

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

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on November 20, 2018. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Darryl Croutharmel, Jeffrey Kirkhoff, Lisa Landis, Michael May, Roger Williams, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana
- Members Absent:** Christopher Adams, Karl Conrad, Elizabeth Misner
- Others Present:** Solicitor – William Dissinger, PESI – Kevin Hoch, Engineer – Greg Rogalski, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryann Croutharmel, Tyler Schultz, Deb Wagner, Bob Finnen, Jeff Styers, Jim Ryan, & Robert Speaker.

MINUTES – Minutes were presented for the October 16, 2018 Council Meeting.

A motion was made by Ms. Landis to approve the minutes for the October 16, 2018 Council Meeting as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT

Robert Speaker – 2 North Market St., Duncannon

Mr. Speaker presented a letter to council asking that his account be considered for sewer forgiveness. He has paid varying amounts for many years and feels as if he was overcharged during certain periods of time.

Mr. Kirkhoff stated that the Infrastructure Committee would consider the matter.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Susquehanna River Basin Commission (SRBC) – Correspondence was received from SRBC indicating a conditional approval of the proposed plan for Well #4.

PennVest – Correspondence was received confirming that without the 2016 Audit the application for the PennVest loan will be deferred until February.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana & Ms. Elizabeth Misner
No Report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided.

Certificates for payment and Requests for Change were presented to council for approval;

A motion was made by Mr. Kirkhoff to approve Certificate of Payment #2 for Water Supply Improvements – Well #4 for \$52,821.90 to RLS Construction Group LLC with the condition that the damage to the cemetery property be repaired before a check is issued. Approval of Payment to be sent to Jason Laubach at SEDA-COG. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve Certificate of Payment #1 on contract 2018-03G for WWTP Solids Handling Upgrade – Screw Press Install, Payment of \$96,615.00 to PSI – Pumping Solutions Incorporated. And Certificate of Payment #1 on contract 2018-03E for WWTP Solids Handling Upgrade – Screw Press Install, Payment of \$35,748.50 to PSI – Pumping Solutions Incorporated. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve Request for Change RFC#1 to PSI Pumping Solutions in the amount of \$4,296.11. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. May to pay for the motor only at the cost of \$584.51 in Request for Change RFC#2 to PSI Pumping Solutions. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve the Request for Change – Well #7, Eichelbergers for \$3000.00. This amount will be covered by the Community Development Block Grant (CDBG). 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.

The water loss is reported at 41%.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that he successfully defended a case at the District justice regarding a Security Deposit grievance. Mrs. Bauer attended as the Borough witness and provided information pertinent to the case.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The Duncannon Fire Company provided the October Fire Company Report.

Chief Worner reported that the new pumper truck has been delivered and training is taking place.

The aerial truck is expected next week.

The Adopt-a-Family Boot Drive is scheduled for November 23, 2018 in the Square of Duncannon.

Mayor Cappawana asked that a general ledger be included in the Fire Company Reports.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana stated that Letters of Interest for Junior Council Member positions are due Dec.7, 2018

The Mayor met with the third grade class at Susquenita Elementary School in three sessions and answered many insightful questions. The students are very interested in the progress of the proposed skate park.

The mayor discussed a PSAB model Resolution of ACT 99-2018, House Bill 99 (PN4254) regarding emergency procurements.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer asked that each committee determine the date and time of their meetings for 2019 so that they can be advertised.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. May to accept the Treasurers Report/Weekly Banking Review dated October 31, 2018, subject to audit. The motion was seconded by Ms. Landis 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 Mr. May and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FINANCE, ADMINISTRATION, & COMMUNICATION – Mr. Jeffrey Kirkhoff, Chairman

The proposed Budget for 2019 was presented and discussion was held.

A motion was made by Mr. Kirkhoff to advertise the proposed 2019 budget as adjusted and presented by the Finance Committee, Ordinance #413 – Fixing the Tax Rate for 2019, and Ordinance #414 – Setting the Water Rate. The motion was seconded by Mr. Williams and passed with a 3-2 roll call vote, Mr. Croutharmel and Ms. Landis dissenting.

Mr. Kroboth gave a brief status update of the 2016 audit.

A motion was made by Mr. Kirkhoff to approve the Cable Franchise Agreement with Blue Ridge Cable. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The Pennsylvania Municipal Electric Association (PMEA) will be charging \$5.00 per meter in dues for 2019. Making the Duncannon Borough dues over \$5,000.00.

A motion was made by Mr. Kirkhoff to approve payment of dues to PMEA equal to \$5.00 per electric meter in the Duncannon Borough for 2019. The motion was seconded by Mr. Williams and passed with a 4-1 roll call vote, Mr. Croutharmel dissenting.

The NextEra/AMP Contract Extension was presented and discussion followed.

A motion was made by Ms. Landis to table the NextEra/Amp Contract Extension. The motion was seconded by Mr. May and the motion failed on a voice vote.

A motion was made by Mr. Kirkhoff to approve and execute Resolution 2018-3 Authorizing the Execution of the Second Amendment to the 2013-2017 Non-Pool Power Sales Schedule with American Municipal Power, Inc. (AMP). The motion was seconded by Mr. Williams and passed with a 3-2 Roll Call vote, Mr. Croutharmel and Ms. Landis dissenting.

A motion was made by Mr. Kirkhoff to choose the 'Blend & Extend' option in the execution of Resolution 2018-3, Authorizing the Execution of the Second Amendment to the 2013-2017 Non-Pool Power Sales Schedule with American Municipal Power, Inc. (AMP). The motion was seconded by Mr. May and passed with a roll call vote, Mr. Croutharmel and Ms. Landis dissenting.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Winterfest is planned for December 2, 2018 from 5-7PM at the Clark's Ferry Tavern and will be chaired by Mrs. Bauer.

A motion was made by Mr. Williams to open the Watershed gate for hunting on November 26, 27, 28 and December 1 & 8, 2018. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve the Duncannon Fire Company special events permit for the Adopt-a-Family Boot Drive for November 23, 2018, 7:00AM until 5:00PM on the Square in Duncannon. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made to approve the Historical Society of Perry County permit change to Dec. 13, 2018 at the Duncannon Borough Office for a Friends of the Clark's Ferry Tavern Reception. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve a contract with Dr. Tom's Fireworks to proceed with a 5-10 minute fireworks display for the New Year's Eve Sled Drop Celebration at the cost of \$500.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A financial report of the 2018 Duncannon Halloween Parade was presented.

A resident driven Farmers Market is being planned for April, 2019 and one Sunday a month thereafter.

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

A motion was made by Mr. Croutharmel to approve the use of Mr. Anthony Klase to drive the refuse truck when needed at his current rate of pay. The motion was seconded by Mr. May and passed with a unanimous voice vote.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

The next Revitalization Committee meeting is scheduled for December 14, 2018. The committee is looking into grant opportunities.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

The meeting was cancelled due to inclement weather.

A motion was made by Mr. Kirkhoff to approve up to \$5,600.00 for a multi frequency pipe and cable locator Heath Aquascope. The motion was seconded by Mr. May and passed with a unanimous voice vote.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

Mr. Kirkhoff stated that he is resigning as Chairman of the Finance Committee effective December 31, 2018.

PUBLIC COMMENT

Byron Worner – Mr. Worner stated that he had an expert on power compare his utility bills and said he could not do better than the rates he gets here in the Borough.

Robert Speaker – Stated that he was glad to have the opportunity to see the Borough Council at work.

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 9:35PM on November 20, 2018. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

