

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
February 20, 2018**

- Call to order:** Christie Young, President of Council called the meeting to order at 7:00 p.m. on February 20, 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 and Elizabeth Misner.
- Others Present:** Borough Manager – Chris Courogen, Solicitor – William Dissinger, Pennoni Associates – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth.
- Citizens Present:** Bill Hobbie, Nancy Gavin, Maryann Croutharmel, Jim Ryan, Tasha Misner, Joseph Misner, Kevin Hoch, Karl Conrad, and Ken Eamigh.

MINUTES – Minutes were presented for the January 16, 2018 Council Meeting.

A motion was made by Mr. Adams to approve the meeting minutes for January 16, 2018 as presented. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

William Hobbie – 76 Towpath Road.

Mr. Hobbie read a prepared statement regarding parking on the square and tax paying vs exempt business practice in the borough. Written statement attached.

Nancy Gavin – 928 N. Market St.

Ms. Gavin stated that she is in agreement with Mr. Hobbies' statements.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

A motion was made by Mr. Williams to enter into a rental agreement with the Perry County Election Board to allow the use the Borough Office large meeting room as an election polling place when needed from January 1, 2018 through December 31, 2019. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A card was received from Duncannon Boy Scout Troop 64 thanking the Borough for all of the support it offers the troop throughout the year.

Chris Capp, the Executive Director of the Pennsylvania State Association of Boroughs (PSAB's) inquired as to whether Mayor John Cappawana would be interested in an appointment to the PMRS Board. Mayor Cappawana expressed his interest in accepting the appointment.

GENERAL REPORTS

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

No report.

BOROUGH ENGINEER –Pennonni Associates

Mr. Rogalski provided and summarized a written report to council.

Well seen contracts have been awarded and work is set to begin on February 21, 2018.

Chestnut Street restoration is set for spring of 2018.

A motion was made by Mr. Williams to advertise for bids for the installation of the wastewater treatment plant screw press. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Ms. Young accepted public comment on the purchase and installation of a generator at well #4.

A motion was made by Mr. Williams to advertise for bids for the purchase and installation of a generator at well #4. The motion was seconded by Mr. Kirkhoff 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.

Mr. Hoch added that wells are running 24 hours, 7 days a week. Water loss is reported at 46%.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that the option for the agreement with the Nature Conservancy has been signed and the money has been received by the Borough.

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.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer provided a contact list of Borough employees and important phone numbers to be reviewed for accuracy

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Croutharmel to accept the Treasurers Report/Weekly Banking Review dated January 31, 2018, subject to audit. The motion was seconded by Mr. Adams 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

A motion was made by Mr. Croutharmel to approve Resolution to allow Tax Collector Molly Cappawana to open a bank account under the Borough Federal Identification Number. The Motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to credit of \$226.00 the water account ending in #6002 due to sediment causing the need for corrective work. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to pay \$24,988.41 for the Borough share of the Chestnut St. water project to EK Services. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams stated the Mr. Adams would be chairing the Sledfest event.

A motion was made by Mr. Williams to close Market St. from Clark St. to Rachel St. and Apple Tree Alley from Clark St. to Rachel St. on April 20 to 5:00AM -6:00PM and one side parking on High St. From Clark St. to Rt.849 for the same time period. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

The Summertime Shine car show will be held on June 3, 2018 at Cooper Field.

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

No Report, February meeting cancelled.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

No Report, February meeting cancelled.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to authorize staff to relocate the stop sign at the corner of Brown and Summit Streets closer to the intersection. The motion was seconded By Mr. Adams and passed with a unanimous voice vote.

A motion was made to authorize the purchase of two portable wastewater flow meters at the cost of \$2,666.00. The motion was seconded by Mr. Adams and passes with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to authorize the hiring of a third party contractor previously used by the borough for the purpose of leak detection. Cost not to exceed \$2200.00. If the water loss lowers to 25% the contractor will not be hired. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

UNFINISHED BUSINESS

Mayor Cappawana enquired into the acquisition of clearances for Council members.

NEW BUSINESS

Tax Collector, Molly Cappawana requested that an ordinance or resolution be passed allowing her the following; To charge escrow companies \$2.00 for every copy of unpaid bills requested, to charge \$45.00 for all checks returned for non-sufficient funds (NSF), to charge \$15.00 for tax certification per parcel per previous year, and to charge \$2.00 per receipt for copies of tax receipts requested by the tax payer (no charge at the time of payment).

The current Borough ordinance for NSF checks is a charge of \$25.00 plus bank fees.

A motion was made by Mr. Croutharmel to approve the Resolution allowing Tax Collector Molly Cappawana to open a checking account under the Borough Federal ID number with NSF fees to match the current Borough Ordinance. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to advertise the position of Borough Manager. The motion was seconded by Mr. Kirkhoff and passed with a 6-1 roll call vote, Ms. Young dissenting.

The advertisement for Borough Manager will be prepared by the Personnel Committee.

PUBLIC COMMENT

Kenneth Eamigh –

Mr. Eamigh stated his concern that Appalachian Trail Hikers were boarding a local church where a day care is also located. Mr. Adams invited Mr. Eamigh to attend the next public Safety meeting to share his concerns.

The next regularly scheduled meeting is set for March 20, 2018 at 7:00PM.

A motion was made by Mr. Williams to adjourn at 8:05PM. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED

