

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
May 22, 2018**

Call to order: Christie Young, President of Council called the meeting to order at 7:00 p.m. on May 22, 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, 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, Byron Worner and Jim Ryan.

MINUTES – Minutes were presented for the April 17, 2018 Council Meeting and the May 8, 2018 Special Council Meeting.

A motion was made by Mr. Adams to approve the April 17, 2018 meeting minutes as presented. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Adams to approve the May 8, 2018 special Council Meeting Minutes with correction. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Duncannon Fire Company Compliance Audit – The Duncannon Fire company provided their Duncannon Volunteer Fireman's Relief Association Compliance Audit for the period of January 1, 2015 to December 31, 2017.

GENERAL REPORTS

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

Ms. Cappawana reported that the Town wide yard sale is set for June 9, 2018. Participants may sign up through a link on the Borough Facebook page. Registered participants will be included on a digital map. Flyers have been prepared and will be posted locally.

BOROUGH ENGINEER –Pennoni Associates

Ms. Aycock provided and summarized a written report to council.

A Certificate for Payment was presented for the Elm Street Sewer Rehabilitation for work done by Rogele, Incorporated.

A motion was made by Mr. Williams to approve the payment of \$28,045.00 to Rogele, Inc. for the Elm Street Sewer Rehabilitation MH-37 to MH-3. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize staff to advertise a 30-day comment period for the categorical exclusion to be published in the Patriot News on Thursday, May 24th or Sunday May 27th, 2018. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Joe Pierce, Bond Council stated that the Letter of No Prejudice cannot be processed until the 30-day comment period has expired. For this reason, the delay of equipment delivery is necessary. A partial deposit on the equipment is advised. Storage fees may also apply.

A motion was made by Mr. Williams to authorize a partial deposit of \$135,000.00 for the screw press equipment. The motion was seconded by Mr. Adams. After discussion, the motion was rescinded by Mr. Williams.

A motion was made by Mr. Williams to authorize a partial deposit for the screw press equipment in an amount not to exceed an amount satisfactory to PENNVEST in consultation with Bond Council and the Engineer. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Ms. Landis to authorize the payment of any reasonable fees associated with storage and transportation of the screw press equipment. 'Reasonable' to be defined by Mr. Kroboth. The motion was seconded by Mr. May 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.

A service line was repaired on Cumberland Street, hopefully that will decrease the water loss percentage.

Two sewer meters and a water meter will be recalibrated tomorrow at the Wastewater Treatment Plant.

Smoke testing will take place as soon as weather permits.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

DUNCANNON FIRE COMPANY – Chief Byron Worner

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that he attended his first meeting of the Pennsylvania Municipal Retirement System (PMRS) Board of Directors.

Mayor Cappawana asked if anyone from the Borough Council would be attending the PSAB conference luncheon as the Borough would be presented with awards. Ms. Landis stated she would attend.

CODES ENFORCEMENT- Mr. Anthony Klase

No report.

Ms. Landis inquired as to who should be called when to enforce the Open Burning Ordinance. She suggested a back-up to Mr. Klase as he is not always available may be a good idea.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

APPROVAL OF TREASURER’S REPORT

A motion was made by Mr. Adams to accept the Treasurers Report/Weekly Banking Review dated April 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. 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

Mr. Croutharmel asked Mr. Kroboth to report on the status of the 2016 Audit.

Mr. Kroboth stated that the Audit has been started and the Auditors have been present in the office.

The committee has considered a payment restructure for the Fire Company and EMS contributions from the Borough.

A motion was made by Mr. Williams to make bi-annual payments to the Fire Company and the EMS. Payments will be made in April and November and each will be 50% of the budgeted allotment. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Kroboth and Mr. Adams have been working with UniFirst on an extended clothing maintenance proposal. They agree that the newest proposal is fair and should be accepted.

A motion was made by Mr. Adams to accept the UniFirst Contract extension giving Mr. Kroboth leeway in Further Negotiating. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to make the proposed line item budget amendments to the 2018 Duncannon Borough Budget. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

No Action was taken on the Cable T.V. Franchise Agreement.

PARKS & RECREATION – Mr. Roger Williams, Chairman

The Summertime Shine Car Show will be held on June 3, 2018 at Cooper Field. The event is rain or shine and will be held from 9:00AM to 2:00PM. Many vendors are already registered.

A motion was made by Mr. Williams to approve the Special Events Permit for No Way Out Ministries, Day of Hope event. The event will be held at Cooper Field on September 15, 2018 from 9:00AM to 5:00PM. A 5k run will also be held.

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

A motion was made by Mr. Croutharmel to appoint Dissinger and Dissinger as Duncannon Borough Solicitor in accordance with the fee schedule provided. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Ms. Young reported that Mr. Paul Liddick would not be returning to the Borough Work Force due to restrictions in his retirement agreement.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

The Minutes for the Meeting between the Historical Society of Perry County and the PA State Historic Preservation staff is available for anyone interested.

Chief Worner would like to mark the Hydrants in the Borough according to flow strength.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to adopt Resolution 2018-3, Establishing the Terms of the Members of the Board of the Duncannon Borough Municipal Authority. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to appoint Pennoni Associate as Borough Engineers in accordance with the Rate Schedule provided for 2018. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to accept the Tri-Star fee schedule for contracted rates as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The Borough is enrolled in the Government Surplus Auction program and may be both selling and purchasing items. Mr. Kirkhoff suggested that Council members make a list of items to look for at these auctions. For example; Council chairs, a trailer, and televising equipment.

A trailer is needed for hauling of equipment and products. Foreman Criley presented quotes for the trailer that will best meet the borough needs.

A motion was made by Mr. Williams to Purchase the TRHD 20BT trailer as quoted by Smith's Farm Equipment, LLC of Newport for \$5996.00. The cost is to be split across utilities with the exception of refuse. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Public Comment was offered on the motion.

Mr. Kirkhoff reported that the quotes for surveying the parking lot area at the watershed came back high and will be discussed in committee.

Borough Manager Selection – Mayor John Cappawana, Chairman
Solicitor Dissinger recommended that Ms. Young abstain from discussion regarding the Borough Manager position as she has a vested interest in the outcome.

Ms. Young turned the meeting over to Vice President Croutharmel.

Mayor Cappawana reported that the committee recommends that the Borough Council should not hire a Borough Manager.

A motion was made by Mr. Adams to enter executive session at 8:49PM for discussion of personnel matters.

Council re-entered regular session at 9:35PM.

Mr. Cappawana recommended that the Borough Manager position remain unfilled.

A motion was made by Mr. Adams to offer Kathryn Bauer a 32 hour a week full time position with benefits. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Adams to hire Lisa Forbes as a part-time billing clerk at the rate of \$11.00 per hour. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Mr. Croutharmel returned the Chairmanship of the meeting over to Ms. Young.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

Christopher Adams had submitted a resignation from Council letter which after discussion was rescinded.

Ms. Young announced that she would be resigning as a Borough Council member effective May 31st due to residency requirements.

PUBLIC COMMENT – NONE

The next regularly scheduled meeting is set for June 19, 2018 at 7:00PM.

A motion was made by Mr. Williams to adjourn at 9:42PM. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary

