

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

**Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 PM on July 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, Michael May, Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

**Junior Council:** Sophia Cappawana

**Members Absent:** Lisa Landis

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

**Citizens Present:** Jim Ryan, Molly Cappawana, Zenie Bitner, Kris Oberholtzer & Alexander Oberholtzer.

**MINUTES** – Minutes were presented for the June 18, 2019 Council Meeting.

A motion was made by Mr. May to approve the minutes for the June 18, 2019 Council Meeting as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Zenie Bitner – Duncannon VFW**

Ms. Bitner reported that the Duncannon VFW would like to work with the Borough to offer the purchase and display of Military Memorial Banners to the residents of Duncannon. Ms. Bitner has researched and has information regarding pricing and sizing. Mr. Conrad will meet with Ms. Bitner and representatives from other community organizations to discuss this project.

**Alexander Oberholtzer – Duncannon Boy Scout Troop 64**

Mr. Oberholtzer is planning his Eagle Scout project and a portion of the project is on Borough property. Mr. Oberholtzer would like to place signage directing Appalachian Trail hikers from the Borough to Mutzabaugh's Market on an alternate route from Rt. 274. The proposed route directs hikers up Locust Street to Second Street and onto Municipal Building Road. This is a much safer option for pedestrians.

A motion was made to authorize Mr. Criley to work with Mr. Oberholtzer to determine the best way to place the signage to create the alternate pedestrian route from the Borough

to Mutzabaugh's Market. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

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

#### **EMS Funding – Mr. Kraig Nace**

Mr. Nace sent information via e-mail regarding additional funding for the Duncannon EMS.

Mr. Nace will be invited to the next Finance Committee meeting to speak and answer questions regarding EMS funding.

### **GENERAL REPORTS**

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

Ms. Cappawana reported that the Halloween parade is scheduled for Sunday, October 27, 2019.

Ms. Cappawana will have sign-ups online, at the Market on the Tavern Green, at the Borough Building.

A fall community yard sale event will be held on Saturday, September 21, 2019.

Residents will have the option of setting up yard sales on the Tavern Green.

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

A written report was provided and summarized.

A motion was made by Mr. Williams to advertise for bids for the Susan Street Overlay project. 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 54%.

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

Solicitor Dissinger reported that he has clarified some zoning issues for the Borough throughout the past month.

#### **DUNCANNON FIRE COMPANY – Chief Byron Worner (not in attendance)**

The June fire report was provided.

#### **BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana would like to see an enforceable ordinance considered regarding fireworks.

There are municipalities that have banned fireworks completely to make their ordinance more easily enforceable.

Solicitor Dissinger will consider the examples that Mayor Cappawana provided.

The pool and deck built at 518 Market St. were approved by the former Borough Manager and the residents did follow all procedures and permitting guidelines.

Mayor Cappawana provided information regarding Act 51, an amendment of the Borough Code.

**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 June 30, 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. 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 the proposed 2019 line-item budget transfers as of June 30, 2019. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to transfer the proceeds from the Riverview Electric CD to the PLGIT account.

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

Mr. Williams reported that Ms. Sophia Cappawana will be chairing the Halloween Parade and the fall community yard-sale.

National Night Out is scheduled for Tuesday, August 6, 2019. The community event will be held in Noye Park with five scheduled block parties to follow.

The August 12, 2019 Market on the Tavern Green may be rescheduled to 8:00AM to 1:00PM if the Historical Society gives approval.

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

A motion was made by Mr. Williams to enter executive session at 7:45PM to discuss personnel issues. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Regular session was re-entered at 7:54PM.

A Motion was made by Mr. May to approve a 2% cost of living increase and a 1% merit increase for all positively reviewed employees. The Motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote with Mr. Williams abstaining due to his status as a part-time Borough employee.

A Motion was made by Mr. May to approve rollover of accrued vacation time as of December 31, 2019 for Employee A to 2020. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

A fall newsletter is in the planning stages. Ms. Molly Cappawana and Mrs. Bauer will be working together to gather information to include.

The Trash collection information will be included in the newsletter delivery for the residents of Sunshine Hill and Petersburg Commons.

Mr. Conrad has been researching Veteran Memorial Banners. He will reach out to various community organizations for input.

Mr. Williams stated that smaller banner would be better for the Borough as they must be above a certain height yet remain below the wires.

The Borough will volunteer the work crew time and labor for the installation of the banner hardware and banners.

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

Mr. Kirkhoff reported that the Duncannon Grill & Expo Community Complex had been connected to Borough water system but is once again disconnected by request of the owner.

A motion was made by Mr. Kirkhoff to allot up to \$15,000.00 for the purchase of a street sweeper, \$15,000.00 for purchase of a truck, and \$15,000.00 for miscellaneous equipment purchases at the COG Auction. Miscellaneous funds can be used to supplement the street sweeper and/or truck purchase. Purchase power given to Foreman Criley and/or Robert Kroboth. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to place two handicap parking spaces in the 100 block of High St. on the odd numbered side of the street. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Josh Parrish extended an invitation to Council to meet at the Watershed gate on August 7, 2019 at 8:30AM to assess potential areas we can apply for the Game Commission Grant to pay for invasive and infrastructure improvements on the watershed.

**UNFINISHED BUSINESS- None**

**NEW BUSINESS - None**

**PUBLIC COMMENT - None**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 8:28PM on July 16, 2019. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for August 20, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary