

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
March 19, 2019**

**Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on March 19, 2019. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

**Officials Present:** Darryl Croutharmel, Jeffrey Kirkhoff, Karl Conrad, Lisa Landis, Michael May, Roger Williams, and Mayor Cappawana.

**Junior Council:** Sophia Cappawana

**Members Absent:**

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

**Citizens Present:** Jim Ryan, Sean O'Shell, Molly Cappawana, Kim Conrad, & Mike Wolfersberger.

**MINUTES** – Minutes were presented for the February 19, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the February 19, 2019 Council Meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Mr. Sean O'Shell – Duncannon Appalachian Trail Community (DATC)**

Mr. O'Shell presented a special events permit for the DATC Festival to be held on June 15, 2019.

Mr. O'Shell will need a letter prepared to state street closures have been approved. He will bring a sample letter as a guide.

A motion was made by Mr. Williams to approve the special events permit with road closures and related paperwork for the DATC for June 15, 2019. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

The AT Conservancy is beginning a Wild East promotion. Sean presented the Borough with a poster that will be displayed in the front window of the Borough Office. Mr. Croutharmel asked Sean to price the posters and outdoor signs for consideration.

**Ms. Molly Cappawana** – A committee was recently formed as part of the Perry County Economic Development for downtown revitalization. It is in the beginning stages and Ms. Cappawana will keep Council updated with any pertinent information.

**Ms. Kim Conrad**- Ms. Conrad inquired as to whether she would be permitted to plant flowers on Borough property on Center Street.

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

**Penn Township Board of Supervisors** – Penn Township is hosting an informational meeting on March 27, 2019, regarding the Linton Hill Bridge replacement.

**Historical Society of Perry County** – The Historical Society is hosting a meeting on April 17, 2019 to discuss the future of the Clark's Ferry Tavern. Borough Council members are invited to attend.

**Mr. Christopher Adams** - A letter of Resignation from Borough Council was submitted by Mr. Christopher Adams for consideration.

A motion was made by Ms. Landis to accept the resignation of Christopher Adams. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**Letters of Interest in Vacant Council Position** - Letters of interest were received from Mike Wolfersberger and Kim Conrad.

Mr. Wolfersberger and Ms. Conrad were given the opportunity to address council and answer questions pertaining to the position.

A motion was made by Mr. Williams to appoint Mr. Mike Wolfersberger to the vacant Duncannon Borough Council position. The motion was seconded by Mr. May and passed with a 5-0 roll call vote, Mr. Conrad abstaining.

Mr. Wolfersberger was sworn in by Mayor Cappawana.

#### **GENERAL REPORTS**

##### **JUNIOR COUNCIL – Ms. Sophia Cappawana**

Ms. Cappawana stated that she would like to plan the Community Yard Sale for June 8, 2019.

A motion was made by Mr. Kirkhoff to approve and advertise the Community Yard Sale for June 8, 2019 at 8:00AM. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

##### **BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

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

A schedule was provided for booster station and well improvements.

Mr. Rogalski reported that the Market St. paving pre-construction meeting will be held in early April, 2019.

Water loss is major issue and Mr. Rogalski feels that there are leaks, they just need to be found.

**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 48%.

A water loss history graph was presented.

Mr. Hoch reported that one repair was done on the Ann St. water line.

An update on the water loss and steps taken to rectify it will need to be provided to the Department of Environmental Protection in approximately one month.

The switch to Mountain Research Labs has been successful and uneventful.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger reported that the floodplain ordinance will be ready for discussion at the April Council meeting.

An executive session will be needed for the purpose of discussion on a personnel matter and threatened litigation.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

The Duncannon Fire Company provided the February Fire Report.

Chief Worner reported that the fire truck involved in the accident is at the manufacturer for repairs.

At this time no invoices have been received for evaluation of firefighters involved in the accident.

The old pumper truck has been sold.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana reported that there will be a Tri-County meeting on March 20, 2019 regarding Route 322. The meeting is open to the public.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**APPROVAL OF TREASURER’S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated February 28, 2019, subject to audit. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

**RATIFICATION AND APPROVAL OF BILLS**

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

**COUNCIL COMMITTEE REPORTS**

**FINANCE & ADMINISTRATION– Mr. Jeffrey Kirkhoff, Chairman**

Mr. Kroboth reported that Miranda will work in conjunction with the Susquehanna Group to complete the 2016 Duncannon Borough financial audit

A motion was made by Mr. Kirkhoff to approve up to \$15,000.00 for completion of the 2016 financial audit. The motion was seconded by Mr. Williams and passed with a unanimous roll call vote.

Mr. Kroboth reported that \$800,000.00 was moved from the Marysville Bank to a PLGIT account with a 2.24% interest rate.

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

A motion was made by Mr. Williams to approve the closure of Apple Tree Alley and Market Streets from Clark Street to Rachel Street on April 27, 2019 for Sledfest from 5:00AM to 5:00PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A facilities use request was submitted for No Way Out Ministries Day of Hope Event. Mr. Williams would like to meet with Mr. King to discuss facilities policies before this request is approved.

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

No report.

**REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION –**

Ms. Landis reported that the committee met in March with the addition of Borough staff to discuss the recent power outage and steps that should be taken to make the Borough more efficient in the event of a similar or more serious event.

An Emergency management plan from years ago was provided to all council members for review and all suggestions for improvement will be considered.

The No Soliciting sign has been removed from the signpost at the entrance to the Borough.

Ms. Landis stated that there are three handicap parking spaces on Ann St. at this time. She suggested that the sign at 105 Ann St. be moved to 111 Ann St. as the resident it was placed for is no longer residing there.

A motion was made by Ms. Landis to move the Handicap parking space from 105 Ann Street to 111 Ann Street. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The new Borough website is proceeding and suggestions for improvement.

Mr. Styer attended the March meeting and presented a slideshow regarding the proposed skate park.  
The committee continues to pursue grant opportunities.

Chief Worner suggested considering alternate communications for Emergency Management. Mr. Conrad will contact Jason Finnerty at Tri-County Regional Planning Commission to suggest the idea.

#### **INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman**

A motion was made by Mr. Kirkhoff to appoint Mr. Roger Williams to the Duncannon Municipal Authority for a five-year term. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Clean-up day has been scheduled for April 13, 2019 at the Municipal parking lot on Water Street from 7:00AM until 1:00PM.

#### **UNFINISHED BUSINESS - None**

#### **NEW BUSINESS**

A motion was made by Mr. Williams to approve up to \$10,000.00 for tree trimming as needed, to be determined by Foreman Criley. Funds to be drawn from the Water and Streets accounts. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

#### **PUBLIC COMMENT**

**Jim Ryan** – Mr. Ryan asked if Council would be making any decisions after the proposed executive session.

**EXECUTIVE SESSION** - A motion was made by Mr. Williams to enter executive session at 8:29PM for the discussion of personnel and threatened litigation. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to re-enter regular session at 8:39PM. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve a payment of \$5,000.00 to the Dissinger & Dissinger Trust Account to settle a legal matter. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

**COMMITTEE RE-STRUCTURE –**

Mr. Wolfersberger will join the Parks & Recreation, Personnel, Legal & IT, and Infrastructure Committees

Mr. Croutharmel will join the Revitalization, Public Safety, and Communications Committee and be removed from the Personnel, Legal, and IT Committee.

**ADJOURNMENT**

A motion was made by Ms. Landis to adjourn at 8:47PM on March 19, 2019. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for April 16, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary