

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
February 18, 2020**

Call to order: Jeffrey Kirkhoff, President of Council called the meeting to order at 7:00 PM on February 18, 2020. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

Officials Present: Jeffrey Kirkhoff, Michael May, Karl Conrad, Kim Conrad, Darryl Croutharmel (8:15PM). Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

Junior Council: Sophia Cappawana

Members Absent:

Others Present: Solicitor – Bill Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth

Citizens Present: Jackie Green, Heather Weisen, Matt Brewster, & Sean O’Shell.

MINUTES – Minutes were presented for the January 21, 2020 Borough Council Meeting.

A motion was made by Mr. Williams to approve the January 21, 2020 Borough Council Meeting Minutes as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Mr. Matt Brewster - Mr. Brewster stated that he has been researching silent film actress Marie Doro and would like to see some recognition given to her accomplishments as she was born in Duncannon or perhaps an update to her grave and headstone.

Mr. Sean O’Shell – Mr. O’Shell asked if there were any updates to the Clark’s Ferry Tavern property.

Mrs. Bauer will ask to have his address added to the Historical Society E-mail list.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

DCED – A letter was received from the Department of Community and Economic Development to inform the Borough that a grant in the amount of \$84,150.00 has been approved for the preparation of 2016-2018 financial statements for audit.

Thom Hammaker – Duncannon Boy Scout Troop #64

Mr. Hammaker sent a list of changes to the Duncannon Recycling Program. These changes were made under advisement from the Infrastructure and Utilities committee and were made due to the rising cost of removing the recyclable materials.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana reported that the Community Yard Sale has been scheduled for June 6, 2020.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided and summarized.

Mr. Rogalski added that the Well #7 permit has been received.

Heather Weisen from SED-COG stated that there are grant funds available that the Borough may be able to acquire. These funds are leftover from another Municipality and could be directed to meter replacement. The \$100,000.00 would need to be used by March of 2021. A survey of the Borough water customers will need to be done first.

A motion was made by Mr. Williams to move forward with grant fund acquisition with CDBG. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

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

PESI provided a written report.

Mr. Hoch reported that the Omni has been installed at Well #2.

BOROUGH SOLICITOR – Ms. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger will need an Executive Session later in the meeting to discuss legal issues.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The 2019 Year End fire report, the 2019 Fourth ¼ report, and the January 2020 report were provided to Council.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that the PSAB conference will be held at the Hershey Lodge from June 7-10, 2020.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

A motion was made by Mr. May to execute the Voter Registration Lease Agreement. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to appoint Mr. May as the Duncannon Borough Delegate to the Perry County Boroughs Association and Mr. Wolfersberger as the Alternate. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to accept rates as presented for Borough Newsletter advertisements. The rate scale is as follows;

- 3.5" X 2" = \$25.00
- 5.5" X 4.25" = \$50.00
- 5.5" X 8" = \$75.00
- 8" X 10.5" - \$100.00

The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

NATURE CONSERVANCY – Mr. Kevin Yoder

Mr. Yoder summarized the Forest Management plan prepared by the Nature Conservancy and answered any questions pertaining to the plan.

Mr. Yoder was also asked if he had any information regarding a request the Borough received from the Department of Agriculture asking for permission to treat the invasive species, 'Tree of Heaven' at the wastewater treatment plant. This plant attracts the Spotted Lantern Fly, an invasive and destructive insect.

A motion was made by Mr. Wolfersberger to approve the agreement for the Department of Agriculture to treat the 'Tree of Heaven' at the wastewater treatment plant. Parcels identified as 060,118.03-098.000 and 060, 118.03-099.000. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Monthly Banking Review/Treasurers Report dated January 31, 2020, 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 an additional \$100,000.00 contingency loan from the Timber Fund to the Water Fund for Capital Improvements. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to ratify the Uni-First Contract Extension dated 2/4/2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve 2019 Budget Line-Item transfer within the Highway Aid fund. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Williams to approve the following Road Closures in the Duncannon borough;

- April 25, 2020 – SLEDFEST – Market Street from Clark to Rachel, Apple Tree Alley from Clark to Rachel, one side parking on High Street from Clark St. to Rt. 849 from 5:00AM to 6:00PM.
- Second Saturdays for Market on the Tavern Green – Apple Tree Alley from Clark to Margretta when needed.
- August 1, 2020 – Bicentennial Parade - Apple Tree Alley from Clark to Margretta.
- September 26, 2020 – Octoberfest – Apple Tree Alley form Clark to Margretta.

The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Mr. Williams also reported that there may be a Memorial day parade scheduled at a later date.

National Night Out is scheduled for August 4, 2020.

The Summertime Shine Car Show is scheduled for June 7, 2020 and Fall Fest& Car Show is scheduled for October 4, 2020.

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

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

The Revitalization Committee met and Mr. Matt Brewster attended to discuss Marie Doro.

Mayor Cappawana reported that the Downtown Revitalization meeting was held on February 17, 2020 and no Council Members attended. Public input was very negative.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Williams to schedule Spring Clean-up day for April 18, 2020 at the Municipal parking lot on Water St. from 8:00AM – 1:00PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to appoint Mike Grogan to the Duncannon Municipal authority for a five-year term to expire the first Monday of 2025. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to approve the Duncannon Municipal Authority officers as follows;

- Jeffrey Kirkhoff, President
- Roger Williams, Vice President
- Mike Wolfersberger, Secretary

The Motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman

Mr. Wolfersberger stated that the heat install at the small shop has been completed.

A motion was made by Mr. Wolfersberger approve the installation of gas heating by Swenson's Fuels at the large crew workshop and removal of the electric heat. Installation cost \$4608.17, gas tanks \$1455.00. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman

A motion was made by Mr. Williams to enter executive session at 8:52PM for personnel and legal issues. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to re-enter regular session at 9:15PM. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to ratify the hourly limit for the Codes Enforcement position to 12 hours per week. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to approve a \$2.00 per hour increase for Dakota Wise immediately upon receipt of his CDL paper license and to reimburse Mr. Wise \$225.00 for CDL training fees. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made to increase the available hours for the Billing Clerk position to up to 22 hours per week or 44 hours bi-weekly. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve up to \$300.00 to purchase a drone capable of taking photos. The motion was seconded by Ms. Conrad and passed with a 6-1 voice vote, Mr. Croutharmel dissenting.

UNFINISHED BUSINESS

Ms. Conrad would like Council to consider placing speed limit signs on Center Street.

NEW BUSINESS - None

PUBLIC COMMENT – None

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 9:25 PM on February 18, 2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for March 17, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED