

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 18, 2020**

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:27 PM on August 18, 2020.
The meeting was held via Zoom.

Officials Present: Jeffrey Kirkhoff, Michael May, Roger Williams, & Mike Wolfersberger

Members Absent: Karl Conrad, Kim Conrad, Mayor John Cappawana, & Sophia Cappawana – Jr. Council.

Others Present: Solicitor – Bill Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch (Via Zoom), Finance Director – Robert Kroboth,

Citizens Present: Via Zoom – Dave Murphy, Betsy Kirkhoff, Bob Finnen, & Jim Ryan.

MINUTES – A motion was made by Mr. Williams to approve the minutes for the July 21, 2020 Borough Council Meeting with corrections. The motion was seconded by Mr. May and passed with a unanimous voice vote.

President's Comments – Mr. Kirkhoff thanked the crew, staff, engineers, system operators, and everyone involved in the water valve replacement project for keeping the public as informed and up to date as possible during this project. He explained the complexity of the project and that there are many unknowns as the contractor excavates for each day's work. He thanked the public for their patience and understanding as the Borough undertakes this necessary improvement.

Mr. Kirkhoff also stated that he had received a call from Senator DiSanto's office informing him that the Borough has been awarded a \$500,000 H2O grant for water system improvements.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Mr. Croutharmel had provided a letter of resignation from his Borough Council position in July. No action was taken.

GENERAL REPORTS

JUNIOR COUNCIL – Ms. Sophia Cappawana

No report.

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided.

Mr. Rogalski provided an update on the water valve replacement project. 10 valves have been replaced and two are scheduled for replacement on 8/20/20.

A motion was made by Mr. Wolfersberger to have two additional valves replaced by Mid-State at the approximate cost of \$9,800.00. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve the Mid-State Application for Payment #1 in the amount of \$4,900.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve 4-M change order #2 for the Booster Station project in the amount of \$3,975.00. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the payment of 4-M Payment Application #6 for the Booster Station project in the amount of \$41,306.55. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve the purchase of a spare chemical feed pump for the water system from LRM, Inc. at the cost of \$1,365.08. The motion was seconded by Mr. May and passed with a unanimous voice vote.

Mr. Rogalski shared a photo of a water pipe that had been removed during the valve replacement project. The photo shows an excess of build-up inside the pipe that would prohibit valves from working properly.

The televising of the Sanitary sewer will begin in September and will take 4-5 weeks for completion.

Mr. Robert Finnen inquired if the state was involved in the valve replacement project. Mr. Rogalski stated that DEP has directed the Borough to find a probable cause of water loss and this was a necessary step in that process.

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

PESI provided and summarized a written report.

Water loss is at 45%.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger had nothing new to report.

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 stated that all Borough employees are working to provide the most accurate and updated information to our customers regarding the water valve replacement project, water shut-offs, and the boil water advisory.

APPROVAL OF TREASURER’S REPORT

A motion was made by Mr. May to accept the Treasurers Reports dated July 31, 2020 subject to audit. The motion was seconded by Mr. Wolfersberger 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 July, 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

The staff is learning the process of posting to the Borough Website under the direction of Jonathan Smith.

Mr. Kroboth reported that the 2016 & 2017 audits preparation is complete and 2018 will be ready very soon.

The 2019 Liquid Fuels audit is complete with no findings or questioned costs.

Lancaster City is interested in purchasing nutrient credits from the Borough.

Mr. Kirkhoff stated that the committee has plans to have charitable organizations that would like to be considered for a monetary donation from the Borough give short presentations to Council. This effort would show both council and residents how donated monies benefit the community.

PARKS & RECREATION – Mr. Roger Williams, Chairman

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

The committee is brainstorming ideas for trick or treat. There are no plans for a Halloween parade.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman

Mr. Wolfersberger stated that plans were in progress for a zoom meeting with the Downtown Revitalization group.

Mr. Wolfersberger would like to have more lighting in the Downtown Square.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

The water valve replacement is ongoing and nearing completion. The Boil Water Advisory should be lifted sometime during the week of August 24-28.

FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman

EXECUTIVE COMMITTEE – Mr. Jeffry Kirkhoff, Chairman

A motion was made by Mr. Williams to approve a 3% wage increase for the Codes Officer position pending completion of a performance review. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

UNFINISHED BUSINESS - None

NEW BUSINESS

Mr. May suggested that the Borough look into internet 'Hot Spots' for children in need in the case schools switch to remote learning.

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Roger Williams to adjourn at 8:33 PM on August 18, 2020. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for September 15, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary