

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
September 18, 2018**

- Call to order:** Darryl Croutharmel, President of Council called the meeting to order at 7:00 p.m. on August 21, 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 – William Dissinger, PESI – Kevin Hoch, Engineer – Patrick Kibler, Finance Director – Robert Kroboth, and Borough Foreman – Mike Criley.
- Citizens Present:** Maryann Croutharmel, Josh Parrish, Sean O'Shell, Michael Lindgren, Jim Ryan, Mike Wolfersberger, Clifford Lindgren, Byron Worner, & Kim Borelli.

MINUTES – Minutes were presented for the August 21, 2018 Council Meeting.

A motion was made by Mr. Williams to approve the August 21, 2018 Council meeting as presented. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Nature Conservancy letter of Intent to Exercise the Option for the Purchase of Real Estate – Solicitor Dissinger provided the documents prepared for the acceptance of the Check for \$550,000.00 and all Easement Documentation. All paperwork was signed by Council President Croutharmel, Mr. Josh Parrish of the Nature Conservancy, & Solicitor Dissinger. Documents were then signed and Notarized by Ms. Kim Borelli.

Susan J. Smith – Breslin Litigation – Solicitor Dissinger reported that the Borough has been dismissed from the case. There is still a possibility of appeal.

Minimum Municipal Obligation (MMO) for Borough Pension Plans – Mr. Kroboth presented the calculations for the Estimated MMO for the Borough for 2019.

Liquid Fuels Tax Fund Audit Report – The Liquid Fuels Tax Fund Audit for 2017 prepared by the PA Department of the Auditor General was presented to Council for review.

Duncannon Fire Company – The Duncannon Fire Company provided their 2017 form 990 prepared by Fortenbaugh Accounting Services for Council review.

Eugene D. Pasquale – Correspondence from Eugene D. Pasquale indicating the aid allocation of \$5,979.00 to the Borough supporting the Volunteer Fire Relief Association.

GENERAL REPORTS

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

Junior Council members are working with the Parks and Recreation Committee to inform residents of the upcoming Halloween Parade by distributing flyers at local businesses.

BOROUGH ENGINEER – Mr. Patrick Kibler, Pennoni Associates

A written report was provided.

Mr. Kibler presented The final payment application for the Chestnut Street Water Project. He recommended that the Borough pay the final payment of \$22,914.00 to E.K. Services for completion of the project.

A motion was made by Mr. Williams to pay the final payment for the Chestnut Street Water Project in the amount of \$22,914.59 to E. K. Services. For work completed. 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.

The water loss is reported at 56%.

There will be violations on the wastewater treatment due to the flooding and the I & I.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

DUNCANNON FIRE COMPANY – Chief Byron Worner

Chief Worner provided and summarized a written report.

Chief Worner stated that October 7-13 is fire prevention week and the members of the Fire Company would be providing a demonstration the Susquenita Elementary School and other places as requested.

The Wheatfield Township Supervisors will be touring the Fire station in Penn Township on Wednesday, September 19, 2018. Mr. Croutharmel may attend representing the Borough.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana stated that the term of the Junior Council members is set to expire at year end. If anyone knows of interested students, please refer them to Mayor Cappawana.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer provided copies of flyers regarding upcoming Borough Events that were distributed to all Borough residents.

MEETING RECESSED at 7:37PM to conduct the Public Hearing regarding Ordinance #412.

MEETING CALLED BACK TO ORDER at 7:40PM

A motion was made by Ms. Landis to Adopt Ordinance #412 with the amendment of Section 5, Subsection L to read *No Off Street Parking required*. The Motion was seconded by Mr. Conrad 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 August 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. Kirkhoff 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

Mr. Kirkhoff asked Mr. Kroboth to report on the Financial agenda items.

Mr. Kroboth stated that the insurance claim for the July 16, 2018 water damage at the Wastewater Treatment Plant has been settled at 100% cost and payment has been received by the Borough.

The bills for the 2018 Fire Company Workers Comp Ins. Reimbursements have been mailed.

Penn Township has paid 2014, 2017, & 2018 Fire Company Workers Comp.

Wheatfield Township has paid 2014, 2015, & 2017 Fire Company Workers Comp.

The second quarter Sewer Plant shared expense reports have been prepared and sent to the Penn Township Municipal Authority (PTMA).

The PTMA has already paid the second quarter sewer plant shared expenses for 2018.

A motion was made by Mr. Williams to appoint Mr. May as the primary delegate to CAPTAX and re-appoint Mr. Kroboth as the alternate delegate. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Kroboth reported that Riverview Bank increased the interest rate in the Boroughs Small Business Checking Account from .65% to .9954% at the request of the Borough.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the planning for the Halloween Parade was going well and that street closures would be needed for parade day.

A motion was made by Mr. Kirkhoff to authorize Foreman Mike Criley and Mr. Williams to close Duncannon Borough streets as deemed necessary to conduct the Halloween Parade on Sunday, October 21, 2018. The motion was seconded by Mr. Conrad and passed with a unanimous voice vote.

Ms. Landis stated that the Halloween Parade website was up and accepting participant registrations as well as providing parade information. The site address is www.duncannonhalloweenparade.com.

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

No Report.

REVITALIZATION & PUBLIC SAFETY – Mr. Christopher Adams, Chairman

Ms. Landis reported that the committee discussed placing signs at blighted properties.

She asked Council to consider if the skate park planning should remain with the Revitalization Committee or be transferred to the Parks & Recreation Committee or be a joint effort.

Bayside Burrito will be operating a stand at the Old Sled Works.

The Subway Closed sign at the Beer Distributor is obscured by trees and flags.

Foreman Criley will remove the tree limbs.

The Revitalization Committee is looking into the cost of banners honoring Veterans to be placed on the lightpoles.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A motion was made by Mr. Kirkhoff to ratify the purchase of a VFD for Well #1 at a cost up to \$5,000.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Kirkhoff will correspond with Penn-DOT to see if they can institute better control measures when the Duncannon Subway floods.

The JOAC, Municipal Authority and Infrastructure meetings are set for Thursday, September 20, 2018.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

A motion was made by Mr. Williams to give Loretta's Little Lambs Early Childhood Education Center permission to use the Duncannon Borough Office as an evacuation site in the case of emergency. The motion was seconded by Ms. Landis and passed with a unanimous voice vote.

A motion was made by Mr. Williams to advertise for all contracted services for 2019. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC COMMENT

Byron Worner – 1204 Lincoln St., Duncannon

Mr. Worner suggested that council members look into Port Deposit, Maryland of an example of how homes can be built and rehabbed along a river area and meet the floodplain regulations.

A motion was made by Mr. Conrad to adjourn the meeting at 8:30PM on September 18, 2018. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

