

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 20, 2019**

Call to order: Darryl Croutharmel, President of Council called the meeting to order at 7:00 PM on August 20, 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, Jackie Green, Sean O’Shell, & Judy Yohn.

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

A motion was made by Mr. May to approve the minutes for the July 16, 2019 Council Meeting as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PUBLIC COMMENT- NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

FEMA- The Federal Emergency Management Agency has accepted the revisions to the Duncannon Borough’s newly adopted Floodplain Ordinance and stated that it is in compliance with the National Flood Insurance Program as required by Perry County’s updated Flood Insurance Rate Map.

Early Intervention Program (EIP) - The Early Intervention Program (EIP) is now the Strategic Management Planning Program (STMP).

Resignation – Lisa Forbes, Billing clerk resignation effective October 11, 2019.

A motion was made by Mr. Williams to accept the resignation of Lisa Forbes effective October 11, 2019. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to advertise the billing clerk position. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

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 meeting with DEP is scheduled for September 26, 2019 at 2:30 PM to work on ways to control and identify the water loss in the Borough.

Mr. Rogalski updated council on the Oil & Chip project.

A motion was made by Mr. Williams to approve Certificate of Payment #1 of \$43,855.20 to 4M Construction Services, LLC. For Water Supply Improvements Booster Station and Well Improvements.

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 42%.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he has been looking into fireworks ordinances adopted by other municipalities and he does recommend that the Borough adopt an ordinance of some kind.

A motion was made by Mr. Williams to direct Solicitor Dissinger to prepare an ordinance that would limit the use of Fireworks in the Borough, require permitting for fireworks use, and include fines for non-compliance. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to direct Solicitor Dissinger to prepare a ticketing ordinance to combat blight and blighted properties. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

He is also looking into registration of rental properties. This would also require inspections of rental properties. The Revitalization Committee will take this matter into consideration.

Solicitor Dissinger will look into the properties at 18-28 N. Market St. and 125 Cherry St. to determine if the properties can be deemed a public nuisance.

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

The July and First ¼ 2019 fire reports were provided.

BOROUGH MAYOR – Mr. John Cappawana

A motion was made by Mr. Williams to sign a letter to Representative Mark Keller in support of the Historical Society of Perry County in their efforts to restore the Clark's Ferry Tavern and to secure grant opportunities to assist in the process. The motion was seconded by Mr. May and passed with a unanimous voice vote.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

Mr. Kirkhoff stated that a grinding of the sidewalks at the uneven sections to make them level is being considered as a winter project.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer reported that a Newsletter was prepared and distributed to the residents of the Borough.

Mrs. Bauer is working with the Utilities Committee to update the refuse collection ordinance.

The American Red Cross will be holding a Blood Drive at the Borough Office on September 27, 2019. They provided poster to promote the event.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated July 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. 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 cash in three Riverview CD's and move the monies to the respective PLGIT accounts. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to give Robert Kroboth authority to move fund to fund and from PLGIT accounts as he sees appropriate. Transfers will be ratified monthly. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to review a formal quote from Next Era to lower energy supply prices. The review will include a 3rd party assessment by Utility Engineers. The motion was seconded by Mr. May and passed with a 5-1 roll call vote, Mr. Croutharmel dissenting.

A motion was made by Mr. Kirkhoff to apply for a Phase III STMP Grant to secure funding for the completion of 2016 audit and beginning the 2017 & 2018 audits. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made to approve the purchase of a back-hoe at the cost of up to \$100,000.00 through co-stars with either a trade-in of our old equipment or a down payment. Financing to be 3-7 years. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to engage Wagner, Drees, and Elasser to perform the audit on the EIP Phase II I.T. Grant. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

No Report.

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

Mr. May reported that he will be working to update the website.

REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION –

Mr. Conrad reported that he has been working with the Legion and VFW on Hometown Heroes banners. They are considering a fundraiser to purchase the hardware and brackets.

A motion was made by Roger Williams to approve the purchase of up to \$3,000 of hardware and brackets for phase one of the Hometown Heroes banner project. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to close Chestnut Street from Market to Apple Tree Alley on Saturday, August 24, 2019 from 7am to 4PM for a public Auction. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

DEP has requested that the Borough communicate more often with the Penn Township Municipal Authority (PTMA) regarding the water connection at Petersburg Commons.

A motion was made by Mr. Kirkhoff to permit the Duncannon Municipal Authority to communicate with the PTMA regarding the Petersburg water connection at the monthly JOAC meetings. The motion was seconded by Mr. May and passed with a unanimous voice vote.

UNFINISHED BUSINESS- None

NEW BUSINESS - None

PUBLIC COMMENT - None

Jackie Green – Ms. Green stated that she was very happy with the recent newsletter that was distributed to residents.

ADJOURNMENT

A motion was made by Mr. May to adjourn at 8:24PM on August 20, 2019. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for September 17, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary