

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 18, 2019**

Call to order: Jeffrey Kirkhoff, Vice President of Council called the meeting to order at 6:57 p.m. on June 18, 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, Lisa Landis, Karl Conrad, Michael May, Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

Junior Council:

Members Absent: Darryl Croutharmel, Sophia Cappawana

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

Citizens Present: Jim Ryan, Sean O’Shell, Molly Cappawana, & Byron Worner.

MINUTES – Minutes were presented for the May 21, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the May 21, 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 – Mr. O’Shell reported that the Duncannon Appalachian Trail Festival was very successful and thanked the Borough Council and Staff for all of the help that they provided.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - None

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana provided a written report summarizing the town-wide yard sale and the Pennsylvania State Association of Boroughs Conference.

BOROUGH ENGINEER – Ms. Vicki Aycock, Pennoni Associates

A written report was provided. Ms. Aycock offered to answer any questions regarding the May report.

A motion was made by Mr. Williams to approve Certificate of Payment #! for the Market Street Overlay to New Enterprise Stone & Lime for the amount of \$136,179.28. 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 44%.

Hydrant flushing has been completed.

Mr. Kroboth asked the status of the pump installation being done by Derstein as an invoice has been received. Mr. Hoch and Ms. Aycock agreed that the pump is not yet working properly and the invoice should not be paid at this time.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he has been working on zoning issues and the Floodplain Ordinance finalization.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The May fire report was provided and summarized by Chief Worner.

Mrs. Bauer will provide Chief Worner with a Borough Contact list.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana attended the Pennsylvania State Association of Boroughs (PSAB's) Conference from June 9-12, 2019 and provided information to Council regarding ticketing and Blighted properties.

Mayor Cappawana will share information regarding a Rental Housing Ordinance via e-mail that was discussed at the PSAB's Conference.

The Mayor stated that House Bill 959 was discussed at the PSAB's conference as well. This bill would impose a fee for service on municipalities for municipal patrol services provided by the Pennsylvania State Police and providing for State Police patrol services agreements, for allocation of funds, for fees for inter-municipal police response and for penalties.

Chief Worner stated that this bill could create the unexpected consequence of municipalities that have police service dropping them as the cost to have State Police would be cheaper.

Mayor Cappawana stated that Ms. Cappawana was the only Jr. Council member at the PSAB's conference and was able to share information with the other attendees regarding the Jr. Council program and her responsibilities here in the Duncannon

Borough. She will have an article in an upcoming edition of the Borough News Magazine.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer reported that a new informational poster case and brochure holder have been installed outside the front door of the Borough Office.

The 2018 Annual Water Quality Report has been received from PESI and will be distributed with a summer newsletter next week.

APPROVAL OF TREASURER’S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated May 31, 2019, subject to audit. The motion was seconded by Mr. May and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. May 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

Mr. Kirkhoff stated that he would like to call an executive session later in the meeting for the discussion of personnel issues.

A motion was made by Mr. May to change the method of disbursement of Fire Tax proceeds to the Fire Company. Payments will be made in April & November annually. Disbursement will be equal to the current and prior year fire tax collections as of mid-April & mid-November, respectively. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made to approve the General Fee Schedule updates as presented. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made Mr. Williams to execute and approve the EIP-Phase 1 Grant Audit Management letter and the Audit report. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to cash in the Parks and Recreation Certificate of Deposit at Riverview bank that reaches maturity on 6-20-19 and deposit the funds in the PLGIT PRIME account.

The motion was seconded and passed with a unanimous voice vote. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Ms. Landis to cash in the Orrstown Bank Certificate of Deposit that reaches maturity on 7-2-19 and deposit the funds in the PLGIT PRIME account. The motion was seconded and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Summertime Shine car show was held on Sunday, June 2, 2019.

The second Market on the Tavern Green was held on June 8, 2019 and the next Market is scheduled for July 13, 2019.

A Tavern work day will be held on July 11, 2019 at 5:00PM.

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.

Fall-fest is planned for October 6, 2019 at Cooper Field.

Ms. Cappawana will be chairing the Duncannon Halloween parade which is scheduled for October 27, 2019.

A motion was made by Mr. Conrad to give Office Staff the authority to approve facilities requests for the Borough Office building. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The American Red Cross will be holding a blood drive at the Borough Building on September 27, 2019.

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

A motion was made by Mr. Williams to enter executive session at 7:55PM to discuss personnel issues. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Regular session was re-entered at 8:15PM.

A Motion was made by Mr. Kirkhoff to approve a onetime award for 2019 of 3 days of paid time-off for any part-time employee working for the Borough for at least 3 years and 1 & ½ days of paid time-off for any part-time employee having worked for the Borough for less than 3 years. In addition, all part time employees will be compensated for the remaining 2019 Borough holidays. Each employee paid time-off and holiday pay will be determined by their individual average work week hours. The motion was seconded by Ms. Landis and passed with a unanimous voice vote with Mr. Williams abstaining due to his status as a part-time Borough employee.

REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION –

Mr. Conrad reported that he had information regarding military banners if anyone was interested in seeing what could be offered.

Chief Worner stated that the 2012 Rescue pumper was paid in full.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Ms. Landis to adopt 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.

Mr. Kirkhoff stated that the information requested from Mr. Keeler regarding connection of water service at the Duncannon Grill & Expo Community Complex had been received.

A motion was made by Mr. Williams to approve the Services Agreement for Henkels and McCoy dated June 10, 2019. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

UNFINISHED BUSINESS- None

NEW BUSINESS - None

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. Wolfersberger to adjourn at 8:25PM on June 18, 2019. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary