

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 21, 2018**

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on August 21, 2018. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Karl Conrad, Darryl Croutharmel, Lisa Landis, Michael May, Roger Williams, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana, Elizabeth Misner
- Members Absent:** Christopher Adams, Jeffrey Kirkhoff
- Others Present:** Solicitor – William Dissinger, PESI – Kevin Hoch, Engineer – Greg Rogalski, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryann Croutharmel, Josh Parrish, Sean O'Shell, Michael Lindgren, Jim Ryan, Mike Wolfersberger, Jeff Styers, & Clifford Lindgren.

MINUTES – Minutes were presented for the July 17, 2018 Council Meeting and the July 31, 2018 Special Council Meeting.

A motion was made by Mr. Williams to approve the July 17, 2018 Council meeting as presented. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Ms. Landis to approve the July 31, 2018 special Council Meeting minutes as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Sean O'Shell – Duncannon Appalachian Trail Community (DATC)

Mr. O'Shell had previously submitted a trail maintenance plan to the Borough Solicitor.

Solicitor Dissinger stated that he has reviewed and approved the plan.

Mr. O'Shell has volunteered to be the trail maintenance director as an agent of the Borough of Duncannon.

A motion was made by Mr. Conrad to approve Sean O'Shell as the Volunteer Trail Maintenance director as an agent of the Borough of Duncannon. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Jeff Styers – 825 Newport Rd.

Mr. Styers presented preliminary plans for a skate park including estimated costs to be considered by Council.

The proposed site for the skate park is the old tennis court area at Cooper Field.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Perry County Planning Commission – The Perry County Planning Commission sent correspondence updating new requirements for all subdivision and land development applications.

Christopher Roush Resignation – August 3, 2018

A motion was made by Mr. May to accept the resignation of Christopher Roush effective August 3, 2018. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

GENERAL REPORTS

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

No Report.

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 56%, but the wells and the standpipe are gaining.

Two water leaks were found and repaired. It is estimated that the two leaks contributed a 20,000 to 30,000 gallon of loss per day.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he is reviewing the state law regarding fireworks. He plans to prepare an ordinance that mirrors the state law and can be enforced by the codes officer.

The Zoning Amendment regarding Brew-pubs will be ready for consideration for adoption at the September 18, 2018 meeting.

The Conservation Easement including baseline documentation was provided by Josh Parrish of the Nature Conservancy.

Solicitor Dissinger has the easement documents for review and plans to have the them ready for closure at the Sept 18, 2018 meeting.

Ms. Landis asked Mr. Parrish if it would be possible for Council to tour the property that is encompassed by the Nature Conservancy Easement.

Mr. Parrish stated that a tour could be scheduled for the fall of 2018.

DUNCANNON FIRE COMPANY – No Report

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana stated that Wheatfield and Penn townships have asked for an external audit of the Duncannon Fire Company.

Mayor Cappawana would like the millage to be reviewed during the budget process in respect to the contributions the Borough would like to make to the Fire Company and EMS.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski provided and summarized a written report.

Three certificates for payment were provided to Council for work performed at the Wastewater Treatment Plant and on the Borough Water System.

A motion was made by Mr. Williams to approve Certificate for Payment #2 for \$140,130.00 to Sherwood-Logan for Solids Handling Upgrade Equipment at the Wastewater Treatment Plant, Certificate for payment #1 for \$1,933.20 to RLS Construction Group, LLC for Water Supply Improvements at Well #4 to be paid upon SEDA-COG approval, and Certificate for Payment #3 for \$22,164.00 to Sherwood-Logan for Solids Handling Upgrade at the Wastewater Treatment Plant. The motion was seconded by Mr. May and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Ms. Landis to accept the Treasurers Report/Weekly Banking Review dated July 31, 2018, subject to audit. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to transfer up to \$200,000.00 from the Timber Account to the Sewer Account if needed. The motion was seconded by Mr. Williams 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, & COMMUNICATION – Mr. Jeffrey Kirkhoff, Chairman

A service agreement extension was provided for Mike Filanowski.

A motion was made by Mr. Williams to approve the second amended service extension agreement for Mr. Mike Filanowski for \$8,000.00 through December 31, 2018.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that National Night Out was very successful. He thanked all of the residents who held block parties, the Lions Club for their support, and Lee Ann Clugston for her help and organization.

A Fall-fest event is planned for October 7, 2018 at Cooper Field. The event will include craft and food vendors and a car show.

Ms. Landis will be chairing the 2018 Halloween Parade. The Parade is planned for Sunday, October 21 at 3:00PM.

Winterfest and the New Year's Eve Sled Drop are in the beginning planning stages.

Two swings were installed at Noye Park in time for National Night Out.

The committee is working on budgetary items for 2019.

PERSONNEL, LEGAL, & IT – Mr. Darryl Croutharmel, Chairman

No Report.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

No Report.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mrs. Bauer presented line items for Council consideration.

A motion was made by Mr. Williams to purchase a VFD for Well #1 at the cost of approximately \$600.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Ms. Landis to approve the purchase of an emergency power generator and the necessary installation parts for Well #1, cost not to exceed \$1000.00. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Ms. Landis to schedule a Fall Clean-up day for Saturday, September 22, 2018 from 8:00AM to 12:00PM at the Municipal Parking lot on Water St. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to approve the invoice for the purchase of a trailer for \$5,996. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

UNFINISHED BUSINESS

Update on 308 Lincoln St. –

Mrs. Bauer reported that the property has been sold and provided the new owner information with Solicitor Dissinger.

Solicitor Dissinger will send a letter to the property owner regarding the sewer issue at the property.

NEW BUSINESS

Electronics recycling information will be added to the flyer regarding Fall Clean-up day.

Ms. Landis asked council to consider placing large signs with owner information at the site of blighted properties.

Ms. Landis and Mayor Cappawana would like Council members to contact them when they have information that should be shared with the public so that it may be posted to the Borough Facebook page.

A motion was made by Mr. Williams to enter executive session at 8:41PM for the purpose of discussing threatened litigation and personnel. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Regular session was re-entered at 9:00PM.

PUBLIC COMMENT

Mike Wolfersberger – Mr. Wolfersberger stated that he is in favor of building a skate park in the Borough.

The next regularly scheduled meeting is set for September 18, 2018 at 7:00PM.

A motion was made by Mr. Williams to adjourn at 9:02PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary

