

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
April 16, 2019**

**Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on April 16, 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, Mike Wolfersberger, 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, Molly Cappawana, Kim Conrad, Michael Keeler, Josh Parrish, Kevin Yoder, Maryann Croutharmel, & Esther Osterhout.

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

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

**PUBLIC COMMENT**

**Ms. Molly Cappawana** – The first little free library has been opened at 717 N. High St. in the Borough.

**Mr. Mario Celi**- Mr. Celi stated that he had been to the Perry Historians to research his property at 109 Cumberland Street. Dennis Hocker was helpful and they discussed the history of the property.

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

**Nature Conservancy – Mr. Josh Parrish**

Mr. Parrish introduced Mr. Kevin Yoder, Forester and Ms. Elizabeth Hanson of the Conservancy Stewardship Staff.

Mr. Parrish provided a forest management overview and summarized the document.

Mr. Parrish, Mr. Yoder, and Ms. Hanson were available for questions and comments.

**Duncannon Grill & Expo** – Mr. Michael S. Keeler, Owner of the property at 3 Newport Rd. provided an overview of the new Duncannon Grill & Expo Community Complex.

Mr. Keeler would like to hook into the Duncannon Water system through existing connections.

The connection to the water system at 3 Newport Road will be considered by the Infrastructure Committee.

### **GENERAL REPORTS**

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

Ms. Cappawana stated that the Community Yard Sale is set for June 8, 2019.

The Google sign-up form has been prepared and flyers are ready for print.

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

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

Mr. Rogalski reported that a Department of Environmental Protection (DEP) Water Audit meeting will be held on May 8, 2019.

The Market Street overlay project is scheduled to begin on May 3, 2019 (pre-construction), with construction beginning on Monday, May 6, 2019 and continue for approximately one week. There will be parking restrictions on High St. during the project. Market Street will be closed from Clark Street to Rt. 849.

A motion was made by Mr. Kirkhoff to increase the amount of the Market St. paving contract by \$550.00 to have the double yellow lines painted on Market Street from end to end. The motion was seconded by Mr. Williams 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 56%.

Mr. Hoch reported that the wet well has been cleaned, but the grease trap will need to be done separately.

Influent pump #3 has stopped working and parts are needed to install the spare.

A water audit with DEP is scheduled for May 8, 2019.

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

Solicitor Dissinger reported that the floodplain ordinance has been reviewed, altered, and approved as compliant.

The ordinance will be advertised for discussion and adoption at the May 21, 2019 Council meeting.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

A written report was provided. Chief Worner was not in attendance.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana reported that he treated the snowman contest winners to 3B's on Sunday evening.

The Pennsylvania State Association of Borough's (PSAB) conference will be held June 9-12, 2019 at the Hershey Lodge at the cost of \$275.00 per person.

A motion was made by Ms. Landis to approve the payment of the PSAB conference registration fees for Mayor John Cappawana and Junior Council member Sophia Cappawana for the 2019 conference at Hershey Lodge. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**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. Kirkhoff to authorize a loan of \$200,000.00 from the Timber account to the Water account if needed for operation. Need to be determined by Finance Director/Treasurer Robert Kroboth. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated March 31, 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**

A motion was made by Mr. Kirkhoff to approve Resolution 2019-1, Procurement of Professional Service Contracts Regarding the Police Pension Plan and Non-Uniformed Employee Pension Plan. The motion was seconded by Mr. May and passed with a unanimous voice vote, Ms. Landis absent for vote.

A motion was made by Mr. Kirkhoff to submit for reimbursement of permit fees to SEDA-COG. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve a partial payout of accrued leave in the amount of \$2,800.00 to a current full time Borough employee. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

A motion was made by Mr. Williams to approve the No Way Out Ministries 'Day of Hope' facilities request for September 7 2019. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve payment to the Historical Society for ½ of the vendor fees collected. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

An affinity group will be meeting at the Borough building on April 17, 2019 at 2:00PM for a brainstorming session. Council members are invited to attend.

The 'Friends of the Clarks Ferry Tavern' will be meeting on May 2, 2019 at the Duncannon Borough Building.

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

No report.

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

No Meeting.

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

A motion was made to approve the offer of refuse services to the residents of Petersburg Commons. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote

A motion was made by Mr. Kirkhoff to approve Resolution 2019-2, Appointing a Responsible Official. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A water loss Audit is planned with DEP for May 8, 2019. DEP also offers a sounding program is the audit information deems it necessary. Cost for this 2-day program if any is unknown.

A motion was made by Ms. Landis to approve up to \$9,000 for DEP leak detection services. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize the Solicitor to prepare a water rate increase ordinance, raising the rate by \$4.00 from \$32.50 to \$36.50. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Kirkhoff reported that Spring Clean-up was held on April 13, 2018. 115 customers took advantage of the service and 6 large dumpsters of refuse were collected.

#### **UNFINISHED BUSINESS**

A motion was made by Ms. Landis to appoint Mayor John Cappawana as the Duncannon Borough voting delegate for the PSAB conference. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

#### **NEW BUSINESS - None**

#### **PUBLIC COMMENT**

**Kim Conrad** – Ms. Conrad requested that the storm drains on Center Street be cleared as they are full of debris.

She also asked about the speed limit on Center Street and asked if the street could be posted.

A motion was made by Mr. Williams to direct Pennoni Associates to perform a traffic study on Center St. to determine appropriate signage. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

**Michael Keeler** – Mr. Keeler stated that he works in crowd control and event control and can be contacted for assistance.

#### **ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 8:40PM on April 16, 2019. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for May 21, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary