

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 15, 2019**

Call to order: Darryl Croutharmel, President of Council called the meeting to order at 7:00 PM on October 15, 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: Kim Conrad.

MINUTES – Minutes were presented for the September 17, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the September 17, 2019 Council Meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

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

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana reported that the Fall Community Yard was held on Saturday, September 21, 2019.

The interactive Yard Sale map had over 300 views.

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

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided and summarized.

Hydrant flushing will be planned for November.

A motion was made by Mr. May to approve Certificate of Payment #3 of \$143,222.50 to 4M Construction Services, LLC for Water Supply Improvements Booster Station and Well Improvements, Contract Change Order #1 to PSI Pumping Solutions of \$1,000.00 for Upgrade to Well #t Combination Motor starter to a Variable Frequency Drive, and Change order #1 of \$12,258.50 to 4-M Construction Services, LLC for Booster Station and Well #6 improvements. The motion was seconded by Mr. Kirkhoff 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 43%.

Potential water leaks were found Fluid Pinpointing Services. Some of these potential leaks have investigated and repaired by the Borough work crew. Work remains ongoing.

BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that she will review a document Authorizing AMP to act as agent for the Borough in Electric

A motion was made by Mr. Williams to adopt the Designation of AMP of Ohio as the Borough agent for electric power services contingent upon review and approval of the Master Service agreement by solicitor Dissinger. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

DUNCANNON FIRE COMPANY – Chief Byron Worner

No Report.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that T & T Dynamite Smoke Wagon will be set up at the Old Sled Works over the weekend and may set up more regularly on Saturdays.

The Mayor is looking for any Junior High to College age students interested in becoming Junior Council Members for 2020.

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 September 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 Budget Line Item transfers as of September 30, 2019 as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to switch the December 1, 2019 to December 1, 2020 Medical and Prescription Drug Insurance to the UPMC Health Plan. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to execute letters to PA Legislators regarding the opposition of Gross Receipts Tax for Borough Electric Systems. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to update the Omnisite maintenance agreement, update all of the Omnisite locations to 5G compatibility, and buy an additional Omnisite for well #4 at a cost not to exceed \$5,000.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise the 2020 budget as prepared by the Finance Committee at the November 5, 2019 committee meeting. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Williams to open the Watershed gate for hunting on November 30, 2019 through December 14, 2019. The motion was seconded by Mr. May and passes with a unanimous voice vote.

A motion was made by Mr. Williams to purchase a 16ft. enclosed trailer for Parks & Recreation use at a cost not to exceed \$6,000.00. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Mr. Williams reported that Winterfest will be combined with the Market on the Tavern Green to create one event, "Christmas on the Tavern Green". It will begin at 2:00PM with the market and progress into the evening with the arrival of Santa and the Tree Lighting.

Game Days will be held at the Borough office on the second and fourth Sundays of each month from 2-4PM.

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

A motion was made by Mr. May to ratify the Hiring of Adrienne Marsh in the Billing Clerk position. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made to purchase a new office phone system from Verizon. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Home Addresses will not be published on the new website.

REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION – Mr. Karl Conrad, Chairman

The Banner Brackets are ordered and banner order forms will be distributed when a price can be pinned down.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Leak detection is ongoing. Fluid pinpointing has found some leaks and still has one area to check.

Our work crew follows up on the information they provide.

There is a meeting regarding Source Water Protection on October 29, 2019 if anyone is interested in attending, Mr. Kirkhoff can provide the details.

Mayor Cappawana stated that Susan Street is in disrepair.

The Borough will qualify to apply for the Low Volume – Dirt and Gravel Roads Grant now that the Watershed road will be open for longer than two weeks per year. Project options are being considered.

PUBLIC COMMENT

UNFINISHED BUSINESS

There is no new information regarding the change of the Emergency Management Coordinator.

NEW BUSINESS

A motion was made by Mr. Williams to advertise the old street sweeper for sale on Muni-bid and the Newspapers. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:19PM on October 15, 2019. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for November 19, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED