

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
September 15, 2020**

- Call to order:** Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00 PM on September 15, 2020.  
**The meeting was held via Zoom.**
- Officials Present:** Jeffrey Kirkhoff, Michael May, Roger Williams, Mike Wolfersberger, Karl Conrad, Kim Conrad, Mayor John Cappawana, & Sophia Cappawana – Junior Council
- Members Absent:** None
- Others Present:** Solicitor – Bill Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch Finance Director – Robert Kroboth, Assistant Secretary – Adrienne Marsh
- Citizens Present:** Via Zoom – Jim Ryan, Betsy Kirkhoff, Abbey Dudley

**MINUTES –** A motion was made by Mr. May to approve the minutes for the August 18, 2020 Borough Council Meeting with corrections. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**PUBLIC COMMENT - None**

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

Mr. Croutharmel had provided a letter of resignation from his Borough Council position in July. There have been no letters of interest from the public in regards to filling this position.

**GENERAL REPORTS**

**JUNIOR COUNCIL – Ms. Sophia Cappawana**

No report.

**BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

A written report was provided.

Mr. Rogalski provided updates on the ongoing system upgrades.

A motion was made by MR. Williams to approve PSI payment application #3 for the booster station project in the amount of \$57,521.05. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to approve Mid-State Paving certificate of payment #2 for the water valve replacement project in the amount of \$88,150.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve Farhat Excavating certificate of payment #1 for the Cumberland Street water main project in the amount of \$40,500.00. The motion was seconded by Mr. May and passed with a 5 – 0 voice vote with Mr. Conrad abstaining.

**PESI– Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)**

PESI provided and summarized a written report.

Water loss is at 50%.

Mr. Kirkhoff suggested that PA Rural Water be asked back to listen for leaks as the valve replacements may have improved the lines for the listening equipment.

Mr. Cappawana asked if there was more chlorine in the water as the chlorine smell is stronger lately. Mr. Hoch stated with the recent work done on the lines that more chlorine was added to get the system running, but that it should be leveling off.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

Solicitor Dissinger stated that he is working on a right to know request regarding the ransomware incident.

Solicitor Dissinger outlined the process for filling the vacant Council seat. Council had 45 days to accept the resignation before it took effect. 30 days after that to fill the seat. 15 days after for the vacancy board to fill the seat, and after that it goes to the court of common pleas.

The Borough has had no letters of interest from anyone willing to fill the vacant seat.

Solicitor Dissinger has reviewed the Nature Conservancy FSC Group Certification Program agreement and stated that it may be executed by the Council President.

Solicitor Dissinger will work with Mr. Williams to identify nuisance properties.

**DUNCANNON FIRE COMPANY – Chief Byron Worner**

No report.

**BOROUGH MAYOR – Mr. John Cappawana**

No report

**CODES ENFORCEMENT- Mr. Anthony Klase**

Written report provided.

**BOROUGH SECRETARY – Mrs. Kathryn Bauer**

Mrs. Bauer reported that the surveys for the water meter grant had been completed.

### **APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Williams to accept the Treasurers Reports dated August 31, 2020 subject to audit. The motion was seconded by Mr. May 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/EFT's prepared for August, 2020, as presented. The motion was seconded by Mr. May and passed with a unanimous voice vote.

### **COUNCIL COMMITTEE REPORTS**

#### **FINANCE, ADMINISTRATION, and IT – Mr. Jeffrey Kirkhoff – Chairman, Mr. Robert Kroboth - Finance Director**

Mr. Kroboth reported that the 2016-2018 financial records are prepared and ready for audit. The auditors should have the Borough scheduled by the end of the week.

The Borough received the balance of the STMP grant for audit preparation in the amount of \$85,000.00.

The Pennsylvania Municipal Electric Association rate comparison table was provided. The Borough is the third lowest rate in the state.

Penn Township is interested in purchasing a portable generator from the Borough. Mr. Kroboth is preparing a price that will cover all Borough costs

A motion was made by Mr. Conrad to reinstate penalties and shut-offs for non-payment of utilities, effective October 6, 2020. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

#### **PARKS & RECREATION – Mr. Roger Williams, Chairman**

National Night out is scheduled for October 6, 2020 at Noye Park. Block parties will not be planned. Social Distancing guidelines will be posted.

Mr. Williams read a prepared statement regarding Trick or Treat in the Borough.

The statement reads as follows: It is suggested that families Trick or Treat each year on October 31 from 6:00 p.m. to 8:00 p.m. This is in order to give motorists, police, and residents an idea of when to expect extra pedestrian traffic so that they may be more cautious. The Borough will not reschedule or offer a 'rain date' as this is not an official Borough sponsored event. Participation and scheduling is up to each family and it is up to each family to decide what is best for them.

There will be not be a Borough sponsored Halloween Parade this year.

Mrs. Abbey Dudley asked for Trick or Treat guidance and the prepared statement was reiterated.

Mr. Conrad inquired about a fall clean-up. Nothing has been scheduled at this time.

**REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman**

The next meeting of the Committee is scheduled for October 13, 2020.

**INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman**

A motion was made by Mr. Williams to approve the quote from Envirep TLC for Omnisite and System upgrades. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Conrad to advertise a public works position. The motion was seconded by Mr. Wolfersberger and passed with unanimous voice vote.

**FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman**

Mr. Wolfersberger reported that generator installs at wells #1 & #2 have begun.

**EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman**

A motion was made by Mr. Wolfersberger to adopt Resolution #2020-1, Perry County Multi-Jurisdictional Hazard Mitigation Plan. The motion was seconded by Mr. May and passed with a unanimous voice vote.

**UNFINISHED BUSINESS**

Mr. Cappawana asked about the Drone that has been purchased to gain information on blighted properties. Mr. Kirkhoff stated that it had not been put into practical use as it is hard to handle and neither he nor the crew wanted to risk having it go onto resident's properties.

**NEW BUSINESS**

Mr. Conrad asked when the office would go back to normal operations. Mr. Kirkhoff stated that the office had not been updated with plexi-glass at the window. The door will remain closed until the update is complete.

**PUBLIC COMMENT - None**

**ADJOURNMENT**

A motion was made by Mr. May to adjourn at 9:14PM on September 15, 2020. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for October 20, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer  
Duncannon Borough Secretary