

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
January 16, 2018**

- Call to order:** Christie Young, President of Council called the meeting to order at 7:00 p.m. on January 16, 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:** Tasha Misner, Joseph Misner, Jim Ryan, Maryann Croutharmel, & Kraig Nace.

MINUTES – Minutes were presented for the December 19, 2017 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for December 19, 2017 with corrections. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to approve the minutes for January 2, 2018 with corrections. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT

Kraig Nace – Mr. Nace congratulated the new Council members and thanked them for their service to Duncannon. He stated that he enjoyed his time on council working with council members, Pennoni Associates, PESI, and Dissinger & Dissinger and that he is available to assist in any way if he is needed.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

A motion was made by Mr. Williams to table the appointments of Borough Manager, Treasurer/Finance Director, and Borough Secretary until the April Meeting to allow all council members to review agreements and responsibilities. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

GENERAL REPORTS

BOROUGH ENGINEER –Pennoni Associates

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

Mr. Rogalski stated that we are up to date with the terms set forth in the consent order with the Department of Environmental Protection (DEP).

The Bids received for the Elm Street sewer project were provided. Mr. Rogalski recommended option three which includes rehabilitation of the existing 8-inch TCP by installation of a Cured in Place liner from the existing 15-inch DIP to MH-37 at the cost of \$28,045.00.

A permit application will be submitted to DEP this month for work to be done at well one.

The Chestnut Street water project still needs a couple of items to be completed. A top-coat will need to be put down and the hydrant at the corner of Lincoln and Chestnut Streets needs structure.

Bids were received for Water Supply Improvements at well #7. Mr. Rogalski recommends approval of the lowest bid from Eichelbergers, Incorporated.

A control has been set at the retaining wall on Locust St. to monitor any movement.

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 stated that we had three water leaks during the past month that contributed to the water loss.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he has reviewed the AMP of Ohio designation as agent agreement. He approves the agreement and recommends the Borough make the designation.

Solicitor Dissinger has a few revisions to make to the Henkel's and McCoy contract.

Solicitor Dissinger provided copies of the Private Cooperator Habitat Agreement from the Pennsylvania game Commission.

Solicitor Dissinger reported that the easement agreement with the Nature Conservancy is in its final form and ready for signature and notarization.

Duncannon Fire Company – Chief Byron Worner

The fire call report for 2017 was provided.

Chief Worner reported that over 7,000 hours of volunteer hours are documented in the report.

The aerial equipment was tested and passed with no repairs. They will be remounted in April or May of 2018.

Mr. Courogen will forward the fire hydrant specs to the Duncannon fire company.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that he attended Elected officials day at the PA Farm Show.

He stated that he attended a meeting regarding the Clark's Ferry Tavern with Mr. Adams and members of the Historical Society of Perry County. They will hold another meeting on January 30, 2018.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized.

Mr. Courogen added that a standard form outlining a co-op agreement with the Perry County Office of Commissioners will need to be signed for the Community Development Block Grant (CDBG).

A time for public comment was extended with no comments offered.

A motion was made by Mr. Kirkhoff to approve the execution of the co-op agreement subject to solicitor review. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Resolution #1 of 2018, Designating Authorized signers for the Duncannon Borough accounts with Riverview Bank was provided for review.

A motion was made by Mr. Williams to approve Resolution #1 of 2018 with name spellings corrected. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Croutharmel to accept the Treasurers Report/Weekly Banking Review dated December 31, 2017, 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.

Mr. Kroboth added that he is in negotiations with the bank to have the checking account interest rates set at .65%.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, & COMMUNICATION – Ms. Christie Young, Chairwoman

The amended 2017 budget was presented.

The water fund showed a deficit largely due to unplanned work at the reservoir.

A motion was made by Mr. Croutharmel to approve the amended budget for 2017. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to extend the time period on Michael Filinowski's contract with the Borough through December 31, 2018. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to accept committee appointments and advertise committee meeting times as follows:

*Personnel, Legal, and IT - Chairman, Christie Young.
Members, Michael May & Lisa Landis.
Meeting time: 2nd Tuesday at 6:15PM.

*Revitalization and Public Safety – Chairman, Christopher Adams.
Members, Darryl Croutharmel & Lisa Landis.
Meeting time: 2nd Tuesday at 7:00PM.

Infrastructure – Chairman, Jeffrey Kirkhoff.
Members Roger Williams & Christopher Adams.
Meeting time: 2nd Thursday at 6:00PM

Parks and Recreation – Chairman, Roger Williams.
Members, Christopher Adams & Michael May.
Meeting time: 4th Tuesday at 7:00PM, May meeting to be changed due to Council Meeting conflict.

Finance, Administration, and Communication – Chairman Darryl Croutharmel.
Members, Jeffrey Kirkhoff & Christie Young.
Meeting time: 1st Tuesday ay 7:00PM.

Borough Council Meetings.
3rd Tuesday of each Month at 7:00PM.

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

A motion was made by Mr. Croutharmel to have all Council Members apply for applicable child welfare clearances, cost not to exceed \$200.00 in total. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman
Mr. Williams had no report.

PERSONNEL, LEGAL, & IT – Mr. Croutharmel, Chairman
A motion was made by Mr. Croutharmel to adopt the Private Cooperator Habitat Agreement with the PA Game Commission with the provision that the Nature Conservancy also enter into the same

Private Cooperator Habitat Agreement. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made Ms. Landis to hire Keith Mutzabaugh and Devin Anderson as part time public works employees at the rate of \$10.00 per hour. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

No meeting was held this month and the committee will be part of the Revitalization Committee moving forward.

UTILITIES, STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to accept the bid from Rogele Inc. for Option three for the Elm St. Rehabilitation at the cost of \$28,045.00.

A motion was made by Mr. Kirkhoff to accept the bid from Eichelbergers, Inc. for Water Supply Improvement at well #7 at the cost of \$47,182.50. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

Mr. Adams had no report.

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

No report.

UNFINISHED BUSINESS

Mr. Croutharmel stated that the outside refuse hauler bids were reviewed by finance and no action was recommended as the results were not beneficial to the borough.

NEW BUSINESS

Mr. Williams recommended setting up and advertising a workshop with all council members to tour the Borough facilities and see how they are operated.

PUBLIC COMMENT - NONE

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

A motion was made by Mr. Adams to adjourn at 8:45PM. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

