

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
May 21, 2019**

**Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:04 p.m. on May 21, 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, Michael May, Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

**Junior Council:** Sophia Cappawana

**Members Absent:** Lisa Landis, Karl Conrad

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

**Citizens Present:** Jim Ryan, Maryann Croutharmel, Sean O'Shell, Michelle Jones, & Mario Celi.

**MINUTES** – Minutes were presented for the April 16, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the April 16, 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** – Pine Tree Drive, Duncannon

Mr. O'Shell passed out flyers for the Duncannon Appalachian Trail Festival to be held Saturday, June 15, 2019 from 10 Am to 4 PM on High Street.

**Mr. Mario Celi-** Mr. Celi stated that he is in need of a letter of support for the work he has been performing at 109 Cumberland. Mrs. Bauer will contact Mr. Celi as soon as possible.

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

Mr. Croutharmel stated that Ms. Landis has rescinded her resignation from Council.

**Michelle Jones – Perry County Economic Development Authority (PCEDA)**

Ms. Jones, representing the Perry County Development Authority spoke regarding grant opportunities that her organization is pursuing for Downtown Revitalization throughout the County through the United States Department of Agriculture (USDA).

Ms. Jones was seeking approval from Council to place the Borough on the application as a potential recipient of grant funding.

Participation in the USDA Grant could lead to other grant funding opportunities for the Borough.

A motion was made by Mr. Williams to support the Perry County Economic Development Authority in the Grant Application process to procure funding for downtown revitalization in Perry County. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Molly Cappawana will be the point of contact for PCEDA.

### **GENERAL REPORTS**

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

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

Those wishing to participate can sign-up online if they would like to be added to the interactive map.

#### **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 approve Certificate of payment #4 for Water Supply Improvements at Well #7 for \$5,984.40 to Eichelbergers Incorporated. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Rogalski provided the Bid Summary for Water Supply Improvements for the Booster station and wells.

The bid total is \$865,700.00 and the grant monies left total approximately \$580,000.00.

A motion was made by Mr. Kirkhoff to make an advance appropriation of up to \$300,000.00 from the Timber fund to finance the remaining balance on the water supply improvements for the booster station and wells with the intention to re-pay. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to award Contract # 2019-02G for Water Supply Improvements – Booster Station and Well Improvements to the low bidder, 4M Construction Services, LLC. For the amount of \$486,000.00. In addition, Contract #2019-02E Booster Station and Well Improvements Electrical shall be awarded to PSI Pumping Solutions, Inc. for the amount of \$379,700.00. These contracts to be executed after review and approval by SEDA-COG. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A road repair summary was presented to council. The summary included a list of streets to be improved with 'Oil & Chipping'. Total cost estimated at \$56,000.00.

A motion was made by Mr. Williams to authorize advertisement of the road repair, oil and chipping for the scope of work. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Rogalski provided a list of requirements for the water service connection to the Duncannon Expo & Grill.

**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 53%.

Hydrant flushing should be scheduled as soon as possible.

PESI and the Borough Foreman will coordinate efforts to do a second overnight test on the water system.

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

A motion was made by Mr. Kirkhoff to adopt Ordinance #415, An Ordinance Requiring all Persons, Partnerships, Businesses, and Construction of Development; Providing for the Issuance of Such Permits; Setting Forth Certain Minimum Requirements for New Construction and Development Within Areas of the Borough of Duncannon Which are Subject to Flooding; and Establishing Penalties for Any Persons Who Fail, or Refuse to Comply with, the Requirements or Provisions of this Ordinance. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

The 2018 Financial Audit report and a summary report for the Month of April, 2019 were provided.

Chief Worner reported that Rescue 2 is at the paint booth.

The fire company is currently selling gun raffle tickets.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana attended the Pennsylvania Municipal Retirement System (PMRS) board meeting last week.

The Pennsylvania State Association of Boroughs conference will be held June 9-12 at the Hershey Lodge. The Mayor and Jr. Council member Sophia Cappawana will be attending.

Mayor Cappawana sponsored student artists at the first Market on the Tavern Green and plans to continue to do so at each second Saturday Tavern Market.

Mayor Cappawana will be attending a youth advocacy program in Linglestown. The program helps kids interested in political activism and with fiscal responsibilities.

**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 April 30, 2019, subject to audit. The motion was seconded by Mr. Kirkhoff 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**

No report.

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

Mr. Williams reported that the first Market on the Tavern Green was very successful and offered thanks and appreciation to organizer Molly Cappawana.

The Summertime Shine car show is scheduled for Sunday, June 2, 2019 at 10:00AM.

National Night Out is scheduled for August 6, 2019 with the community event beginning at 6:00PM in Noye Park. Various block parties will follow.

**PERSONNEL, LEGAL, & IT – Mr. Michael May, Chairman**

The Committee met on Tuesday, May 7<sup>th</sup>, 2019. Issues were discussed and have been forwarded to the Finance Committee.

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

The Revitalization committee is working to have Mr. Klase appointed as the Emergency Management coordinator.

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

A motion was made by Mr. Williams to authorize advertisement of Ordinance #416 of 2019, Setting the Rate Charged for Water Service in the Borough. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Requirements for water connection to the Duncannon Expo and Grill will be given to Mr. Keeler to keep the project moving forward.

The committee met with an electric meter provider however that project is on hold until audit completion.

### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Mr. May was on the Shade Tree commission in the past and stated that something similar could be beneficial to the Borough.

Mr. Wolfersberger would like to see more communication prior to possible poor water quality issues.

Follow up on the code red system and its intended uses will be done by staff.

#### **PUBLIC COMMENT**

**Mr. Mario Celi** – Mr. Celi would like to see a Borough Newsletter produced on a more regular basis.

A motion was made by Mr. Williams to enter Executive Session at 8:38 PM for the consideration of personnel matters and threatened litigation. The motion was seconded by Mr. May and passed with a unanimous voice vote.

#### **ADJOURNMENT**

A motion was made by Mr. Kirkhoff to adjourn at 8:47PM on May 21, 2019. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for June 18, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary