

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 16, 2018**

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on October 16, 2018. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Karl Conrad, Darryl Croutharmel, Jeffrey Kirkhoff, Lisa Landis, Michael May, Roger Williams, and Mayor Cappawana.
- Junior Council:** Sophia Cappawana, Elizabeth Misner
- Members Absent:** Christopher Adams
- Others Present:** Solicitor – Mary Dissinger, PESI – Kevin Hoch, Engineer – Vicki Aycock, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryanne Croutharmel, Tyler Schultz, & Deb Wagner

MINUTES – Minutes were presented for the September 18, 2018 Council Meeting and the public hearing regarding Ordinance #412.

A motion was made by Mr. Williams to approve the September 18, 2018 Council Meeting and the Public hearing for Ordinance #412 as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Duncannon Assembly of God – Pastor Dennis Campbell requested a street closure for October 31, 2018 for the Light the Night Event during Trick or Treat.

A motion was made by Mr. Williams to approve street closure of High Street from Hickory St. to Third St. on October 31, 2018 from 5:00PM until 9:00PM. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

Pennsylvania Department of Environmental Protection - The Water Supply Inspection Report was distributed for review.

GENERAL REPORTS

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

Junior Council members are Working with Parks and Recreation on the Halloween Parade. They have been distributing flyers at local businesses.

BOROUGH ENGINEER – Ms. Vicki Aycock, Pennoni Associates

A written report was provided.

Two Certificates for payment were presented to council for approval; 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 & 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.

Mr. Williams stated that there was a large punch list to be completed before he would consider the payments.

No action was taken.

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 45%.

A water loss history graph was provided.

Mr. Hoch stated that we should no longer have to haul liquid sludge as the press is working properly in that area.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

DUNCANNON FIRE COMPANY – Chief Byron Worner

The Duncannon Fire Company provided their third quarter report for 2018.

The final inspection for the Pumper truck is set for October 19, 2018 and for the Aerial truck on October 29-30, 2018.

The Fire Company was awarded a \$166,000.00 Federal Firefighter Assistance grant for the purchase of Breathing Apparatus.

The Fire Company has applied for a Gaming Grant through Reed Township.

A Boot Drive is scheduled for November 23, 2018 in the Square of Duncannon.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana has asked Splashwire to research and prepare a proposal for Voicemail for the Borough Office.

The Mayor will be spearheading an effort to have a bi-monthly or quarterly meeting with the Fire Company, Duncannon Borough, Penn Township, and Wheatfield Township representatives.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

Ms. Landis thanked Mr. Klase for his patience with resident complaints.

BOROUGH SECRETARY – Mrs. Kathy Bauer

An application for Facility use was presented for the Historical Society of Perry County requesting the use of the Borough Building back room on November 15, 2018.

A motion was made by Mr. Williams to approve the request for the Historical Society of Perry County to use of the Borough Building back room on November 15, 2018. The Historical Society must show proof of Liability Insurance of up to \$1,000,000.00. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Kirkhoff to accept the Treasurers Report/Weekly Banking Review dated September 30, 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. Kirkhoff 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 will be forwarded to the Finance Committee for consideration.

Proposed 2018 budget line item transfers as of September 30, 2018 were presented.

A motion was made by Mr. Kirkhoff to approve the proposed 2018 budget line item transfers as of September 30, 2018. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Kroboth updated Council on the 2016 audit process and reported that PENNVEST will accept an extension of the Letter of No Prejudice.

Mr. Kroboth will inquire as to the possibility of receiving help with the 2016 audit from the Susquehanna Group.

Mr. Kirkhoff made a motion to approve up to \$8,000.00 to hire someone from The Susquehanna Group to assist with the 2016 Audit for 2-3 weeks at the discretion of Mr. Kroboth. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Fall fest and Car Show was a success.

Winterfest is planned for December 2, 2018 from 5-7PM at the Clark's Ferry Tavern.

The Duncannon Halloween Parade chaired by Ms. Landis is set for October 21, 2018 at 3:00PM. Any helping hands would be appreciated.

Mr. Williams will line-up participants, Ms. Landis will work registration, and Foreman Criley will organize the Square area. Food trucks will be located in the square and juggler Larry Vee will perform after the parade.

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

The Committee is working on a wage upgrade for the public works employees to make them more competitive with other municipalities.

Ms. Landis is working on the website upgrade.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

No meeting was held this month but the conversations regarding a skate park are ongoing.

Grant opportunities and estimates are being explored.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

The roof at Well #4 need replaced as it is leaking.

A motion was made by Mr. Kirkhoff to hire Peter Bologna to replace the roof at well #4 at the cost of \$1,800.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The roof at the Wastewater Treatment plant needs replacement.

A motion was made by Mr. Kirkhoff to hire Peter Bologna to replace the roof at the Waste water treatment plant at the cost of \$18,000.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A new truck is needed to replace the large yellow Dump Truck.

A motion was made by Mr. Kirkhoff to approve up to \$100,000.00 for a seven-year lease/purchase agreement through Co-STARS for a 2 ½ ton dump truck. The motion was seconded and passed with a unanimous voice vote.

Public comment was offered on the previous motion.

UNFINISHED BUSINESS - NONE

NEW BUSINESS - NONE

PUBLIC COMMENT

Byron Worner – Chief Worner asked if it was possible for the Duncannon Fire Company to receive the second payment of the fire tax in October instead of the scheduled November date.

A motion was made by Mr. Kirkhoff to approve the release of the second payment from the Fire Tax to be paid to the Duncannon Fire Company in October of 2018. The motion was seconded by Mr. Williams and passed with a unanimous voice vote,

ADJOURNMENT

A motion was made by Mr. Conrad to adjourn at 8:26PM on October 16, 2018. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED

