

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

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on July 17, 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, Jeffrey Kirkhoff, Lisa Landis, Michael May, Roger Williams, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana
- Members Absent:** Christopher Adams, Elizabeth Mlsner
- Others Present:** Solicitor – William Dissinger, PESI – Kevin Hoch, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryann Croutharmel, Josh Parrish, Sean O'Shell, Jackie Green, Byron Worner, Angela Lindgren, Michael Lindgren, and Jim Ryan.

**MINUTES** – Minutes were presented for the June 19, 2018 Council Meeting.

A motion was made by Ms. Landis to approve the June 19, 2018 Council meeting minutes with corrections. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Josh Parrish – The Nature Conservancy**

Mr. Parrish provided maps and updated Council on the Watershed Conservation project and stated that the fundraising is complete.

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

Mr. O'Shell would like council to consider officially naming a trail that is often called 'Eagles edge trail'. He also asked if the local hiking groups would need council permission to perform 'upkeep' on that trail.

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION - NONE**

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**

No Report.

**BOROUGH ENGINEER –Pennoni Associates**

A written report was provided.

**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 44%. There was discussion on how that number is calculated.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger reported that the Stone Mill Estates project will be moving forward as they now have approval from Penn Township to proceed. They will be connecting to the Duncannon sewer system at Clark Street. The Inter-Municipal agreement will need to be revised.

Solicitor Dissinger provided a draft ordinance regarding Breweries, Brew pubs, and Microbreweries.

A motion was made by Mr. Kirkhoff to have the Ordinance amending the Zoning Ordinance to provide a definition of Brew Pub, Microbrewery, and Brewery to be updated by Solicitor Dissinger, removing section V, subsection K and remove the word 'non-alcoholic' from line 2 on page 2. The Ordinance should then be sent to the Planning Commissions and advertised for a hearing in September. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

Chief Worner reported that the dry hydrant in Noye park is not functioning correctly.

He also stated that he feels that no left turns from 22/322 into Duncannon would be detrimental to Emergency services and that the intersection by the Legion and the Rt. 11&15 overpass would be overwhelmed.

The new rigs are in the building process.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana plans to attend the PSAB Fall Leadership Conference at Seven Springs Mountain Resort from October 12-14, 2018.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Ms. Landis to accept the Treasurers Report/Weekly Banking Review dated June 30, 2018, subject to audit. 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 Ms. Landis and passed with a unanimous voice vote.

**COUNCIL COMMITTEE REPORTS**

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

The 2016 Audit is underway and a special meeting has been advertised for July 31, 2018 for the approval of the 2016 Audit.

**PARKS & RECREATION – Mr. Roger Williams, Chairman**

Mr. Williams reported that National Night Out (NNO) is set for August 7, 2018 at Noye Park from 6-8PM.

The Cove Mountain Community Theater chorus will be performing as well as a bucket drum ensemble.

Block parties will commence at 8:00PM. A block party is planned for the Clark's Ferry Tavern and one is planned for the Carver's Hill area. If anyone is interested in hosting a block party, please contact Mr. Williams.

A motion was made by Mr. May to approve working hours for a part-time employee for the evening of NNO for the duration and clean-up of the event. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

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.

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

The committee is looking to update the policy for time accrual for full time employees.

**REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman**

No Report.

Ms. Landis inquired into the Code Red system and who may have access. Mrs. Bauer will call Code Red for verification.

**INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman**

No Report.

**UNFINISHED BUSINESS - NONE**

**NEW BUSINESS**

Mr. Williams recommended that a safety fence and gate be placed around the propane tanks beside the building.

Mayor Cappawana stated that fireworks are being set off late in the evening for the past few weeks. Solicitor Dissinger will investigate the current ordinance and prepare a draft ordinance to include fines and/or appropriate measures.

Mayor Cappawana stated that the Borough should consider inspections of rental properties. At this time the Borough has no way to know if rental properties are safe for habitation.

A motion was made by Mr. Kirkhoff to approve an expenditure of up to \$2,000.00 for a fence and gate to surround the propane tanks outside of the Borough building. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

**PUBLIC COMMENT – NONE**

The next regularly scheduled meeting is set for August 21, 2018 at 7:00PM.

A motion was made by Mr. Williams to adjourn at 9:20PM. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary

APPROVED