

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
July 21, 2020**

**Call to order:** Michael May, Vice-President of Council, called the meeting to order at 7:00 PM on July 21, 2020. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.  
**The meeting was held in person with a Zoom option.**

**Officials Present:** Jeffrey Kirkhoff (Via Zoom), Michael May, Mayor John Cappawana, Darryl Croutharmel, Karl Conrad, Kim Conrad, Roger Williams,

**Members Absent:** Michael Wolfersberger, Sophia Cappawana – Jr. Council.

**Others Present:** Solicitor – Bill Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch (Via Zoom), Finance Director – Robert Kroboth, Assistant Secretary – Adrienne Marsh

**Citizens Present:** Via Zoom – Dave Murphy, Sara Holand, Betsy Kirkhoff. In Person- Lieutenant Robert S. Ligon, P.S.P, and George Scott

**MINUTES –** A motion was made by Mr. Conrad to approve the minutes for the June 16, 2020 Borough Council Meeting as presented. The motion was seconded by Ms. Conrad and passed by majority vote with one abstention. (Darryl Croutharmel was not present at 6/16/20 meeting and wanted to be noted that he did not voice vote)

**PUBLIC COMMENT**

Lieutenant Robert S. Ligon of the PA State Police was present. He introduced himself and stated that he is available to provide service and support to the Borough.

Mr. George Scott introduced himself as he is the democratic candidate running for State Senate. He attended to listen and learn about the Borough.

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

Mr. Croutharmel read a letter from Victor Hart regarding Clark's Ferry Tavern. Victor also provided books to be available about the archaeological excavations. A thank you letter will be sent to Victor.

Mr. Croutharmel provided a letter of resignation from his Borough Council position. Council agreed to table consideration of his resignation until next meeting.

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**

No report.

**BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

A written report was provided.

Update on Well repairs was reviewed.

Discussion of the Booster Station Act-Pak replacement took place and it was agreed that Greg would get a new replacement at a cost of up to \$1000.00. No vote was needed for this replacement.

The standpipe is filling and at 60 feet as of this evening.

A suggestion was made by Mayor John Cappawana and Michael May to use all necessary media outlets to inform residents of the possible water shut offs for the valve project. Robert Kroboth will contact Go Daddy to inquire of status of the Borough website updates.

**PESI– Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)**  
PESI provided and summarized a written report.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**  
Solicitor Dissinger discussed the Clark's Ferry Tavern Agreement Amendment Consideration.

Roger Williams made a motion to approve the agreement for the Clarks Ferry Tavern as amended by Solicitor Dissinger, the Historical Society will continue to provide annual updates. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

An updated agreement will be prepared by Solicitor Dissinger for signature by Borough Officials and then returned to the Historical Society for their official signatures.

A motion was made by Roger Williams to have Michael May sign off on any adjustments. The motion was seconded by Michael May and passed with unanimous voice vote.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**  
The 2<sup>nd</sup> Quarter Fire Report was provided.

**BOROUGH MAYOR – Mr. John Cappawana**  
Nothing to report

**CODES ENFORCEMENT- Mr. Anthony Klase**  
Written report provided.

**BOROUGH ASSISTANT SECRETARY – Mrs. Adrienne Marsh**  
Nothing to report.

#### **APPROVAL OF TREASURER'S REPORT**

A motion was made by Roger Williams to accept the Treasurers Reports dated June 30, 2020 subject to audit. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

#### **RATIFICATION AND APPROVAL OF BILLS**

A motion was made by Roger Williams to approve and ratify the bills/EFT's prepared for June, as presented. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

## COUNCIL COMMITTEE REPORTS

### **FINANCE, ADMINISTRATION, and IT – Mr. Robert Kroboth, Finance Director**

A motion was made by Roger Williams to approve a transfer, proposed by Robert Kroboth, for the General Fund to pay off a \$30,000 Electric Fund loan from 2016. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Roger Williams to write off a 2016, \$100,000 advance from the Timber Fund account to the General Fund, as proposed by Robert Kroboth. The motion was seconded by Mr. Kirkoff and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to extend Late Fee Forgiveness for an additional month. The motion was seconded by Roger Williams and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to approve the Cyber Insurance Policy provided. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to approve line item budget transfers, proposed by Robert Kroboth, for the 2020 Budget. The motion was seconded by Mr. Conrad and passed with a unanimous vote.

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

Nothing to report.

### **REVITALIZATION & PUBLIC SAFETY – Ms. Kim Conrad, Chairman**

A letter was provided by a resident requesting a handicap parking space. Mr. Kirkoff asked that Mike Criley take a look to see if it is possible, then report back to Mr. Kirkoff. A motion was made by Mr. Croutharmel to make a handicap space at the requested location, if possible. The motion was seconded by Roger Williams and passed with a unanimous vote.

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

Nothing to report.

### **FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman**

Nothing to report. Roger Williams requested consideration for purchasing a freeze tool or a labor trade with Susquenita H.S, as we have been using theirs when we need one.

### **EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman**

A motion was made by Mr. Karl Conrad to enter executive session at 8:29 PM. The motion was seconded by Mr. Michael May and passed with a unanimous voice vote.

A motion was made by Mr. May to re-enter regular session at 8:32PM.. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to award all employees a 3% wage increase. The motion was seconded by Ms. Conrad and passed with a unanimous voice vote.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

Penn State Health-Geisinger Letter & Agreement Template was discussed. Mr. Croutharmel gave his opinion on the proposal. Solicitor Dissinger suggested we extend an invitation to the Program representatives to present their proposal at a Council Meeting. Robert Kroboth to initiate the invitation.

**PUBLIC COMMENT**

**ADJOURNMENT**

A motion was made by Roger Williams to adjourn at 8:34 PM on July 21, 2020. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for August 18, 2020 at 7:00PM

Respectfully Submitted,

Adrienne Marsh  
Duncannon Borough Assistant Secretary