

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
August 15, 2017**

Call to order: Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on August 15, 2017. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.

Officials Present: Kraig Nace, Darryl Croutharmel, Frank Eppley, Roger Williams, Jeffrey Kirkhoff, Christie Young, Christopher Adams, & Mayor John Cappawana.

Others Present: Borough -Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth.

Citizens Present: Sophia Cappawana, Mike Grogan, Mike Wolfersberger, Michael May, & Jim Ryan.

MINUTES – Minutes were presented for the July 18 & July 20, 2017 Council Meeting.

A motion was made by Ms. Young to approve the meeting minutes for July 18 & 20, 2017 with correction. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Mike Grogan – 1016 N. Market St., Duncannon.

Mr. Grogan stated that his driveway has been repaired and he thanked the borough.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Special Events Permit Request – A special events permit was submitted by Robert Wright for a boot drive in the Duncannon Square. Proceeds of the boot drive will benefit Alex's Lemonade Stand.

A motion was made by Mr. Croutharmel to approve the special events permit and waive any fees. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made to appoint Mr. Paul Liddick to the Duncannon Municipal Authority. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The borough received an invitation for a gala and screening of the motion picture, *Two Strangers*. Portions of the movie were filmed in the borough and all employees are invited to attend the gala and screening on August 26, 2017 beginning at 2:00PM.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

Mr. Rogalski summarized the written report he provided to council.

The Chestnut Street water project is set to begin after the week after Labor Day.

Mr. Rogalski stated that the Locust St. retaining wall has reached its service life. A new wall will need to be built inside of the wall and then the old wall should be removed. Set points can be monitored to determine how quickly the current wall is moving.

A motion was made by Mr. Nace to allocate up to \$10,000.00 from Highway Aid for a geo-technical investigation on the Locust St. retaining wall. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Kirkhoff inquired as to the effect of the Chestnut St. water project on the Lincoln St. traffic as it is a one way street.

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

PESI provided a written report. Mr. Hoch summarized the report for Council and offered to answer any related questions.

PESI is investigating a 41% water loss.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger stated that the bid package for trash services is ready for the final edit and then advertisement. Responses can be considered at the September Council Meeting.

FIRE PROTECTION – Chief Byron Worner

No Report.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana is planning to pursue the option of having a Junior Council Member. He plans to discuss the option with the guidance department and seek interested students at Susquenita schools.

Mr. Nace stated that Mayor Cappawana accepted a position on a PSAB committee and that involvement will be very good for our community.

Mayor Cappawana stated that if anyone is contacted by News agencies and does not feel comfortable responding to please refer them to him. Having no input allows them to create their own story.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized by Mr. Courogen.

Mr. Courogen added that the Information Technology (IT) Request for Proposal (RFP) is ready to be distributed.

APPROVAL OF TREASURER'S REPORT

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated July 31, 2017, 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 Ms. Young to approve and ratify the bills as presented. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that the Truck that was purchased from Penn Township has a cracked head gasket. Estimated repair costs total approximately \$3692.20. Foreman Criley was consulted and believes the repairs are worth pursuing.

A motion was made by Mr. Eppley to allocate up to \$4000.00 to repair the dump truck and complete the inspection. The motion was seconded by Mr. Croutharmel and passed by a 6-1 vote, Mr. Nace dissenting.

No purchases were made at the surplus auction in July.

FINANCE, ADMINISTRATION, & COMMUNICATION – Ms. Christie Young, Chairwoman

Ms. Young reported that extra funds may be available through the Community Development Block Grant (CDBG) program. A sub-grantee agreement will need to be authorized by council to allow SEDA-COG to move forward in acquiring these funds on behalf of the borough.

A motion was made by Ms. Young to authorize the sub-grantee agreement for the 2013 CDBG county contract. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The Duncannon Municipal Authority changed their fiscal year to run from January 1st – December 31st. Therefore an audit will need to be completed for June to December of 2015.

A motion was made by Ms. Young to appoint Wagner, Dreese, Elasser & Associates to complete the outstanding portion of the 2015 audit of the Duncannon Municipal Authority at a cost not to exceed \$2000.00. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that National Night Out was a success and thanked Mr. Croutharmel for his help in organizing the event.

The Halloween Parade is set for the evening of October 28, 2017.

PERSONNEL, LEGAL, & IT – Mr. Kraig Nace, Chairman

Mr. Nace stated that having staff credentials is in consideration so that they may easily identify themselves to residents.

Mr. Nace stated that the manager should use a Borough vehicle when he is out on Borough business.

A motion was made by Mr. Nace to authorize Mr. Courogen and Foreman Mike Criley to hire crew employees on a temporary, 90 day trial basis. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel reported that there was no meeting in August.

Mr. Croutharmel added that an e-mail was received from the Duncannon Fire Company asking that the Borough consider raising the fire tax to .65 mills.

UTILITIES, STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff reported that the August meeting was cancelled due to lack of agenda.

A motion was made by Mr. Nace to authorize a bid package for a screw press and relate equipment for the wastewater treatment plant. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

The new street signs have arrived and the old signs will be sold by sealed bid.

Foreman Criley will be contacting Henkels and McCoy to discuss a pole replacement plan.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

The committee is moving forward with changing ordinances to allow chickens in the borough. A September 12, 2017 public hearing has been set.

UNFINISHED BUSINESS

Mr. Eppley stated that the Fleet and Facilities meeting for August will be cancelled due to lack of agenda.

Mr. Nace inquired into the purchase of a limited edition gun purchased in 2015.

NEW BUSINESS – NONE

A motion was made by Ms. Young to release \$5000.00, one half of the 2017 Emergency Medical Services donation. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Williams to open the watershed to hunting for the first three days and the first and last Saturdays of the 2017 Buck hunting season. Watershed will be open from dawn until

dusk for hunting with restricted parking. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Mike Grogan – Mr. Grogan inquired into the status of emergency generators for the pumps at the wells and wastewater treatment plant.

Mr. Grogan also asked if the manhole on Elm St. was dry enough for repairs.

A motion was made by Mr. Eppley to adjourn at 9:08PM. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

The next regularly scheduled Borough Council Meeting is set for September 19, 2017 at 7:00PM.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED