

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

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

**Junior Council:** Sophia Cappawana

**Members Absent:** Karl Conrad

**Others Present:** Solicitor – Bill Dissinger, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley

**Citizens Present:** Bob Sanderson, Joanne Sanderson, Jim Ryan, and Jackie Green

**MINUTES** – Minutes were presented for the November 19, 2019 Council Meeting.

A motion was made by Mr. Williams to approve the minutes for the November 19, 2019 Council Meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**PUBLIC COMMENT**

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

Mayor Cappawana stated that Scott Cramer had inquired about sponsoring the next Borough Newsletter.

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**

Nothing to report.

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

A written report was provided

A motion was made by Mr. Kirkhoff to approve Certificate of Payment #5 to 4M Construction Services, LLC for water supply, booster station, and well improvements in the amount of \$73,436.90 upon the approval of Engineer Rogalski. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve the PSI Pumping Solutions quote of \$2,145.00 for the expansion tank for non-potable water system. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the OPSCO quote of \$964.00 fir well #1 VFD DV/DT filter for the well pump. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

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

PESI provided a written report.

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

Solicitor Dissinger stated that he has been working with Anthony Klase to resolve a rat and vermin issue at 1214 N. Market Street.

The timeframe given to the owner of 18-28 N. Market St. to has expired and the Borough can now secure the building and lien the property for the amount.

The Borough crew will begin securing the buildings immediately.

Solicitor Dissinger has completed work on the AMP peaking project.

The 2020 fee schedule for Dissinger and Dissinger will be the same as the 2019 fee schedule.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

No report.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana stated that Ms. Sophia Cappawana is interested in remaining as a Junior Council member for 2020.

A motion was made by Mr. Williams to appoint Ms. Sophia Cappawana as a Duncannon Junior Council member for 2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. May to Subscribe to PSAB Plus at the cost of \$450.00 for 2020. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

A motion was made by Mr. Williams to advertise committee and Borough Council meetings for the month of January, 2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

Mrs. Bauer showed an example of the Duncannon Honors Banners which have been produced and delivered.

### **APPROVAL OF TREASURER'S REPORT**

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

Dated November 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 Ms. Conrad and passed with a unanimous voice vote.

### **COUNCIL COMMITTEE REPORTS**

#### **FINANCE & ADMINISTRATION– Mr. Jeffrey Kirkhoff, Chairman**

A motion was made by Mr. Williams to approve the 2020 Duncannon Borough Budget as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to adopt Ordinance #421, Setting the Tax rate for 2020. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to adopt 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. Williams to release the budgeted donation of \$500.00 to the Duncannon Fire Police and to release the budgeted Fire Police donation annually in the month of November. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to release a \$100.00 donation to the Cove Mountain Community Theatre for their participation in Christmas on the Tavern Green. The Motion was seconded by Mr. May and passed with a unanimous voice vote with Mr. Williams abstaining.

A motion was made by Mr. Wolfersberger to release a \$100.00 donation to the Roseglen Christian Nursery School for their participation in Christmas on the Tavern Green. The motion was seconded by Mr. May and passed with a unanimous voice vote with Mr. Kirkhoff abstaining.

A motion was made by Mr. Wolfersberger to approve up to \$7,200.00 for the purchase of iPads and peripherals for Council Members, the Mayor, and the Office. Equipment will be returned at the end of member term. The motion was seconded by Mr. May and passed by voice vote with Mr. Williams dissenting.

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

A motion was made by Mr. Williams to approve the Special Events Permit for Perry County Road Runners Last Mile. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Williams thanked everyone for helping with and participating in Christmas on the Tavern Green.

A motion was made by Mr. May to approve a \$300.00 donation to Alexander Oberholtzer of Boy Scout Troop 64 for his Eagle Scout Project. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

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

A motion was made by Mr. Williams to approve the release of the final \$700.00 payment to Jonathan Smith for Borough Website re-design and launch. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. May to enter into a \$100.00 per month website Administration agreement with Jonathan Smith on a month to month basis. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. May to continue Holiday and PTO time for part time employees using the established criteria as applied in 2019. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote with Mr. Williams abstaining due to his part time employee status at the Borough.

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

Paperwork has been filed to have Anthony Klase as the Borough EMC coordinator.

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

A motion was made by Mr. May to execute the letter of support for HR2772 to our U.S. Representatives. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Mr. May has been attending the Cap Tax meetings and would like to have information provided to Borough residents through the Newsletter and website.

Mr. Cappawana encouraged Council to seek out interactions with county lawmakers as being know to them and keeping the Borough needs in the forefront can help the Borough.

**PUBLIC COMMENT - None**

Ms. Jackie Green reported that she and her husband have purchase the property at 17-19 North Market Street.

**ADJOURNMENT**

A motion was made by Mr. Wolfersberger to adjourn at 8:09 PM on December 17, 2019. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The Re-Organizational Meeting is Scheduled for January 6, 2020 at 7:00PM.  
The next regularly scheduled meeting is set for January 21, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary