

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
September 17, 2019**

**Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 PM on September 17, 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 – Mary Dissinger, PESI – Kevin Hoch, Finance Director – Robert Kroboth, Engineer – Greg Rogalski, and Borough Foreman – Mike Criley.

**Citizens Present:** Jim Ryan, Jackie Green, Kim Conrad, Karen Anderson, Robert Mazero, and Byron Worner.

**MINUTES** – Minutes were presented for the August 20, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the August 20, 2019 Council Meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Karen Anderson – Loysville, PA**

Ms. Anderson introduced herself as a candidate for Perry County Commissioner. She is available for questions and comments,

**Robert Mazero – Watts Township**

Dr. Mazero inquired into the process of using the property at 108 New Bloomfield Rd. as a Chiropractic clinic. He and his partner are considering purchasing the property for that purpose.

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

**Fire Relief-** The 2019 Volunteer Fire Relief Association State Aid of \$6429.53 was received on 9/16/19.

**Resignation** – A letter of resignation from Borough Council was received from Lisa Landis.

A motion was made by Mr. Kirkhoff to advertise via social media for a replacement for a potential opening on Duncannon Borough Council. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**2020 MMO** – The 2020 Minimum Municipal Obligation for Borough pension plans was provided.

### **GENERAL REPORTS**

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

Ms. Cappawana reported that the Fall Community Yard Sale is scheduled for this Saturday, September 21, 2019.

The Halloween parade is scheduled for Sunday, October 27, 2019.

A motion was made by Mr. May to approve the following road closures for the Duncannon Halloween Parade on Sunday, October 27, 2019;

Market St. from Clark St. to Rachel St. @ 2:00PM

Apple Tree Alley from Clark St. to Rachel St. @ 2:00PM

The Square @ 3:30PM

Market St. from Cumberland St. to Ann St. @ 3:30PM

In addition, High Street will be parking on one side only from Cumberland St. to Rt. 849. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

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

A written report was provided and summarized.

A motion was made by Mr. Williams to approve Certificate of Payment #2 of \$72,724.50 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.

SRBC approval has come through for the use of well #7.

#### **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 46%.

Potential water leaks were found Fluid Pinpointing Services. These potential leaks will be investigated by the Borough work crew.

#### **BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger**

Solicitor Dissinger provided three ordinances to be considered by Council.

A motion was made by Mr. Conrad to advertise a summary of Ordinance #417, An Ordinance Regulating the Display and Discharge of Fireworks Within the Limits of Duncannon Borough for potential adoption at the November 19, 2019 Borough Council Meeting. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to advertise Ordinance #418, An Ordinance Providing that in Certain Fire Losses that Insurer Having a Policy with Respect to Such Loss Shall Transfer Insurance Proceeds to the Secretary of the Borough of Duncannon to be used to Pay Delinquent Taxes and other Municipal Claims or held as Security and Used to Pay the Total Cost of Removing, Repairing or Securing the Damaged Building and Providing for Fees; Setting Forth Related Procedures to Implement Said Act; and Providing Penalties for Violation for potential adoption at the November 19, 2019 Borough Council Meeting. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to advertise a summary of Ordinance #419, An Ordinance Providing for Issuance of Tickets to Permit Citizens to Comply with Various Existing Ordinances Before Being Issued a Citation for potential adoption at the November 19, 2019 Borough Council Meeting. The Motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

The August fire report was provided.

**BOROUGH MAYOR – Mr. John Cappawana**

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

The American Red Cross will be holding a Blood Drive at the Borough Office on September 27, 2019.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review

dated August 31, 2019, subject to audit. The motion was seconded by Mr. Wolfersberger 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**

The Borough is eligible to apply for an \$80,000.00 STMP grant (formerly EIP) for the completion of the 2016-2018 audits.

The Borough may have to provide matching funds. If so, Mr. Kroboth will propose a 20-25% match.

The Backhoe has been purchase agreement has been signed.

The Borough may be eligible for \$50,000.00 low interest loans through PLGIT.

Mr. Kroboth asked that all budgetary needs and requests for 2020 be provided to him as soon as possible.

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

Fall fest is scheduled for October 6<sup>th</sup> at Cooper Field.

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

Mr. May is working to update the website with the website designer.

Applications have been received for the billing clerk position and they have been reviewed by the Personnel Committee.

A motion was made by Mr. May to authorize Robert Kroboth and Kathy Bauer to hire a suitable candidate for the Billing Clerk position at \$12.00 per hour. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

Mr. Conrad reported that he has been working with the Legion and VFW on Hometown Heroes banners.

Mrs. Bauer will work with Mr. Conrad to create an order form and an ordering database.

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

The water supply permit for Well #7 and Booster Station has been received.

Mr. Kroboth presented a Pennsylvania Municipal Electric Association Rate Comparison Table for 2009-2019

The NextEra Energy Supply Price decrease and contract extension was presented to Council.

Mr. Kroboth recommended that the Borough accept the Blend and Extend alternate #1.

A motion was made by Mr. Williams to accept the Third amendment to the 2013-2017 Non-Pool power schedule with the Blend and Extend alternate #1 for NextEra Energy. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made to adopt Resolution 2019-2, a Resolution Authorizing the Execution of the Third Amendment to the 2013-2017 Non-Pool Energy Purchase Schedule with American Municipal Power, Inc. (AMP). The motion was seconded by Mr. May and passed with a unanimous voice vote.

#### **PUBLIC COMMENT**

Karen Anderson – Candidate for County Commissioner gave Council some Background on her life and desire to run for Commissioner.

#### **UNFINISHED BUSINESS**

Solicitor Dissinger reported that the properties at 125 Cherry Street and 18-28 N. Market Street had been investigated for possible delegation as Public Nuisances. Neither qualify at this time.

A motion was made by Mr. Kirkhoff to Direct Anthony Klase, Codes Enforcement Officer to proceed aggressively with enforcement of the security issues that arise at 18-28 N. Market St. Mr. Klase should use the services of Borough Solicitor Dissinger as needed. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

#### **NEW BUSINESS - None**

#### **ADJOURNMENT**

A motion was made by Mr. Williams to adjourn at 8:35PM on September 17, 2019. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for October 15, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary