

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 20, 2020**

Call to order: Jeffrey Kirkhoff, President of Council, called the meeting to order at 7:00 PM on October 20, 2020.
The meeting was held via Zoom.

Officials Present: Jeffrey Kirkhoff, Michael May, Roger Williams, Mike Wolfersberger, Mayor John Cappawana, & Sophia Cappawana – Junior Council

Members Absent: Karl Conrad, Kim Conrad

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

Citizens Present: Via Zoom – Jim Ryan, Betsy Kirkhoff, Kyle Maguire

MINUTES – A motion was made by Mr. May to approve the minutes for the September 15, 2020 Borough Council Meeting as presented. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Mayor John Cappawana – Mayor Cappawana asked why the Pledge of Allegiance was not said at the Zoom meetings.

Mr. Kirkhoff stated that the Council had not said the Pledge at any Zoom meeting since April of 2020 as determined by general consensus due to the fact that most members would not have a flag present. He stated that the pledge has been said at all in-person meetings of the Council and the JOAC. Mr. Kirkhoff asked for comment from council if any member had a problem with the previous decision. There was no comment from Council.

PUBLIC COMMENT - None

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

2021 MMO – The 2021 Minimal Municipal Obligation (MMO) for Borough Pension Plans (50-018-3N & 50-018-3P) were presented for review and will be included in the 2021 budget.

2019 Liquid Fuels Audit – The 2019 Liquid Fuels (Highway Aid) Audit has been completed with no findings and no questioned costs.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates
A written report was provided and summarized.

Mr. Rogalski reported that the grant funding for meter replacement should cover the reading equipment as well as 500 residential meters.

A motion was made by Mr. Wolfersberger to approve Mid-State Payment Application #3 (FINAL) for Water Valve Replacement Project in the amount of \$10,616.70. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve Farhat Payment Application #2 for the Cumberland St. Main Replacement Project in the amount of \$135,250.00. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve Trinity Payment Application #1 for the Sewer Televising Project in the amount of \$20,452.50. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve Farhat Change Order #1 for the Cumberland Street Water Main Replacement Project in the amount of a (-\$2,352.00) Credit. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. May to approve payment to PSI Pumping Solutions for final Retainage for Well and Booster improvements in the amount of \$4,276.48. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

JUNIOR COUNCIL – Ms. Sophia Cappawana

Ms. Cappawana will be interning with Greg beginning in February of 2021.

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

PESI provided and summarized a written report.

Water loss is reported at 53%.

Mr. Hoch reported that the water #'s are turning around and the approximately 112 residential meters have been replaced at this time.

PESI is planning a daytime trial for the pit metering equipment and then a follow-up night time trial.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

A memo of understanding between the Borough and the Duncannon Boy scouts was presented for review. The final agreement will need updated with current financial information.

DUNCANNON FIRE COMPANY – Chief Byron Worner

No report.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana reported that the Rustic Orchid held its Grand Opening on Friday, October 16, 2020. In attendance were Chuck from Senator DiSanto's office, George Scott, the Perry County

Commissioners, Perry Stambaugh, Rob Morris, Mr. Kirkhoff, Mr. Wolfersberger, and Mayor Cappawana.

CODES ENFORCEMENT- Mr. Anthony Klase

Written report provided.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer is preparing for the meter replacement project.

APPROVAL OF TREASURER'S REPORT

Mr. Kroboth reported that the Water Fund's current projected cash flow deficit is approximately \$133,000, which includes a capital projects funding deficit of \$44,000 and an operating funds deficit of \$89,000 (\$45,000 for emergency water hauling expenses from 9/26-10/1/20 and \$44,000 for upcoming SRBC renewal application fees for four of our wells).

A motion was made by Mr. Wolfersberger to approve a loan from the Timber fund to the Water fund in the amount of \$150,00.00. The Motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Williams to accept the Treasurers Reports dated September 30, 2020 subject to audit. The motion was seconded by Mr. Kirkhoff 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 September, 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

A motion was made by Mr. Williams to approve the proposed 2020 Budget Line Item Transfers as of September 30, 2020. The motion was seconded by Mr. May and passed with a unanimous voice vote.

A motion was made by Mr. Wolfersberger to approve the December 1, 2020 Medical & Prescription Insurance Renewal Recommendation, Gold EPO 1000 Premium Network \$35/\$50 plan for \$1,849.13 monthly. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The 2021 Duncannon Borough Proposed Budget was presented for review.

Mr. Kroboth stated that all documents are in order for the 2016-2018 audits.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Kirkhoff to open the Watershed gate from November 28, 2020 to December 12, 2020 for hunting purposes. The motion was seconded by Mr. Wolfersberger and passed with a unanimous voice vote.

Mr. Williams reported that there will not be an official tree lighting or a Sled Drop planned for this year.

REVITALIZATION & PUBLIC SAFETY– Ms. Kim Conrad, Chairman
No Report.

INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff updated council on the water leaks and the low water levels and the steps taken to rectify the problems.

A motion was made by Mr. Kirkhoff to prepare and send a 'Thank you' letter to the Millersburg Area Authority for the water that they made available to the Borough and for the support that they have offered during the recent water crisis and for the future. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve up to \$9,000.00 to have Latchford Electric Services install a generator at Well #1. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Williams to approve up to \$14,000.00 to have Latchford Electric Services install a generator at Well #2. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Kirkhoff reported that financing for the matching share of the approved H2O grant will be discussed at the upcoming Infrastructure and Finance Committee Meetings.

FLEET & FACILITIES – Mr. Michael Wolfersberger, Chairman

Mr. Wolfersberger reported that the pole building at the recycling center is up.

Mr. Kirkhoff reported that a representative from Senator DiSanto's office may set up a time to tour the Borough water facilities later this week.

EXECUTIVE COMMITTEE – Mr. Jeffrey Kirkhoff, Chairman

The budgeted payout to the Borough Foreman for unused leave will be dispersed.

A meeting will be set up for November 17, 2020 AT 6:30PM.

No letters of interest have been submitted for the vacant council seat.

UNFINISHED BUSINESS

Mayor Cappawana asked when the plexiglass would be installed at the office window. Mr. Kirkhoff stated that it is on the work crew list of responsibilities.

Mayor Cappawana asked that the 'About' section on the Borough Facebook page be updated.

NEW BUSINESS

Mr. May reported that he would be attending the Cap Tax meeting on October 21, 2020.

Mrs. Bauer reported that the Cumberland Perry Taskforce regarding transportation would begin meeting again in the near future.

Project ideas for the Dirt and Gravel Roads grant are being brainstormed/considered.

PUBLIC COMMENT - None

ADJOURNMENT

A motion was made by Mr. Williams to adjourn at 8:44PM on October 21, 2020. The motion was seconded by Mr. May and passed with a unanimous voice vote.

The next regularly scheduled meeting is set for November 17, 2020 at 7:00PM

Respectfully Submitted,

Kathryn Bauer
Duncannon Borough Secretary

APPROVED