

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

Call to order: Darryl Croutharmel, President of Council called the meeting to order at 7:00 PM on November 19, 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, Michael May, Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

Junior Council: Sophia Cappawana

Members Absent: Karl Conrad (Work)

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

Citizens Present: Kim Conrad & Jim Ryan

MINUTES – Minutes were presented for the October 15, 2019 Council Meeting.

A motion was made by Mr. Wolfersberger to approve the minutes for the October 15, 2019 Council Meeting as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PUBLIC COMMENT – None

PUBLIC HEARINGS

Ordinance # 417 – An Ordinance Regulating the Display and Discharge of Fireworks Within the Limits of Duncannon Borough, Perry County, Pennsylvania.

Mr. Croutharmel opened the comment period to the Public in attendance regarding Ordinance #417. No comments offered.

Mr. Croutharmel opened the comment period to Council Members regarding Ordinance #417.

No comments offered.

A motion was made by Mr. Williams to adopt Ordinance #417, Regulating the Display and Discharge of Fireworks Within the Limits of Duncannon Borough as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Ordinance #418 – An Ordinance of the Borough of Duncannon, Perry County, Pennsylvania, 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 and Violation.

Mr. Croutharmel opened the comment period to the Public in attendance regarding Ordinance #418. No comments offered.

Mr. Croutharmel opened the comment period to Council Members regarding Ordinance #418.

No comments offered.

A motion was made by Mr. May to adopt Ordinance #418, 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 and Violation as presented. The motion was seconded by Mr. Williams and passed with a 4-1 roll call vote, Mr. Croutharmel dissenting.

Ordinance #419 – An Ordinance of the Duncannon Borough, Perry County, Providing for Issuance of Tickets to Permit Citizens to Comply with Various Existing Ordinances Before Being Issued a Citation.

Mr. Croutharmel opened the comment period to the Public in attendance regarding Ordinance #419. No comments offered.

Mr. Croutharmel opened the comment period to Council Members regarding Ordinance #419.

No comments offered.

A motion was made by Mr. Kirkhoff to adopt Ordinance #419, Providing for Issuance of Tickets to Permit Citizens to Comply with Various Existing Ordinances Before Being Issued a Citation. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

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

A motion was made by Mr. Williams to accept the resignation of Lisa Landis. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Open Council Seat - A motion was made to appoint Kim Conrad to fill the open position on the Duncannon Borough Council. The motion was seconded by Mr. May and passed with a 3-2 roll call vote, Mr. Kirkhoff and Mr. Wolfersberger dissenting.

Humane Society – Correspondence received regarding services provided by the Humane Society.

A motion was made by Mr. Wolfersberger to take no action on the Humane Society correspondence. The motion was seconded by Mr. May and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana reported that the Halloween parade was held on Sunday, October 27, 2019.

There were 20 registrants and feedback was very positive.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided and summarized.

A motion was made by Mr. May to approve Certificate of Payment #4 of \$122,687.85 to 4M Construction Services, LLC for Water Supply Improvements Booster Station and Well Improvements, the motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve Resolution 2019-3 authorizing the application for a \$600,000.00 Sewer Grant through H2OPA with 50% match and Resolution 2019-4 authorizing the application for a \$1,000,000.00 water Grant through H2OPA with a 50% match. 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 48%.

BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated the Keeler lien has been satisfied.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The 2019 Third quarter report and the October fire report were presented.

The Fire Company is selling Raffle Tickets for a Memorial Gun.

The Last Mile is scheduled for December 28, 2019.

The ISO report for Insurance purposes was discussed. The Borough is one point away from a lower rate.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that he attended the Perry County Economic Development meeting regarding Downtown Revitalization.

The meeting was well attended.

A meeting regarding the future of the Clarks Ferry Tavern was held on Nov. 18, 2019.

Three architectural plans were presented to be considered for the future of the Clarks Ferry Tavern property.

An 'Octoberfest' style Beer Festival is planned at the Clarks Ferry Tavern for September 26, 2020.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

A motion was made by Mr. Williams to advertise the reorganizational meeting for Monday, January 6, 2019 at 7:00PM. The meeting will be held at the Duncannon Borough Building. The motion was seconded by Mr. May and passes with a unanimous voice vote.

A web meeting is scheduled for December 2, 2019 regarding Invoice Cloud an online bill pay system that interacts with our current Harris billing software.

An invitation has been sent via e-mail to all Council members with a link to attend.

Mrs. Bauer reported that the Duncannon American Legion provided a check for \$3,000.00 to cover the cost of brackets for the Duncannon Honors Banners.

Christmas on the Tavern Green will be held on Saturday, December 7, 2019 from 2-6PM.

This event will be a combination of the Tavern Market and Winterfest and will include the tree lighting, Santa, crafts, and more.

The Fall/Winter Newsletter has been distributed and anyone wishing to have information included in the Spring Newsletter should contact Kathy at the Borough Office.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review
Dated October 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 Advertise Ordinance #421, Setting the Tax rate for 2020. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise Ordinance #420, Setting the Water Rate in the Borough. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to accept the Early Intervention Phase II Audit report prepared by Wagner, Dreese, Elasser & Associates. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made to adopt Resolution 2019-5, Governing Bodies' Authorization. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made to approve the terms as provided by Susquehanna Accounting & Consulting Solutions Inc. to provide assistance under the PA DCED Strategic Management Program to reconcile and adjust the accounting books and records of the Borough for 2016, 2017, 2018 in preparation for external financial audits. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to ratify the execution of the Nutrient Credit Registration Request form to sell credits to Lancaster City for \$5,868.00. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Williams to approve the Special Events Permit for the Duncannon Fire Company Boot Drive supporting Adopt-a-Family. The motion was seconded by Mr. May and passed with a unanimous voice vote.

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

The new Website should be up and running by December 1, 2019.

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

No meeting was held in November.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to adopt Resolution 2019-6 Approving the Execution of One or More Power Sales Contracts with American Municipal Power Inc. and Taking Other Actions in Connection Therewith Regarding Participation in the AMP R.I.C.E. Peaking Project and/or The AMP Pennsylvania AMP Pennsylvania R.I.C.E. Peaking Project. Subject to review and approval by Solicitor Dissinger. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Mr. Kirkhoff reported that there are two areas detected by Fluid Pinpointing to be investigated for water loss.

UNFINISHED BUSINESS

Susan Street - Plans for Susan Street were discussed.

NEW BUSINESS

Municipal Lot - Mayor Cappawana stated that there is a good chance that a Brewery will be opening in the Square area as well as a coffee shop. An upgrade of the Municipal parking lot should be considered.

Handicapped Parking – A Handicapped parking space will be considered for the area surrounding Jolene’s Hair Salon.

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:52PM on November 19, 2019. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary