

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 19, 2018**

- Call to order:** Darryl Croutharmel, acting President of Council called the meeting to order at 7:00 p.m. on June 19, 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, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana
- Members Absent:** Elizabeth MIsner
- Others Present:** Solicitor – William Dissinger, Pennoni Associates – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryann Croutharmel, Karl Conrad, Sean O’Shell, Jackie Green, Mike Wolfersberger, and Jim Ryan.

MINUTES – Minutes were presented for the May 22, 2018 Council Meeting and the May 29, 2018 Town Hall Council Meeting.

A motion was made by Mr. Adams to approve the May 22, 2018 Council meeting minutes as presented. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the May 29, 2018 Town Hall Council Meeting Minutes with correction. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT

Sean O’Shell – Duncannon Appalachian Trail Community (DATC)

Mr. O’Shell reported that the annual DATC Festival went well and the organization appreciates all of the help that they receive.

Mr. O’Shell stated that the DATC organization is in need of accessible storage space and asked if the Band Shell at Cooper Field may be an option.

A motion was made by Ms. Landis to assign a Band Shell key to a responsible key holder for the DATC for the purpose of storage access. The motion was seconded by Mr. Adams and passes with a unanimous voice vote.

Mike Wolfersberger – 823 N. High Street

Mr. Wolfersberger stated that Lee Wright of New Blooms Greenhouses has donated the hanging baskets in the Square area for the past two years.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Ms. Christie Young Resignation Letter –

A motion was made by Ms. Landis to accept the resignation of Ms. Christie Young from the Duncannon Borough Council effective May 31, 2018. The Motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Vacant Council seat –

Three letters of interest were submitted to the Council President from borough citizens; Mike Wolfersberger, Karl Conrad, and Lauren Maggs.

Mr. Wolfersberger stated that he is a 28-year resident of the borough and a retired electrician with 47 years of service. He is also a member of the Municipal authority and the JOAC.

Mr. Conrad stated that he grew up in Duncannon and has been an active volunteer of the Duncannon Fire Company for over 30 years.

Ms. Landis stated that Mr. Conrad received more votes than she did in the primary election. Mr. Conrad added that he withdrew from the election as he was unsure it was permitted with his job as a District of Columbia Fire Fighter.

A motion was made by Mr. Kirkhoff to appoint Mike Wolfersberger to the vacant Duncannon Borough Council position. The motion was seconded by Mr. May and failed with a 4-3 roll call vote, Mr. Adams, Mr. Croutharmel, Ms. Landis, and Mr. Cappawana dissenting.

A motion was made by Mr. Adams to appoint Karl Conrad to the vacant Duncannon Borough Council position. The motion was seconded by Ms. Landis and passed with a 4-3 roll call vote, Mr. May, Mr. Kirkhoff, & Mr. Williams dissenting.

Mr. Conrad was sworn in as a Duncannon Borough Council member by Mayor Cappawana and took his seat at Council table.

REORGANIZATION

Public Comment was offered as Council prepared for reorganization.

A motion was made by Mr. Williams to appoint Mr. Croutharmel as the President of the Duncannon Borough Council. The motion was seconded by Ms. Landis and passed with a unanimous roll call vote.

A motion was made by Mr. Williams to appoint Mr. Kirkhoff as the Vice President of the Duncannon Borough Council. The motion was seconded by Mr. Adams and passed with a unanimous roll call vote.

A motion was made by Mr. Williams to appoint Mr. May as President Pro-tem of the Duncannon Borough Council. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

A written report was provided and summarized by Ms. Cappawana regarding the Town-wide yard sale.

BOROUGH ENGINEER –Pennonni Associates

A written report was provided and summarized by Mr. Rogalski.

A certificate of payment was presented for water supply improvements at well #7, payable to Eichelbergers, Inc. in the amount of \$31,913.10.

A motion was made by Mr. Kirkhoff to approve the payment of \$31,913.00 to Eichelbergers Inc. for improvements at well #7. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A partial deposit of \$110,740.00 for the screw press has been prepared. The cost for storage will be \$1,200 per month and will commence as of June 1, 2018.

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 the hydrants need flushed, however this should not be done until well #1 is up and running.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger requested an Executive Session to discuss pending litigation.

DUNCANNON FIRE COMPANY – Chief Byron Worner

No report.

BOROUGH MAYOR – Mr. John Cappawana

No report.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

The Borough needs a second person to have ticket writing power as Mr. Klase is not a full time employee.

A motion was made by Mr. Williams to appoint Mayor John Cappawana as assistant Codes Officer. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer reports that she attended the River lands meeting at Penn Township. The discussion centered around a proposed barrier on 22/322 on 'The Island'. This barrier would prevent left turns from both sides of the highway.

APPROVAL OF TREASURER'S REPORT

A motion was made by Ms. Landis to accept the Treasurers Report/Weekly Banking Review dated May 31, 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. Adams 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 will be needed for the 2017 Audit at the end of July.

A motion was made by Mr. May to appoint Wagner, Dreese, Elsasser & Associates, P.C. to undertake an audit of the PA Department of Economic Development Early Intervention Program Phase I Grant. Cost estimated at \$4,000.00 to \$5,000.00. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Summertime Shine Car Show broke even. They had approximately 30 cars and vendors.

National Night Out is set for August 7, 2018 at Noye Park from 6-8PM.

Block parties will commence at 8:00PM. If anyone is interested in hosting a block party, please contact Mr. Williams.

The committee is considering a fall event similar to the Summertime Shine event.

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

A motion was made by Mr. Croutharmel to enter executive session at 8:15PM to discuss pending litigation. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Council re-entered regular session at 8:53PM.

Mrs. Bauer updated council on the IT implementation taking place in the Borough Offices.

Devin Anderson turned in his two week notice on June 14, 2018.

A motion was made by Mr. Adams to accept the resignation notice of Devin Anderson. Last work day set for June 28, 2018. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to provide all employees having worked for the Borough for one year or more with the exception of Christopher Roush with the 1% merit increase and the 2%

cost of living increase. Christopher Roush will receive the 2% cost of living increase. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Lisa Forbes started in her position as Billing Clerk on Wednesday, June 13, 2018.

A motion was made by Mr. Kirkhoff to advertise the copier for sealed bids, advertisement should state that the copier will not be immediately available. The motion was seconded by Ms. Landis 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 purchase 5 dumpsters; 2-2yard and 2-3yard and 1-4yard at the cost of \$3187.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to hold a special auction to sell less than 10 pieces of surplus equipment. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise for part-time public works employees. A probationary period will be in effect upon hiring. Foreman Criley and personnel committee to determine acceptability of candidates and hire accordingly. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. May to allot up to \$15,000.00 for the purchase of a street sweeper at auction. Purchase power given to by Foreman Criley and/or Robert Kroboth. The motion was seconded by Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to allot up to \$15,000.00 for the purchase of televising equipment at auction. Purchase power given to Foreman Criley and/or Finance Director Robert Kroboth. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to allot up to \$15,000.00 for miscellaneous equipment purchases at auction. Purchase power given to Foreman Criley and/or Finance director Robert Kroboth. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Borough Manager Selection – Mayor John Cappawana, Chairman

A motion was made by Mr. Williams to suspend the Borough Manager Selection committee until need is reassessed. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

Mr. Jeremy Rogers had questioned his utility bill on May 22, 2018. At that time Mr. Cappawana asked him to provide the bill in question. Mr. Cappawana was asked on June 10, 2018 why no action had

been taken and was once again asked to provide the bill in question. As of June 19, 2018 the bill in question has still not been provided.

Committee Restructure –

Finance and Administration – Mr. Kirkhoff Chairman
Mr. Croutharmel & Mr. May Members
Meets the first Tuesday of the month at 7:00PM

Parks and Recreation – Mr. Williams Chairman
Mr. May and Ms. Landis Members
Meets the fourth Tuesday of the month at 7:00PM

Personnel, Legal, and IT – Mr. Croutharmel Chairman
Mr. May and Mr. Conrad Members
Meets the second Tuesday of the month @ 7:00PM

Revitalization, Public Safety, and Communications – Mr. Adams Chairman
Ms. Landis and Mr. Conrad members
Meets the second Friday of the month at 6:00PM

Infrastructure and Municipal Authority – Mr. Kirkhoff Chairman
Mr. Williams and Mr. Adams Members
Meets the third Tuesday of the month at 7:00PM

A motion was made by Mr. Kirkhoff to remove Ms. Christie young as a signer on all Borough bank accounts and add Mr. Michael May. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

PUBLIC COMMENT – NONE

The next regularly scheduled meeting is set for July 17, 2018 at 7:00PM.

A motion was made by Mr. Conrad to adjourn at 9:38PM. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary