

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
December 18, 2018**

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on December 18, 2018. 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, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana
- Members Absent:** Christopher Adams, Karl Conrad, Lisa Landis, Elizabeth Misner
- Others Present:** Solicitor – William Dissinger, PESI – Kevin Hoch, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Jim Ryan, Mike Wolfersberger, Byron Worner, Myra Gamble. Bill Fickes, Tyler Shultz, & Debra Shultz.

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

A motion was made by Mr. Williams to approve the minutes for the November 20, 2018 Council Meeting as presented. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC COMMENT

Bill Fickes – Level Ground Support Group

Mr. Fickes explained that Level Ground is a support group for anyone in need. The group meets in Duncannon every Tuesday from 6:30-8:30 PM at the Duncannon Assembly of God Church.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Jane Bowers – Ms. Bowers provided a written statement expressing concerns.

Elizabeth Misner – Ms. Misner sent correspondence thanking Borough Council for the opportunity to serve as a Junior Council Member for 2018 and stated she did not re-apply for 2019.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana stated that she is willing to help with any and all projects.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided.

A motion was made by Mr. Williams to accept the Engineers report as presented. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

An Emergency permit from DEP was acquired in order to repair the pump at Well #5. It may be a temporary fix until the proper parts can be purchased.

A proposal was presented from Eichelbergers, Inc. for repairs at Well #5.

A motion was made by Mr. Williams to approve up to \$2,000.00 for repair work at Well #5. The motion was seconded by Mr. May and passed with a unanimous voice vote.

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 43.5%.

Mr. Hoch stated that bulk water hauling may be needed to keep the Reservoir at a useable level.

The Department of Environmental Protection (DEP) performed an inspection at the Wastewater Treatment Plant (WWTP) and there were only two minor violations that were quickly repaired.

Mr. Hoch recommended that the wet well at the WWTP be cleaned after the Holidays. Quotes will be needed.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that he would like an executive session held during the Personnel portion of the meeting.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The Duncannon Fire Company provided the November, 2018 Fire Report including the general ledger and it was summarized by Chief Worner.

Chief Worner reported that Santa will be visiting locations throughout the Borough on Saturday, December 22, 2018 beginning at 10:00AM.

A motion was made by Mr. Williams to approve the permit for 'The Last Mile' race to be held on December 29, 2018 as long as all paperwork is in order. Mrs. Bauer will sign off on the permit when all necessary forms are acquired. The motion was seconded by Mr. May and passed with a unanimous voice vote.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that he, along with Mr. Williams and Mrs. Bauer attended the 'Friends of the Clark's Ferry Tavern' meeting in December 15, 2018. The meeting was well attended and many ideas and information were shared.

Mayor Cappawana stated that Ms. Sophia Cappawana had expressed her interest in retaining her position as a Duncannon Borough Junior Council Member.

A motion was made by Mr. Williams to re-appoint Ms. Sophia Cappawana as a Junior Council Member for 2019. The motion was seconded by Mr. May and passed with a unanimous voice vote.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer presented draft advertisements for 2019 Council meetings and Committee Meetings.

The Finance Committee changed the date of the January Meeting to January 3, 2019.

The Parks and Recreation Committee will not hold a meeting in the month of December in 2019.

Mrs. Bauer will contact the members of the Revitalization, Public Safety, & Communications Committee to confirm meeting dates and times.

A motion was made by Mr. May to advertise the 2019 meeting schedule presented for the Duncannon Borough Council with the addition of the statement that each meeting may also be a meeting of the Duncannon Municipal Authority. Meetings will be held on the third Tuesday of each month at 7:00PM. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise the Duncannon Borough Committee meeting schedule with the changes discussed and the addition of any changes made by the Revitalization Committee. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Electronic Packets will be delivered to Mr. Crouthamel, Mr. Kirkhoff, Mr. May, Mayor Cappawana, and Ms. Cappawana beginning in January, 2019.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Williams to accept the Treasurers Report/Weekly Banking Review dated November 30, 2018, 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, & COMMUNICATION – Mr. Jeffrey Kirkhoff, Chairman

The proposed Budget for 2019 was presented and discussion was held.

Mr. Kroboth stated that the Butcher Shop Road Culvert project had been attributed to the Sewer Fund however it is a General Fund project.

A motion was made by Mr. May to approve the 2019 proposed budget as advertised. The motion was seconded by Mr. Kirkhoff and passed with a 3-1 roll call vote, Mr. Croutharmel dissenting.

A motion was made by Mr. Kirkhoff to adopt Ordinance #413 of 2018, Fixing the Tax Rate for 2019. The motion was seconded by Mr. Williams and passed with a 3-1 roll call vote, Mr. Croutharmel dissenting.

A motion was made by Mr. Kirkhoff to adopt Ordinance #414 of 2018, Setting the Rate Charged for Water in the Borough. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to approve the release of Budgeted payments to the following Organizations as follows; EMS (50%) - \$6,250.00 from the General Fund, Duncannon Fire Police - \$500.00 from the General Fund, Duncannon Boy Scout Troop 64 - \$2,500 from the Refuse Fund. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A Motion was made by Mr. Kirkhoff to Designate Mr. Robert Kroboth as the Chief Administrative Officer (CAO) of all Borough Pension Plans. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams thanked everyone who helped and participated in Winterfest for making the event a success.

Mr. Williams reported that there will not be fireworks on New Year's Eve this year.

The December meeting of the Parks & Recreation Committee has been cancelled

Preparations for the Sled Drop are almost complete. The event will be held at the Clark's Ferry Tavern Green on December 31st, 2018 at 10:30PM.

Mr. Williams would like council to consider paying the electric bill for the Tavern for the months of December and January as we have been using the electricity for our events.

A motion was made by Mr. Williams to approve the use of the Duncannon Borough Office back room by the Perry County Historical Society's 'Friends of the Clarks Ferry Tavern' Committee on January 10, 2019 at 5:30PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

No Report.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to pay the Clark's Ferry Tavern electric bill for the months of December, 2018 and January, 2019.

Public Comment was offered on the Motion.

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

A motion was made by Mr. Kirkhoff to approve Resolution #2018-4, Approving the Proposed By-Law Amendments, Strategies Plan and Dues Structure of the Pennsylvania Municipal Electric Association and appointing the Voting Delegate Representative. Mr. Kirkhoff will be the appointed voting delegate with Mr. Williams as the alternate. The motion was seconded by Mr. May and passed with a unanimous voice vote.

UNFINISHED BUSINESS

Mr. May attended the CAP TAX meeting and reported that the collection rate will be raised by 2% for 2019.

NEW BUSINESS - NONE

PUBLIC COMMENT

Chief Worner - Chief Worner asked if the structure of the payments to the Fire Company could be changed for 2019.

COMMITTEE REPORTS CONTINUED

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

A motion was made by Mr. Williams to enter executive session to discuss threatened litigation at 8:35PM. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Regular Session was re-entered at 8:51PM.

A motion was made by Mr. May to approve the hire of Dakota Wise and Blaise Murlin as part-time work crew employees at the rate of \$10.00 per hour. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

ADJOURNMENT

A motion was made by Mr. May to adjourn at 9:53PM on December 18, 2018. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for January 15, 2019 at 7:00PM

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

