

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
December 19, 2017**

Call to order: Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on December 19, 2017. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

Officials Present: Kraig Nace, Darryl Croutharmel, Frank Eppley, Roger Williams, Jeffrey Kirkhoff, Christie Young, Christopher Adams, & Mayor John Cappawana.

Others Present: Borough -Manager – Chris Courogen, Solicitor – William Dissinger, Pennoni Associates – Vicki Aycock, PESI – Kevin Hoch, Finance Director – Robert Kroboth.

Citizens Present: Sophia Cappawana, Jim Ryan, Maryann Croutharmel, Lisa Landis & Tyler Harrison,

MINUTES – Minutes were presented for the November 21, 2017 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for November 21, 2017 with corrections. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Duncannon Dispatch - Mr. Nace stated that a brief Year-end newsletter was distributed to the residents of the Borough. He stated that the phone number for the office was incorrect and that Frank was identified incorrectly as Fred. Code red information was not included and should be put in the next newsletter.

GENERAL REPORTS

BOROUGH ENGINEER –Pennoni Associates

Ms. Aycock provided and summarized a written report to council.

Ms. Aycock stated that a well drilling briefing is upcoming, bid documents will be prepared and sent to the Community Development Block Grant (CDBG).

PUBLIC WORKS – Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)

PESI provided a written report. Mr. Hoch summarized the report.

Mr. Hoch added they are still tracking the water loss.

The treatment plant is working ok but must be monitored. The parts for the actuator have been ordered.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he has reviewed the final draft of the easement agreement.

The title report for the watershed has been completed and there are no outstanding liens or mortgages. The report was sent to the solicitor of the Nature Conservancy for review.

Solicitor Dissinger updated council on the Market St. electrical pole. Perry County has discharged the person who damaged the pole from parole and there is very little chance we will see a recoupment of funds spent for replacement.

There is no new information on the escheated check that has been outstanding for many years. Solicitor Dissinger sent a letter to the Law office of Susan Smith asking for any information they may have.

Solicitor Dissinger reviewed the Designation of AMP as Agent for electric services and recommended that it be executed.

He also provided sample ordinances regarding fire losses and insurance proceeds.

A motion was made by Mr. Williams to adopt the Designation of AMP of Ohio of the Borough agent for electric power services. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Duncannon Fire Company – Chief Byron Worner

No report.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana presented Resolution #2017-8, A Resolution of the Borough of Duncannon Authorizing Participation in the Pennsylvania State Association of Boroughs Junior Council Person Program. The resolution should be changed to read, 2) the term of office shall be for the Calendar year.

A motion was made by Mr. Williams to adopt resolution #2017-8 with the term of office to be the calendar year. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to appoint Elizabeth Misner and Sophia Cappawana as Junior Council Members for 2018. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer urged council members and guest to take note of the progress being made at 409 Cumberland Street.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized.

Mr. Courogen added that the owner of the Riverfront Campground had broken a pipe and a few houses were under boil water advisory as a result.

APPROVAL OF TREASURER’S REPORT

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated November 30, 2017, subject to audit. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Croutharmel to approve and ratify the bills as presented. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that the meeting for December was cancelled due to lack of agenda.

FINANCE, ADMINISTRATION, & COMMUNICATION – Ms. Christie Young, Chairwoman

A motion was made by Ms. Young to adopt the 2018 budget as advertised. The motion was seconded by Mr. Kirkhoff and passed with a 6-1 roll call vote, Mr. Nace dissenting.

A motion was made by Ms. Young to adopt Ordinance #409 of 2017, Fixing the Tax rate for 2018. The motion was seconded by Mr. Williams and passed with a 6-1 roll call vote, Mr. Nace dissenting.

A motion was made by Ms. Young to adopt Ordinance #410 of 2017, Setting the Rate Charged for Sewer in the Borough. The Motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Ms. Young to adopt Ordinance # 411 of 2017, Setting the Rate Charged for Water Service in the Borough. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise a meeting of the Duncannon Borough Council for the purpose of reorganization and any other business that may be presented for January 2, 2018 at 7:00PM. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise the January committee meeting schedule on the same days and times as set in the 2017 schedule. The public safety meeting will be advertised for the second Monday as the first is a holiday. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Ms. Young to authorize staff to release the final payment of \$6250.00 for 2017 to the Duncannon Fire Company. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to authorize staff to release the second payment of \$5,000.00 to the Duncannon Emergency Medical Services (EMS). The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Ms. Young to reimburse tax collector elect Molly Cappawana \$250.00 for her two day Municipal Tax Collector Qualification training. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Sled Drop was set for December 31, 2017.

Mr. Williams made a motion to authorize staff to release payment of \$350.00 for D.J. Dan Copens for the New Year's Eve Celebration. The motion was seconded by Mr. Kirkhoff and passed with a 6-1 roll call vote, Mr. Croutharmel dissenting.

A motion was made by Mr. Williams to authorize staff to release payment of \$100.00 to the Duncannon Fire Company for Sled Drop supplies. The motion was seconded by Mr. Nace and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize staff to release a \$100.00 donation to Boy Scout Troop 64 for their work at the New Year's Eve Sled Drop. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Williams asked that the Manager advertise the New Year's Sled drop in the Duncannon Record.

Parks and Recreation will not hold a meeting in December.

PERSONNEL, LEGAL, & IT – Mr. Kraig Nace, Chairman

A motion was made by Ms. Young to advertise a special meeting of the Personnel committee to meet with IT vendors for the second round of the Early Intervention Program (EIP). The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Ms. Young to hire a temporary office clerk if needed, salary not to exceed \$12.00 per hour. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

No report.

UTILITIES, STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to Authorize Pennoni to advertise for a new well consistent with the CDBG project. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Eppley thanked everyone who worked on the replacement of the street signs. He mentioned that the intersection of Church and Chestnut Streets has a sign for the first time in over 50 years.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

Mr. Adams reported that the buzzards that are a hindrance at the Sledworks and surrounding area are federally protected. The Department of Agriculture is willing to train borough work Crew member on wildlife management of the buzzards for a fee.

Mr. Rosen has stated that he is willing to contribute \$150.00 and access to the tower as a donation to management of the buzzards.

A motion was made by Mr. Adams to authorize staff to enter into a cooperative service agreement with the United States department of Agriculture Animal and Plant Health Inspection Services (APHIS) Wildlife Services (WS) after review of the associated projectile ordinance by the Solicitor. Cost of agreement fulfillment not to exceed \$462.80. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Adams to approve the Perry County Road Runners permit request for the 'Last Mile' race to be held on December 30, 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Adams stated that a coffee shop will begin operation on the square in the New Year.

UNFINISHED BUSINESS - NONE

Mr. Nace had asked council if there were any idea on a way to honor former mayor Jack Conrad. Revitalization will discuss ideas at the next committee meeting.

NEW BUSINESS

Mayor Cappawana presents certificates of appreciation to outgoing council members Mr. Eppley (over 10 years of service) and Mr. Nace (over 13 years of service as Mayor or Council Member).

PUBLIC COMMENT - NONE

The reorganizational meeting of the Duncannon Borough Council is scheduled for Jan 2, 2018 at 7:00PM.

The next regularly scheduled meeting is set for January 16, 2018 at 7:00PM.

Mr. Nace thanked everyone for taking time to attend meetings and for their interest in the Borough. A lot has been done during his tenure but he stated that there is a lot left to be accomplished. He stated that he voted NO on the budget and the tax rate as he does not feel taxes should be raised as long as Council members are taking payment.

A motion was made by Mr. Eppley to adjourn at 8:10PM. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary