

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 17, 2018**

- Call to order:** Christie Young, President of Council called the meeting to order at 7:00 p.m. on April 17, 2018. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Christopher Adams, Darryl Croutharmel, Jeffrey Kirkhoff, Lisa Landis, Michael May, Roger Williams, Christie Young, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana
- Members Absent:** Elisabeth Misner (School Commitment)
- Others Present:** Solicitor – William Dissinger, Pennoni Associates – Greg Rogalski, PESI – Todd Mace, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** John Guarnera, Maryann Croutharmel, Jackie Green, and Jim Ryan.

MINUTES – Minutes were presented for the March 20, 2018 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for March 20, 2018 as presented. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT

John Guarnera – 323 North Market St.

Mr. Guarnera questioned his electric bill for January consumption and requested that he receive a definitive answer when available.

Ms. Landis spoke on behalf of Alan D. Houck and submitted photos and correspondence regarding the residence at 115 Ann Street.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Borough News – The Pennsylvania State association of Boroughs (PSAB) will recognize the Borough at the Annual Conference with awards in the following categories; First place in the social media category, a second place in the newsletter category, and an honorable mention in the website category.

William Hobbie – Mr. Hobbie thanked the Borough for quick action and repair of his property at 24 Brown Street after a small accident occurred with a borough vehicle.

Public Utilities Commission – The first meeting Of PUC Combined Heat & Power Working Group will be held May 5, 2018 in Harrisburg.

Perry County Commissioners - The Perry County Commissioners have announced the opening of the Federal Fiscal Year 2018 Community Development Block Grant Program. A public hearing and Project Development Workshop will be held on May 3, 2018 at 6:00PM in the Commissioners' Meeting Room of the Veterans Memorial Building.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana & Ms. Elizabeth Misner

The Junior Council members may help in organizing the town-wide yard sale.

BOROUGH ENGINEER –Pennoni Associates

Ms. Aycock provided and summarized a written report to council.

Bid tabulations were presented for Contracts 2018-03G and 2018-03E, Solids Handling Upgrades.

A motion was made by Mr. Williams to accept the low bids for the Solids Handling Upgrade – Screw Press Installation and The Screw Press Installation Electrical. The motion was seconded by Mr. Adams. The motion was withdrawn.

A motion was made by Mr. Kirkhoff to accept the base bid from PSI Pumping Solutions Inc. for Electrical installation of the Screw Press. The first alternate will be waited and the second alternate will be declined. Total cost to be \$38,030.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to accept the base bid from PSI Pumping Solutions Inc. for the general installation of the screw press in the amount of \$103,500.00. The first alternate deduction to be declined on the condition that the Borough will retain all parts removed. The second alternate will also be declined. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Bid tabulations were presented for Water supply improvements at well #4, emergency generator.

A motion was made by Mr. Croutharmel to accept the bid from RLS Construction Group in the amount of \$60,839.00 for water supply improvements at well #4, Emergency Generator. Bid is subject to review by SEDA-COG for compliance with the CDBG grant provisions. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to pay EK Services the remaining balance of \$35,603.59 for the Chestnut St. water project contingent upon approval by SEDA-COG. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

The Application and Certification for current payment for work done at well #7 by Eichelbergers, Inc. was presented to Council.

A motion was made by Mr. Croutharmel to approve a payment of \$10,426.50 to Eichelbergers Inc. for well #7. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC WORKS – Mr. Todd Mace, PA Environmental Solutions, Inc. (PESI)

PESI provided a written report. Mr. Mace summarized the completed and open project items.

Mr. Mace added that the chemical supplier that the Borough has used in the past has closed and transferred their customers to another company. PESI has been checking prices at comparable businesses and has been able to find considerable savings on needed chemicals.

The water loss continues to be high. Chris Shutt from PA Rural Water has been investigating the problem.

Foreman Criley reported that a leak was found on Cumberland St. and repaired.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that an executive session was held prior to the start of the Council meeting at 6:30PM to discuss personnel matters.

DUNCANNON FIRE COMPANY – Chief Byron Worner

No report.

BOROUGH MAYOR – Mr. John Cappawana

No Report.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

Mr. May would like information regarding the Borough noise ordinance.

Council members expressed concern over skateboarders on the streets at night.

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 March 31, 2018, subject to audit. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Croutharmel to approve and ratify the bills as presented. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, & COMMUNICATION – Mr. Darryl Croutharmel, Chairman

No report.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams made a motion to close High St. from Cumberland St. to Ann St. on June 16, 2018 from 8:00AM to 5:00PM for the Duncannon Appalachian Trail Community Festival. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel for the Borough to be an official sponsor of the June 16, 2018 Appalachian Trail Community Festival. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to permit parking at the Cooper Field parking lot on June 16, 2018 for the Town Walk organized by Roy Clugston. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Mr. Williams reported that Duncannon Boy Scout Troop #64 would be using the field and facilities at Cooper Field each Tuesday evening from 5:00-9:00PM beginning May 1, 2018 through September 30, 2018.

Mr. Williams stated that he has reached out to the Duncannon Teener Baseball team to get a schedule and the proof of insurance required by the Borough. He has not received a reply.

A motion was made by Mr. Croutharmel to send official correspondence requesting the Teener Baseball schedule and their proof of insurance. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Sledfest is scheduled for May 28, 2018 at the Sled Works.

PERSONNEL, LEGAL, & IT – Ms. Christie Young, Chairwoman

A motion was made by Ms. Landis to terminate Chris Courogen as Duncannon Borough Manager, effective immediately. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The equipment needed to proceed with Information Technology (IT) portion of the Early Intervention Program (EIP) grant has been ordered.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

Solicitor Dissinger will look over the zoning as it regards to the Ordinance allowing the keeping of Chickens in the Borough.

Mr. Adams reported that the Borough has the right-of-way in the archways under the railroad tracks and therefor a dry hydrant can be planned. The fire company will draw up schematics and they will be sent to the Department of Environmental Protection (DEP) for approval.

An access point for kayaks and fishermen along Sherman's Creek is in the planning stages. This will not be a boat ramp, but a walkway to the creek created using organic materials.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to approve up to \$700.00 for the purchase of a pressure washer and accessories. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve up to \$1000.00 to have the parking area at the Hawk Rock access area surveyed by Act One Associates. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to hire Paul Liddick at his former rate of pay of \$17.48 per hour as a temporary employee with Commercial Driver's License (CDL). The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made to hire Michael Bell at his former rate of pay of \$10.40 per hour as a temporary employee with CDL on the condition that a medical clearance is provided. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Mr. Kirkhoff provided a schedule for the Borough Facilities Tour set for April 21, 2018.

The tour must be advertised as a special meeting of the Borough Council. Staff will contact the Carlisle Sentinel.

A date for Spring Clean-up day has not been scheduled. It will most likely be held in early fall.

A motion was made by Mr. Kirkhoff to execute the proposed contract with Pennsylvania Environmental Solutions Inc. (PESI) and rescind the motion to advertise for operators of the wastewater treatment plant (WWTP) and water system, subject to solicitor review of the contract. The motion was seconded by Mr. Williams and then rescinded by Mr. Kirkhoff before a vote could be taken.

PESI will update the contract proposal and provide it for council and solicitor review.

Mr. Rogalski will also send a fee schedule for Pennoni Associates.

Mr. Kirkhoff shared an example section of the liner used in the sewer lines on Elm Street.

Borough Manager Selection – Mayor John Cappawana, Chairman

Mayor Cappawana reported that the staff had been asked to prepare Desk Audits for the committee.

There have been 14 applicants for the position with approximately 8 resumes submitted. They plan to have a recommendation for the next council meeting.

UNFINISHED BUSINESS

Ms. Landis stated that a mural on the wall at Wheeler Field is an option as a memorial tribute to former Mayor Jack Conrad.

A motion was made by Mr. Kirkhoff to appoint Robert Kroboth as acting Right to Know officer for the Borough. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.
A motion was made by Mr. Williams to appoint Pennoni Associates as acting Zoning officers and Floodplain Administrators for the Borough. The motion was seconded by Mr. Adams and failed with 5-2 roll call vote, Mr. Kirkhoff, Ms. Landis, Mr. May, Ms. Young dissenting.

A motion was made by Mr. Croutharmel to appoint Anthony Klase as acting Zoning officer and Floodplain Coordinator for the Borough. The motion was seconded by Ms. Landis and passed with a 6-1 roll call vote, Mr. Williams dissenting.

NEW BUSINESS

Ms. Landis made a motion to hold a town hall meeting on Tuesday, May 29, 2018 at 7:00PM at the Borough building. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Solicitor Dissinger reported that the Perry County Law Library has requested updated codes and ordinances.

PUBLIC COMMENT – NONE

The next regularly scheduled meeting is set for May 22, 2018 at 7:00PM.

A motion was made by Mr. Williams to adjourn at 9:10PM. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary