

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
February 18, 2014**

**Members Present:** President Duane Hammaker, William Corsnitz, Michael Bomberger, Frank Eppley, Gerald Bell, Roger Williams, Kraig Nace and Mayor Jack Conrad

**Members Absent:** None

**Others Present:** Solicitor – Susan Smith, Borough Manager – Lynn Roche, Engineer – Ronald Brown, Pennoni Associates and Chief Richard Pickles – Penn Township Police Department

**Citizens Present:** Luke Roman – Perry County Times, Tim Auxt – 1001 N. High Street, Duncannon, PA, Heather Audet – 1001 N. High Street, Duncannon, PA, Darryl Croutharmel – Duncannon EMS and Edward Ream – Duncannon EMS

President Hammaker opened the meeting at 7:30 pm on February 18th, 2014 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

**Minutes:** Bell/Corsnitz: approve January 21st, 2014 minutes; as corrected – PASSED – Mr. Bomberger recused himself due to being absent from this meeting.

*Pg. 3-... 1<sup>st</sup> Paragraph under Resolutions and Contracts change "Resolution 2014-11" to "Resolution 2014-1", Pg. 3-...Under Bell/Williams motion change "Resolution 2014-11" to "Resolution 2014-1", and change "Resignation of the Elected Tax Collector" to "the unfilled position of the Elected Tax Collector"; Pg. 3-...Under Williams/Bell motion change "Resolution 2014-12," to "Resolution 2014-3"; Pg. 4-...Under Resolution 2014-12 Heading change "Resolution 2014-12" to "Resolution 2014-2" and under Bell/Eppley motion change "Resolution 2014-12" to "Resolution 2014-2", Pg. 6-...2<sup>nd</sup> Sentence under Questions change "and they thought they could drill a well" to "and the driller thought they could drill a well", Pg. 8- ...under Unfinished Business remove the words "Blighted Properties", Pg. 9- ...Under 2<sup>nd</sup> Corsnitz/Bell motion change "Ordinance # 2014 – 395" to "Ordinance #395"*

**Recognition of Citizens:**

**Tim Auxt** – 1001 N. High Street, Duncannon, PA – Mr. Auxt asked Council how they feel they did with the last three snow events in the Borough, as far as snow removal. No Response. Mr. Auxt said he feels they did a terrible job. Mr. Auxt said the first snow event was wet and heavy and he knows it was hard to move, but standing around with our hands in our pockets allowed it to freeze up creating another issue. The second snow event piled up and it couldn't be pushed back far enough. He said he has seen the Borough's Budget and what is in the budget for snow removal is about \$1,000.00 annually. The Borough is at a positive number in the budget, so why would Council put personal safety at risk by not removing the snow. Mr. Corsnitz asked Mr. Auxt what he means when he said the Borough is positive to the budget. Mr. Auxt said the Borough is not in any deficit and was positive last year in the budget. Mr. Auxt said the Borough is not in the negative like most other Municipalities are. Mr. Corsnitz said he does not understand Mr. Auxt's logic. Mr. Auxt said a lot of other Municipalities had to raise taxes and the Duncannon Borough is one of the only communities that have a positive reserve built in. Mr. Auxt thinks the Borough should spend some of that money. Mr. Bomberger said that the Borough has already overspent what was budgeted for snow removal in 2014. Mr. Bomberger said the Borough has been buying more material and shy of bringing in a contractor with equipment to remove the snow; that's the only way the snow is going to leave town. Mr. Auxt mentioned that on Market and High Streets no storm drains are open.

**Heather Audet** – 1001 N. High Street, Duncannon, PA – Ms. Audet said she spoke to government agencies regarding funding for snow removal. She was told that the Borough could apply for funding as long as the Governor issues a State of Emergency. Mr. Bomberger said that

the problem then becomes the Borough has to spend the money first for the removal and then maybe get reimbursed someday. Mr. Bomberger said that the Borough would apply to the County not the State or the Federal Government. Ms. Audet said that the Borough only has three outside employees and feels that even if they work around the clock the issue is not going to be solved, because they are going to need rest. Ms. Audet said that if Mr. Criley would get sick the Borough would be down to Dave and Paul. She said the Borough cannot afford to start losing work crew because they are being worked twenty four hours a day. Ms. Audet said that the well-being of the employees needs to be looked at as well. Ms. Audet then went on about a leaf pick up that she requested a while ago. She said Ms. Roche told her the Leaf Vacuum broke down but Ms. Audet feels the Borough should have sent letters out to the residents notifying them of this so other measurers could have been taken. Ms. Audet then questioned the Borough's electricity. Mr. Corsnitz explained why the Borough has a Cost Adjustment for electricity. Mr. Corsnitz said that the Duncannon Borough is currently trying to get out from under the PUC (Public Utility Commission), but this process takes time and money. Mr. Williams said that he contacted the County and the County has no record of the Governor calling a State of Emergency for Perry County. Lengthy discussion was held. Mr. Nace asks if there is a plan in place, if and when contractors would need to be called in to help with snow removal. Mr. Bomberger said that that would be a decision that Council would need to make. Mr. Nace asked if the Borough does potentially have Capital Reserve Funds to bring in contractors. Mr. Bomberger said, "Sure".

## **Correspondence**

### **Perry County Borough's Association**

President Hammaker said that Ms. Roche has been approached to join this association. Ms. Roche said she was approached to attend the meetings that are held three times a year in New Bloomfield. Mr. Bomberger asked if it is the Council of Governments or the Association of Boroughs. Ms. Roche said it is just the County. Mr. Bomberger said that this is just Perry County Borough's Association which is part of PSAB (Pennsylvania State Association of Boroughs). President Hammaker read the correspondence aloud to Council. Ms. Smith said that the meetings are being held jointly by Perry County Boroughs Association and the Council of Governments. Mr. Nace asked what the cost is to attend the meetings. Ms. Roche said the cost is \$25.00.

**Nace/Bomberger** – motion to pay \$25.00 for the Borough to join the Perry County Borough Association – PASSED

President Hammaker added that the paperwork was asking for Contact Delegates and Alternate information. He said this will be up to the Manager as far as who will be doing what.

### **Duncannon Fire Company #1 – 2013 Annual Report**

President Hammaker said everyone has a copy of the Fire Company's 2013 Annual Report. Mr. Nace said he did not receive a copy. President Hammaker apologized and said Ms. Roche will have a copy for anyone wishing to have one in the next council packets.

### **Mr. John Rubisch's Request for 1950's Photos from Duncannon and Marysville High Schools for a Collage**

President Hammaker said if anyone has any information to share with Mr. John Rubisch his email address is on the correspondence.

## Ronald Bull – 115 Ann Street

Mr. Bull sent a letter regarding his high water and sewer reads due to a water leak. Ms. Roche said the work crew went out to this address on January 24, 2014 and turned off the water because there was a high read showing for Mr. Bull's property. The work crew then went back on January 27, 2014 and found that the read was even higher. Ms. Roche said apparently there were two valves so at that time the other valve was shut off. The owner of the building lives in North Carolina and was notified. Ms. Roche said Mr. Bull is asking for some allowance. President Hammaker said it was confirmed by the Borough employees that this was a water leak and the water did not go into our sewer system. President Hammaker said the bill is for \$1,443.81. President Hammaker said that in the past Council would only charge the customer what they paid on average for the past three months. He then asks Ms. Roche if she knows what Mr. Bull's three month average is. President Hammaker said the customer had a \$66.00 charge every month for the past three months. President Hammaker said this would be \$41.00 for sewer and \$25.00 for water. President Hammaker said the sewer portion of the bill is \$875.00, so the Borough would subtract the \$66.00 average charge from that and grant relief to the customer in the amount of \$809.00.

**Nace/Williams** – motion to remove \$809.00 of the \$875.00 sewer charge on Mr. Bull's bill for 115 Ann Street - PASSED

## Resolutions and Contracts

### Resolution 2014-3 For Appointment of Mr. Harry Hamilton, Jr. for Temporary Tax Collector in absence of Ms. Barbara Hamilton.

Ms. Smith made it clear that the appointment would only allow Mr. Hamilton to handle the taxes in the case of Ms. Hamilton's extended absence. Mr. Nace said Council was questioning the bonding of Mr. Hamilton. Ms. Roche said the bonding would have to be done separately by the Borough for Ms. Hamilton. Ms. Smith said the County can ask for a contribution from the Duncannon Borough towards Ms. Hamilton's bond that the County pays. However the issue is not Ms. Hamilton's bonding it is bonding Mr. Hamilton as Temporary Tax Collector. Mr. Bomberger and Mr. Corsnitz both said they do not recall paying anything towards bonding of the Tax Collector in the last few years. President Hammaker asked if Mr. Hamilton is temporary, then he would only need bonded if he took over for Ms. Hamilton. Ms. Smith said this is correct. Mr. Corsnitz asked why the Borough needs to appoint a Temporary Tax Collector when the Borough has never done so in the past. Mr. Nace said he can appreciate Ms. Hamilton's concern, if she would have health issues or something would render her unavailable. Mr. Nace said if it would be a major cost for bonding a Temporary Tax Collector obviously that is a concern, but if it would be a minimal cost to do a temporary bond for Mr. Hamilton he doesn't see an issue with it. Mr. Corsnitz said he doesn't see a benefit to the Borough spending money to bond Mr. Hamilton when it may never happen. Mr. Nace asked if anyone knows what the County's Policy is if Ms. Hamilton would fall ill for an extended period of time and not be able to fulfill her duties. Mr. Bomberger said the County would collect their own taxes and leave everyone else to fend for their self.

**Williams/Bell:** motion to adopt **Resolution 2014-3** appointment of Harry Hamilton as Temporary Tax Collector, in the absence of Barbara Hamilton – **TABLED**

## Discussion

Mr. Bomberger asked if this Resolution addresses bonding. Ms. Smith said, "No."

Mr. Corsnitz said he is concerned that if something would happen to Ms. Hamilton; Mr. Hamilton may take over as Temporary Tax Collector before the Borough has a chance to get him bonded.

\*Mr. Williams tabled his motion until March's Council Meeting when Council can get a confirmed answer on the bonding issue.

### **Resolution for Delegate and Alternate Delegate for Cumberland Perry Joint Task Force**

Ms. Roche said the Cumberland Perry Joint Task Force meets once a quarter at the Penn Township Building. Ms. Roche said she was advised by the former Borough Manager, Tanuya Matter that she had attended these meetings, because this directly affected PennDOT (Pennsylvania Department Of Transportation) transportation issues that could impact the Borough. Ms. Roche said Mr. Nace approached Elijah Yearick, Transportation Planner for Tri-County Regional Planning Commission about attending the meetings. Mr. Yearick indicated that the Borough would need a Resolution to name a Delegate and an Alternate Delegate, in case there is a situation that would require a vote. Ms. Smith asked what the Task Force is for. Mr. Nace said it is for the HATS (Harrisburg Area Transportation Study). Ms. Smith said, so this is a PennDOT Task Force and PennDOT is insisting there be a Resolution for voting authority. Mr. Nace said a Resolution existed for Tanuya Matter and one was never updated or amended for Ms. Roche. Ms. Smith asked Ms. Roche if she has this Resolution. Ms. Roche replied, "No." Ms. Roche said she was told there was a Resolution done previously for Tanuya Matter to be a voting member. Mr. Nace said maybe it wasn't a Resolution, maybe it was an action by motion by Council. Ms. Smith said the Manager's Ordinance needs to be checked to see if it provides the Authority to participate in events like this and if not it doesn't need to be amended, but it would suggest that a Resolution is just like a new action by this Board to make the appointment. President Hammaker said Council will review these two things and see what needs to be done to get involved and be legitimate, and then come back to this when Council has these answers.

### **Questions**

Mr. Eppley asked Ms. Smith with regards to the Temporary Tax Collector, how does this person get appointed or is it in the Regulations or Law that the Tax Collector can just say this is the second in command. Ms. Smith said, "No," and this is why Council has before them an Appointment Resolution. She said there is no specific requirement in the Tax Law in the State of Pennsylvania that would require a Deputy or an Assistant or a Temporary.

**BREAK – 2034 hrs. to 2044 hrs.**

## **REPORTS**

**Mayor's Report** – Mayor Conrad reported over the last month he met with Mayor Scott of Carlisle. Mayor Conrad said Mayor Scott invited him to his Inauguration Party. Mayor Conrad said he and Mayor Scott agreed to meet quarterly and want to try to involve other local Mayors to find out what is going on in each other's town. He said he received an invitation to join the Mayor's Association and he would like to join, the cost is \$60.00 a year.

Mr. Nace said in the past the Borough has paid the Mayor's Association fee for him. Ms. Roche said this has already been done.

**Police Report** – Chief Pickles reported the Police have upgraded their Police Server System and are waiting for their Records Management System to be upgraded. Chief Pickles said the Police

are now able to obtain vehicle registrations from their ipads in their vehicle instead of through the County. He said having the Police Server System made it easy during the snow removal, to check vehicle registration and find out who a vehicle belonged to and have the owner move it. President Hammaker said he appreciated how the Police handled contacting the citizens and giving them the opportunity to move their vehicles off the Snow Emergency Routes, prior to towing the cars. Mr. Bell agreed with President Hammaker.

**Secretary's Report** – written report

**Treasurer's Report** – written report

**Bomberger/Bell:** move to accept the Treasurer's Report subject to audit – PASSED

**Borough Manager's Report** – written report attached - Ms. Roche added she has been checking into updating the Borough's Website. She checked with SEDA-COG (The Susquehanna Economic Development Association-Council of Governments) and their annual maintenance fee is \$100.00. She said the cost for BlueHost to set up the website would be \$1,200.00 and \$142.00 per year for a three year maintenance contract. Ms. Roche said Go Daddy is the company that the Borough's email is currently through and their price is \$1,600.00 to set up the Borough's website and \$1,600.00 per year for maintenance. Ms. Roche said the Borough's Website was set up many years ago through SharePoint, which is done in the 2003 version. She said the County of Perry has the SharePoint 2010 version and they work with Cap Tax. Ms. Roche said she has been talking with Mrs. Zellinger from CapTax, who works with various Boroughs and Townships through the County, to see if the Duncannon Borough can work together with the other Boroughs to get the websites up and user friendly. Ms. Smith said whoever the Borough uses to set up their website; make sure the company gives a guarantee of protection against hacking or a response if the website gets hacked. Ms. Smith said her concern with the Borough using a shared website with another Municipality is they will be likely to have less protection than if they have a private contract.

Ms. Roche reported Spring Clean-Up will be held on Saturday, April 26, 2014, from 9:00 a.m. to noon. She said last year the Borough used Advanced Green Solutions to do the electronic recycling, but this company is out of business now. Deimler's Recycling contacted Ms. Roche and said they will do the electronic recycling free of charge the same day as Spring Clean-Up if they can include metal recycling.

Ms. Roche reported she has submitted the Annual Report to the Auditor General's Office for the Municipal Pensions.

### **Bills To Be Paid/Ratified**

**Corsnitz/Bell:** motion to pay and ratify the bills including credit card expenses as presented – PASSED

**Solicitor's Report** – Ms. Smith said she will need an Executive Session tonight; there has been resolution of the Byer Federal Litigation. She reported since the last Council meeting she has worked on Municipal Liens and Satisfactions. Ms. Smith said she worked on a Utility Configuration Agreement for Mr. Arthur Liddick, owner of 10 Ann Street, Duncannon, so he can reconfigure his water service.

Ms. Smith reported the Borough has sporadically received filings that were made at the PUC (Public Utility Commission). She said at first she thought the filings would be something that would be resolved State wide and the Borough would not be affected by this. Ms. Smith said the Petition was filed by Sunrise Energy with the PUC. The Petition was designed to require commercial users receive the same kind of rate treatment that residential users receive for utility services. Ms. Smith said at the time she wasn't concerned with this, since there are no large non-residential users in the Borough. She said it came to her attention in a Certificate of Service, that the Duncannon Borough was named in this Litigation. Ms. Smith said she decided it would be prudent to file a Petition to intervene in this matter, so she prepared an intervention and filed it with the PUC on behalf of the Duncannon Borough.

**Engineer's Report** – Mr. Brown said he heard a rumor that the Borough or the DMA (Duncannon Municipal Authority) has an Infrared Flow Meter Device available. He asked Council if this is true. President Hammaker said he never heard of it, but does the PTMA (Penn Township Municipal Authority) possibly have one. Mr. Brown said he doesn't know, but he will check with the PTMA.

Mr. Brown reported that Ms. Roche informed him DEP (Department of Environmental Protection) will do their inspection of the Borough's Water Distribution System on April 2<sup>nd</sup>, 2014.

Mr. Brown reported Pennoni Associates Inc. is in the process of looking at well #6 to see what it will take to get it permitted and put on line. He said with the turbidity issue with well #6, Pennoni Associates Inc. wants to see if it needs cased or maybe a new well.

Mr. Brown reported on the Sanitary Design Phase for the sanitary sewer replacement project between manhole #144 and #146. He said Pennoni Associates Inc. took a draft plan to the JOAC (Joint Operations Advisory Committee) for their review. Mr. Brown said the goal is to get the project out to bid and start the construction when school is not in session.

Mr. Brown gave update on the Butchershop Road culvert. He said Pennoni Associates Inc. is looking at a 57" x 38" pipe arch to replace the existing 48" concrete pipe and stone masonry structure. Mr. Brown said at this time he cannot give Council an estimate, because incidental to this structure the guiderail system that is currently there is outdated and a current state of the art guiderail will need to be installed. Mr. Brown said what needs to be done now, is the process to get a permit from DEP to install the pipe arch. He said the permit is good for one year and the project was not budgeted for 2014, so once the Borough gets the permit, they will have one year to do the project.

Mr. Brown asked Mr. Eppley if he spoke with Henry Holman about putting the 10 ton weight limit restriction posting on Butchershop Road. Mr. Eppley said he called Mr. Holman about the weight limit restriction posting and Mr. Holman said he will get back to Mr. Eppley after the snow season.

President Hammaker said Council will follow-up on getting the permit from DEP to install the pipe arch at next month's Council Meeting.

Mr. Brown reported he has been working with Ms. Roche on the Chapter 94 Report for the Sewer Plant Operation that is due the end of March 2014.

Mr. Brown said he will not be at next month's Council Meeting, but there will be a Staff Engineer available, if needed.

### **Questions**

Mr. Bomberger said PESI (Pennsylvania Environmental Solutions, Inc.) is looking for the Distribution System Maps for the Borough's Water System. He said Council had discussed Pennoni Associates Inc. being the keeper of the digital maps. Mr. Bomberger reported PESI said the Distribution System Maps should be revised to show all valves and hydrants. He would like to see some of these things marked off of the list, because the list keeps growing. Mr. Brown said Pennoni Associates Inc. can undertake this, but they haven't, because they would need to have a survey crew on site for about a week. Mr. Brown said this would be a field location and there are costs associated with it. Mr. Bomberger said the Borough needs to get the mapping done so it can be looked at and see what needs to be fixed. Mr. Bomberger said the Borough paid for the digital mapping so it could be kept updated and the mapping still isn't updated and he would like to figure out how to get the ball rolling. Mr. Corsnitz said there are probably a dozen or two dozen pieces of paper floating around the Borough Office or Shop that shows exactly where the connection was put and the valve is located. Mr. Corsnitz asked Mr. Brown if Council could give the papers to him, and for him to put the information into the Distribution System Maps. Mr. Brown said if he can get a copy of this information he will come up with a process to incorporate it. Mr. Brown said Pennoni Associates Inc. will sit down with Ms. Roche and then bring Council some sample plans.

**Codes Enforcement** – Mr. deChamplain reported over the last month he worked on issues with parking on the major streets during the snow removal. He said his biggest problem with snow removal is bank owned properties, vacant properties and properties that are under property maintenance companies not being done, because he has no contact person to notify. President Hammaker said there should be an address that the utility bills are being sent to.

Mr. deChamplain said the Borough Work Crew reported to him that there was fecal matter and toilet paper coming out of a vent at a property on Cumberland Street. Mr. deChamplain said the individual is in violation of Ordinance #170-4-A. Mr. Corsnitz asked Ms. Smith if this allows the Borough to obtain a warrant to enter the property since this is a health concern that there is sewage coming out on the ground. Ms. Smith replied, "Yes." President Hammaker asked Mr. deChamplain if the individual knows the problem exists. Mr. deChamplain said he thinks so. Ms. Smith asked Mr. deChamplain if he notified the individual. President Hammaker said the individual may not be aware of the problem, so the Borough needs to notify the individual so he has time to correct it. Mr. Nace deemed a comment made by Mr. deChamplain was inappropriate. President Hammaker said it is important the Borough notifies the individual. Mr. deChamplain said he notified the individual of the problem. Mr. Bomberger asked if Mr. deChamplain has a document that the individual was notified. Mr. deChamplain said he has a copy of the document of notification that was sent to the individual. Ms. Smith said she needs a copy of the notification to decide what the process is. President Hammaker asked Mr. deChamplain to provide a written copy of the notification to Council so they can proceed with this matter.

### **Questions**

Mr. Nace asked Mr. deChamplain what Borough Ordinance he referenced. Mr. deChamplain said Ordinance #170-4-A.

## **UNFINISHED BUSINESS**

### **Delinquency/Terminations Policy**

President Hammaker asked if this is still in process. Ms. Smith replied, "Yes."

### **18 – 28 N. Market Street Properties**

Ms. Smith said this issue is still being worked on.

### **2009 Edition of the International Property Maintenance Code**

President Hammaker said this item is still being worked on.

### **Duncannon Borough Electric Tariff & All Electric Home Utility Rate**

President Hammaker asked if the Borough's most recent electric tariff was found or is it the one he currently has. Ms. Smith said the Borough's Electric Tariff is the one President Hammaker has and it is very old. She said there is no other electric tariff on record at the PUC or at the Borough Office.

### **Follow-Up Question on Escrow Check regarding Petersburg Commons Meter Pit**

Mr. Nace said Council was waiting to hear back from Ms. Smith, regarding clarification on an escrow check regarding Petersburg Commons Meter Pit. Ms. Smith said she hasn't had a chance to work on it yet.

## **COMMITTEE REPORTS**

### **ADMINISTRATION, FINANCE & IT**

Mr. Bomberger reported the General Fund and the Water Fund are struggling. The Water Fund borrowed money from Capital Reserve to stay afloat roughly 30 days ago, due to the leaks and the associated overtime, additional costs for PESI and additional costs with bringing contractors in. Mr. Bomberger said bills were paid, but again it was money borrowed which is reflected in the Treasurer's Report. Mr. Bomberger said he is going to let Mr. Eppley address the street issues as far as snow removal and so forth as opposed to trying to pay for something when he doesn't know what Mr. Eppley's thoughts are. He said for Council to keep in mind that the policy has been that it becomes a loan from Capital Reserve to be repaid by the associated fund going back. Mr. Bomberger said he is not opposed to doing whatever needs to be done right now, but long term it will have some affect. He said because it cost so much for paving last year, Council had to tailor back street projects for 2014 and now have to figure out how to move forward. Mr. Bomberger said Mr. Nace wanted him to address this matter and he is passing it onto Mr. Eppley's Committee.

### **FLEET, FACILITIES & UTILITIES**

Mr. Corsnitz said Mr. Williams and Mr. Nace should have received a copy of Pennoni Associate's Water Plan that was prepared in 2013 and distributed to all Council Members last year. He asked Mr. Williams and Mr. Nace to review their copy of the Water Plan and said Council will be looking at this plan as they go forward.

## **PARKS & RECREATION**

Mr. Williams reported his Committee had their first meeting last month and it was very productive. He said the Duncannon Appalachian Trail Community attended the meeting and they would like a letter from the Borough granting Buddy Boy Winery permission to give out samples and sell their wine at the Duncannon Appalachian Trail Community Festival. Mr. Williams said Buddy Boy Winery needs to show the letter to the LCB (Liquor Control Board), so they will grant the sale of Buddy Boy Winery wines at the Duncannon Appalachian Trail Community Festival. Mr. Williams asked the Duncannon Appalachian Trail Community to give him a copy of the type of letter they are requesting, so the Borough understands what they need. Mr. Williams also requested a copy of Buddy Boy Winery's Liability Insurance and these items should be brought to Council at March's Council Meeting.

Mr. Williams said he has one vacant seat for a voting member on the Parks and Recreation Board, which he would like Council to entertain to approve her to be as a voting member. He said there are eight associate members and seven others that will attend next week's Parks and Recreation Meeting.

Mr. Williams reported that Council asked the Parks and Recreation Board Committee to look at the rate schedules for the parks. The Committee decided it would be favorable to allow a Borough Resident in good standing to use the pavilion for a picnic once a year free of charge, a Non-Borough Resident would be charged \$25.00 to use the pavilion and businesses would be charged \$50.00 to use the pavilion. Mr. Williams said his Committee did not decide on the ball fields yet.

Mr. Williams reported his Committee would like to have a Halloween Parade started again in Duncannon at night time. He said having an Oktoberfest in Noye Park is being considered. Another consideration is to have a car show. Some of the events will allow the Borough to generate money to pay for the function itself. Mr. Williams said Pam Wolfersberger and the new owner of the Duncannon Bouquet, Paul Fenton, are going to work together this year to maintain the flowers on the square. Mr. Williams reported Mayor Conrad is working on putting bus trips together.

Mr. Williams said three members on the Parks and Recreation Board would like to have Tonya Nace considered for appointment on the Parks and Recreation Board.

Mr. Williams reported that the Parks and Recreation Board is going to put together a calendar of the events for 2014 and sit down with Chief Pickles to go over it, so he is aware of what's going on and can help cover the functions.

**Williams/Eppley:** motion to put Tonya Nace on the Parks and Recreation Board as a voting member - PASSED

## **PERSONNEL**

Mr. Bell said he would like to express Council's thanks to the inside and outside Borough Work Crew, who over the last couple of weeks have performed admirably.

Mayor Conrad said he personally thinks the Borough Work Crew would be due some sort of bonus. Mr. Bell said the Personnel Committee will take this under advisement.

## **Questions**

Mr. Nace asked how many part-time and full time staff employees the Borough has. Mr. Bell said seven full time employees and one part-time. Mr. Bomberger said eight, two of which are part-time. Mr. Nace said six full time employees and two part-time. Ms. Roche replied, "Yes."

**BREAK - 2141 hrs. to 2150 hrs.**

## **PUBLIC SAFETY & STREETS**

Mr. Eppley reported when he was walking on High Street he noticed from Rachael Street on down there were no Snow Emergency Signs. He said the signs are usually put up during the fall months. President Hammaker said the Snow Emergency Signs stay up all year round. Mr. Nace said there are no Snow Emergency Signs up at the North end of High Street, but he believes the signs are up at the South end of High Street. President Hammaker asked Ms. Roche to have an audit of the Borough Signage on Snow Emergency Routes completed.

Mr. Eppley said as far as the money needed for snow plowing in the Borough, he wants to wait to see how much is received from highway aid for cinders and salt and wait until the snow season is over to see where to take the money from and what can be done to repay it. Mr. Bomberger said the money to pay laborers and contractors will have to come out of the general fund and then Mr. Eppley's Committee will have to figure out how to put the money back in.

## **Questions**

Mayor Conrad asked when the Clarks Ferry Tavern sidewalks are going to be shoveled. President Hammaker said the sidewalk has been shoveled. Mayor Conrad said when he drove by it tonight, it was not shoveled. Mr. Nace said the sidewalk was not shoveled after the first snow storm; it was shoveled after the second snow storm and then was not shoveled after the last two snow storms.

Mr. Nace asked if Ms. Roche has clear direction on how to pay the bills that the Borough didn't budget for. Mr. Bomberger said it really comes down to the Manager and Mr. Eppley working together to discuss street projects. Mr. Bomberger also stated that this is why the Borough does a weekly review of the accounts so we don't end up spending money that we don't have.

## **INFRASTRUCTURE ASSESSMENT**

Written report submitted.

President Hammaker apologized to Mr. Nace for missing the Infrastructure Assessment Meeting, he did not realize the Infrastructure Assessment Meeting date and time was confirmed until he read it in the minutes.

Mr. Nace said if Mr. Williams and President Hammaker have no objection, he would like to hold his Committee Meetings consistently on the fourth Tuesday of the month from 6:00 pm to 7:00 pm. President Hammaker said this day works for him.

Mr. Nace reported he received through email from President Hammaker the old R.I.C.H. (Re Introducing Community Heritage) Plan planning document. He said he has some questions about the R.I.C.H. Plan and would like President Hammaker or Ms. Roche to provide him the information, just to know where the Borough is with the plan between 2011 and 2014.

Mr. Nace said he would like to get a copy preferably in the digital format, of the Borough's Comprehensive Plan or any planning documents the Borough has like it, because this is something he has never seen before.

Mr. Nace reported based on a past practice regarding access to the Borough Office Copier the answer was already given; if Council needs copies made they are to be given to the office staff in advance. Mr. Nace said, incidentally, he can go to his office and make copies if he can't access the Borough Copier when his Committee is meeting and would need something copied.

Mr. Nace asked if Council Members have any thoughts or direction for his Committee. He said he doesn't know what the goal or the mission is of the Infrastructure Assessment and the R.I.C.H. Plan Committee. Mr. Nace said he would like to show production and be productive, but without really knowing what the goals are of the other six members of this panel as well as the office staff, it's kind of hard for him to do this. President Hammaker said with reading over Mr. Nace's written report, he does find a lot of the things in the report are exactly what the Committee's primary function is.

### **SPECIAL SESQUICENTENNIAL COMMITTEE**

President Hammaker reported the next meeting will be April 24<sup>th</sup>, 2014 at the Duncannon Borough Building at 7:00 pm. He said there has been no meeting held since the last Council Meeting.

President Hammaker said Ms. Smith has requested an Executive Session.

**Bomberger/Bell:** motion to enter Executive Session for purposes of Litigation – PASSED

Ms. Smith said the Executive Session is for the Beyer Litigation and asked Mr. Nace to not be in the room for a short period of time during the Executive Session due to the prior conflict. Mr. Nace said that case is closed. Ms. Smith said not yet, and Council still needs to have some information about the resolution of the matter. Ms. Smith said Mr. Nace and Ms. Roche will be brought back into Executive Session to conclude the process.

**Entered Executive Session at 2200 hrs.**

Ms. Smith said the matter discussed in Executive Session related to the Beyer Litigation.

**Bomberger/Corsnitz:** motion to re-enter Regular Session – PASSED

**Entered Regular Session at 2236 hrs.**

**Bomberger/Corsnitz:** motion to direct Ms. Smith and Ms. Roche to take appropriate action to resolve the Beyer Matter per Judge Caldwell's Order and the party's agreement – PASSED – Mr. Nace opposed.

### **NEW BUSINESS**

#### **ANN STREET needs to be added to the SNOW EMERGENCY ROUTES**

Lengthy discussion held. Mr. Bomberger said this could be handled by the Public Safety and Streets Committee, because this Snow Emergency will be over before the Snow Emergency

Ordinance is passed. Mr. Bomberger said with having Mr. Eppley's Committee work through the Ordinance and getting it produced, the Snow Emergency Ordinance and the signage could be in place by the fall. Ms. Smith will prepare a rough draft of the Snow Emergency Ordinance.

### **SPRING CLEAN-UP is set for SATURDAY, APRIL 26<sup>TH</sup>, 2014**

Ms. Roche discussed under the Manager's Report.

### **CITIZEN ACTION FORMS**

President Hammaker said the Borough received a Citizen Action Form from Carol Shunk, 423 N. High Street, Duncannon, PA. Ms. Shunk had to replace a valve on her furnace due to the valve being full of dirt and stones. Ms. Shunk submitted an invoice in the amount of \$196.73. President Hammaker said for those who don't know where Ms. Shunk lives; her home is located across the street from the Borough Office. President Hammaker is assuming Ms. Shunk is figuring the dirt and stones came from the Borough's water line leaks that were dug up, specifically located at the corner of High and Hickory Streets.

**Bell/Nace:** motion to reimburse George Shunk \$196.73 for damage to furnace valve – PASSED

### **APPOINTMENTS**

No appointments at this time.

Mayor Conrad complimented Ms. Roche on a great job during her first year as Borough Manager.

### **Clarks Ferry Tavern**

President Hammaker reported the last meeting was cancelled due to inclement weather and he will meet with Ms. Smith tonight to schedule the next meeting.

Mr. Nace asked what Ms. Smith's role is with the Clarks Ferry Tavern. Ms. Smith said she provides her legal counsel and she volunteers her services. Mr. Nace said, so the Borough is paying you for your legal counsel portion. Ms. Smith replied, "No." Mr. Nace said, so you are volunteering for that specific legal counsel. Ms. Smith replied, "Yes."

**Bell/Williams:** motion to adjourn at 2250 hrs. – PASSED

Respectfully Submitted,  
Lisa Shearer  
Duncannon Borough Secretary