes enforcement officer Anthony Klase contacted Solicitor Dissinger with a number of concerns regarding his ability to enforce a number of parking issues.

The Public Safety Committee will review the list and ask Mr. Klase for his input, asking him to attend their next meeting if possible.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The Duncannon Fire Company provided the December, 2018 Fire Report including the general ledger and it was summarized by Chief Worner.

The 2018 Fire Alarm Report was also presented.

Chief Worner was available to answer any questions regarding the documents presented.

Chief Worner stated that the regularly scheduled Fire Company meetings are held on the second Monday of each month and the Executive Committee meets on the fourth Monday of each month.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that he, along with Mr. Williams, Mr. Criley, and Mrs. Bauer attended the ‘Friends of the Clark’s Ferry Tavern’ meeting on January 10, 2019. The meeting was well attended and progress toward stabilization of the building is being made.

Mayor Cappawana also stated that we as a Borough lack participation with County agencies and should be more proactive in looking for available opportunities.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer stated that the ‘Friends of the Clarks Ferry Tavern’ Committee of the Historical Society of Perry County is requesting use of the Borough Office meeting room on February 20, 2019.

Mrs. Bauer suggested making this a standing monthly meeting.

A motion was made by Mr. Williams to approve the facility use request for the ‘Friends of the Clarks Ferry Tavern’ for February 20, 2019 and a monthly meeting thereafter as it fits into the Borough Calendar. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A request for sewer forgiveness was presented for The Pub’s December billing consumption. The business had a major leak and the majority of the water did not enter the sewer system.

A motion was made by Ms. Landis to approve the request for \$721.69 in sewer forgiveness for The Pub. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mrs. Bauer stated that the Borough Building does not have smoke detectors and they should be considered.

Chief Worner stated they would be provided immediately by the Fire Company.

APPROVAL OF TREASURER’S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated December 31, 2018, subject to audit. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Adams to approve and ratify the bills as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE & ADMINISTRATION– Mr. Jeffrey Kirkhoff, Chairman

Proposed 2018 budget line-item transfers were presented by Mr. Kroboth for review/ approval.

A motion was made by Mr. May to approve the proposed fourth quarter 2018 budget line-item transfers. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A bill adjustment proposal was presented for Robert Speaker, account #1072076003. All monetary figures are an approximation.

A motion was made by Ms. Landis to approve the bill adjustments proposed by the office staff and the Finance Committee for Robert Speaker, account #1072076003. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to release the excess Real Estate Fir Tax revenue in the amount \$1,554.37 to the Duncannon Fire Company. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams stated that the next event on the Parks and Recreation schedule is Sledfest in the spring of 2019.

He stated that Lindgren Brewing may be interested in hosting a Brewfest in the future as a way to raise donations for the Clarks Ferry Tavern preservation.

PERSONNEL, LEGAL, & IT – Mr. Darryl Croutharmel, Chairman

The Personnel Committee is Considering the Borough Needs and may consider a part time Coordinator position for communications purposes.

Ms. Landis has been researching websites upgrades for the Borough.

A website built using the WordPress management system will cost approximately \$1,600.00 to \$2,000.00 depending on needs to be determined by committees.

A motion was made by Mr. Williams to authorize funds not to exceed \$2,500.00 for the Revitalization, IT, and Communications Committee to begin the process of building a

new Duncannon Borough Website and to cover any fees that may be incurred. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Ms. Landis to increase the wage of all Public Works employees by \$2.00 per hour effective for the first full pay period of 2019 as set forth in the 2019 budget. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

The phone system in the Borough Office needs updated as the answering machine is inaccessible. Mrs. Bauer will contact Splashwire for assistance.

REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION – Mr. Christopher Adams, Chairman

Mr. Adams stated that the committee has been focused on the possibility of building a skate park in the Borough.

Mr. Klase, Codes Enforcement will be asked to compile a list of chicken owners and send them the permit application and a copy of the ordinance.

A motion was made by Ms. Landis to Donate \$700.00 to the Duncannon Fire Company to upgrade the camera system for security purposes. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff reported that as water loss has become a major issue within the Borough and we are unable to find a major leak, the committee is looking into new meters for residential customers.

The metering system that we use is becoming obsolete and the meters may be need to be read manually by entering each residence if not updated.

The committee is hoping to make this a project a combined water and electric project.

A motion was made by Mr. Kirkhoff to approve up to \$4,000.00 from the Electric account to hire a tree service to trim trees around the electric wires in the Borough. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

UNFINISHED BUSINESS

Mr. Conrad reported that he has been looking into banners for the flagpoles at www.troopbanner.com.

Mrs. Bauer asked if the digital packet distribution had been successful and if Council would like to continue the practice. Mr. Adams will provide a secondary e-mail address.

NEW BUSINESS

Ms. Landis inquired as to steps that could be taken to reduce the speed of drivers on Center Street. She stated that a 10-15 mile per hour speed limit would be ideal.

Mr. Cappawana stated that the Tax Collection books for 2018 had been successfully balanced to the penny by Tax Collector Molly Cappawana.

PUBLIC COMMENT

Deb Wagner - Ms. Wagner asked if the packet information could be shared with those interested prior to the meetings, so that they could be educated on the discussions and decisions being made.

ADJOURNMENT

A motion was made by Mr. Adams to adjourn at 9:55PM on January 15, 2019. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for February 19, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary