

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

- Call to order:** Christie Young, President of Council called the meeting to order at 7:00 p.m. on March 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:** Elizabeth Misner.
- Members Absent:** Sophia Cappawana (Due to Illness)
- Others Present:** Borough Manager – Chris Courogen, Solicitor – William Dissinger, Pennoni Associates – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth.
- Citizens Present:** John Guarnera, Maryann Croutharmel, Tasha Misner, Joseph Misner, Jackie Green, Michael Schaffer, Karl Conrad, and Alice Gerow.

Ms. Young stated that an Executive Session was held on March 1, 2018 to discuss personnel matters. No action required.

MINUTES – Minutes were presented for the February 20, 2018 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for February 20, 2018 with corrections. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT

John Guarnera – 323 N. Market Street, Duncannon.

Mr. Guarnera questioned the Cost Adjustment and how it is determined and staff knowledgeability on the issue.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Correspondence was received from the Perry County Fair organizers offering advertisement space in the 2018 Fair program guide.

The Perry County Chamber of Commerce will be holding their annual dinner on Friday, April 6, 2018.

The Pennsylvania State Association of Boroughs 10th annual conference will be held at the Hershey Lodge, June 10-13, 2018.

GENERAL REPORTS

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

No report.

BOROUGH ENGINEER –Pennoni Associates – Mr. Greg Rogalski

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

Mr. Rogalski added that a second test well will be required at well #7.

A motion was made by Mr. Croutharmel to approve \$6950.00 for the drilling of a new test well at well #7. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to waive the April 15th paving start date requirement for Penn DOT certification for the Chestnut St. project. The motion was seconded by Ms. Landis 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 reported that the pump at well #4 has been replaced.

The water report has been completed and is ready for distribution.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

DUNCANNON FIRE COMPANY – Chief Byron Worner

No report.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that the Appalachian Trail Community group would like to have more signage within the Borough. The organization will discuss options and present a plan to Council.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

Ms. Landis stated that the soffit at 18-28 N. Market Street looked to be unstable and requested that it be investigated.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

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 February 28, 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

The paperwork to change the designated signers on the borough bank accounts has been completed.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the planning for Sledfest is underway with Mr. Adams spearheading the event.

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

A motion was made by Mr. Adams to approve the detailed proposal for the Early Intervention Project (EIP) funded Information Technology (IT) prepared by 2K Networking Incorporated. The motion was seconded by Mr. Croutharmel and passes with a unanimous voice vote.

Ms. Young stated that a special committee had been formed to complete the Borough Manager hiring process. Mayor Cappawana, Mr. Adams, & Mr. Kirkhoff have been selected for the committee.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

Mr. Adams provided a written meeting summary.

A large informational sign has been located in the Borough Building and a determination of where it should be placed will be discussed with the committee.

The turkey buzzards continue to be a nuisance and options are still being considered on ways to combat the issue. Ms. Landis will follow up with Mr. Rosen on past discussions.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Williams to authorize the purchase of a Ferris IS3200 mower with the grass flap attachment from Smith's Farm Equipment of Newport at the cost of \$11,386.95. The motion was seconded by Mr. May and passed with a unanimous voice vote.

An outline for the Capital Improvement Planning Summary is being compiled. The water lines on Cumberland St. and the loop on N. Lincoln to High St. connection may be added.

The Borough is preparing for the PENNVEST submission date of August 9, 2018.

A motion was made by Mr. Kirkhoff to authorize Pennoni Associates to prepare plans for the Headworks upgrade, the WWTP Solids handling upgrade including screw press installation, and the Meadow sewer rehabilitation. The motion was seconded by Mr. Williams. Public comment on the motion was offered. The motion was passed with a unanimous voice vote.

Signage on the square was discussed at the committee meeting with many suggestions offered. No action needed at this time.

UNFINISHED BUSINESS

A motion was made by Ms. Landis to have Council Members apply for child abuse clearance individually and seek reimbursement from the Borough. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to request a meeting of the Planning Commission and have suggestions for changes prepared by April 10, 2018 and a representative join the Revitalization committee meeting for discussion. The motion was seconded by Mr. Adams and passed with a 6-1 voice vote, Mr. Williams dissenting.

Mr. Kirkhoff made a motion to appoint Mr. Adams to the Duncannon Borough Planning Commission. The motion was seconded by Mr. Croutharmel. The motion was withdrawn by Mr. Kirkhoff.

NEW BUSINESS

A motion was made by Mr. Williams to advertise for operators of the Borough Sewer and Water systems. The motion was seconded by Mr. Kirkhoff, a public comment period was offered and the motion passed with a unanimous voice vote.

PUBLIC COMMENT – NONE

A motion was made by Mr. Croutharmel to enter executive session at 9:00PM for the discussion of personnel matters. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Council reconvened to regular session at 10:14PM.

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

A motion was made by Ms. Landis to adjourn at 10:14PM. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary