

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
March 17, 2020**

Call to order: Jeffrey Kirkhoff, President of Council called the meeting to order at 7:00 PM on March 17, 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 (8:04PM). Roger Williams, Mike Wolfersberger, and Mayor Cappawana.

Junior Council: Sophia Cappawana

Members Absent:

Others Present: Solicitor – Bill Dissinger & Finance Director – Robert Kroboth

Citizens Present: Jackie Green, Ralph Ohnmacht, Molly Cappawana, Jim Ryan, Byron Worner, & Sean O'Shell.

MINUTES – Minutes were presented for the February 18, 2020 Borough Council Meeting.

A motion was made by Mr. May to approve the February 18, 2020 Borough Council Meeting Minutes as presented. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

PUBLIC COMMENT

Mr. Ralph Ohnmacht – Trail Laundry

Mr. Ohnmacht inquired as to whether the Apple Tree Alley property behind his business be used or leased for parking.

Mr. Kirkhoff stated that the property is owned by the state and cannot be developed.

Ms. Molly Cappawana – Duncannon Borough Tax Collector

Ms. Cappawana asked if she could suspend office hours for Tax Collection.

Council encouraged her to suspend office hours due to the extenuation circumstances of the COVID-19 virus.

Sean O'Shell – Duncannon Appalachian Trail Community

Mr. O'Shell asked if the ATC Special Events permit would be considered for approval.

Mr. O'Shell also asked that in light of the recent COVID-19 outbreak and the uncertainty of future events, that the Borough and the ATC keep in contact with any changes required.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Alexander Oberholtzer – Duncannon Boy Scout Troop #64

A letter of Thanks was received from Alexander Oberholtzer for the help and cooperation that he was given to complete his Eagle Scout project.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana had nothing to report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided.

Mr. Rogalski was deployed with PA Task Force One to support the COVID-19 response.

A motion was made by Mr. Kirkhoff to approve up to \$900.00 to upgrade the OmniSite Automatic Telephone Dialer at the new Booster Station to facilitate the 15-minute chlorine residual reporting required by DEP. The motion was seconded by Karl Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the Aqua- Aerobics Systems proposal of \$37,143.00. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

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

PESI provided a written report.

BOROUGH SOLICITOR – Ms. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that the PSAB website has very good information about COVID-19.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The February 2020 fire report was provided and summarized.

BOROUGH MAYOR – Mr. John Cappawana

No Report

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

A motion was made by Mr. Williams to execute letters to Governor Tom Wolf, Lt. Gov. John Fetterman, Commissioner Gary Eby, Commissioner Brenda Watson, &

Commissioner Brian Allen regarding Regional Planning in Cooperation with Penn Township. The motion was seconded by Mr. Wolfersberger 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 February 29, 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. 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, & IT– Mr. Jeffrey Kirkhoff, Chairman

Mr. Kroboth updated Council on the 2016-2018 Audit preparations.

Mr. Kroboth reported that the 2020 Liquid Fuels/Road turn-back allocations were received on March 2, 2020.

Mr. Kroboth also reported that he has filed numerous reports that are required annually and all should be filed timely and up to date.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Kirkhoff to approve the Duncannon ATC special events permit for the Duncannon ATC Festival on June 6, 2020. The permit was approved conditionally and may be revoked if the COVID-19 pandemic threat is not resolved. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Mr. Williams reported that CURVES will be holding an auction with all proceeds going to the Duncannon Senior Center.

A motion was made by Mr. Wolfersberger to close Walnut Street from Market Street to Apple Tree Alley on April 18, 2020 for an auction at Curves. The motion was seconded by Mr. May and passed with a unanimous voice vote.

REVITALIZATION, PUBLIC SAFETY, & COMMUNICATION – Ms. Kim Conrad, Chairman

The County had a day of meetings on March 11, 2020 and they were well attended and very positive.

The committee hopes to have follow up meetings with those who attended the County Meetings.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Williams to close the Municipal Parking lot on Water street from Friday, April 17, 2020 at 12:00PM until Saturday, April 18, 2020 at 5:00PM for Spring Clean-up day. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to table discussion of the second PP&L Line Connection Revised Cost Estimate. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman

Mr. Wolfersberger reported that Swenson Fuels has finished the heating systems in both shops and the crew is dismantling the old electric heat system.

A motion was made by Mr. Williams to approve up to \$1000.00 for 3 blade commercial fans and parts for installation. Public comment was offered on the motion. The motion was seconded by Mr. May and passed with a unanimous voice vote.

EXECUTIVE COMMITTEE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff discussed COVID-19 and possible responses and actions the Borough may take.

A motion was made by Mr. Williams to suspend utility terminations for the term of the PUC order. The motion was seconded and passed with a unanimous voice vote.

A motion was made by Mr. May to suspend late penalties for the March billing, the bills that are due on April 6, 2020. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

UNFINISHED BUSINESS

Mrs. Bauer will call SEDA-COG to discuss the door to door surveys that were scheduled for March and April of 2020. The Borough is unsure how to move forward with the grant process considering the current COVID-19 pandemic.

Mr. May reported that he had attended the Perry County Association of Townships meeting and found it very informative.

NEW BUSINESS

Mayor Cappawana suggested that Council members get to know the State Representative candidates and let them know about Duncannon as they may be in a position to help the Borough in the future.

PUBLIC COMMENT

Byron Worner – Duncannon Fire Company

Mr. Worner recommended that Council members contact County Commissioners and relay the information that the North end of Duncannon past the Clark's Ferry Tavern does not have radio reception.

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:26 PM on March 19, 2020. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for April 21, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED