

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 21, 2015**

Members Present: President Duane Hammaker, Frank Eppley, Roger Williams, Kraig Nace, Fred Lauster, Michael Bomberger, Gerald Bell, and Mayor Jack Conrad.

Members Absent: None

Others Present: Solicitor – Susan Smith, Borough Manager – Lynn Roche, Engineer – Ron Brown, Chief Pickles – Penn Township Police

Citizens Present: William Hobbie, Jamie Shrawder, Kathy Smith, Sean O'Shell, Kristie Smith, Paul Smith, and Lisa Landis

President Hammaker opened the meeting at 7:30PM on April 21, 2015 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: February Minutes had been tabled in March to give time for review.

Bell/Williams: Motion to approve February 17, 2015 minutes as corrected – **PASSED**

Page 4, Line 3 of Windows and Doors, change though to thought.

Bell/Lauster: Motion to approve March 17, 2015 minutes as corrected – **PASSED**

Page 1, CEDA-COG should be SEDA-COG. Page 3, Borough Managers Report, line 8, change market to tag.

RECOGNITION OF CITIZENS

Jamie Shrawder – Project Coordinator, Community Development Program, SEDA-COG –

Jamie is working with the borough to apply for a competitive CDBG Grant (Community Development Block Grant) of \$750,000.00 for upgrades to the water system. She will be meeting with the Manager and Engineer next Tuesday, April 28, 2015 to determine what possible upgrades to include in the grant application. Two public hearings are required before the application can be completed. The first is set for Tuesday, May 5, 2015 at 6:00PM. The meeting will be held at the Borough Office. The meeting can be posted with signage around town, paid advertisement is not necessary. Postings should be photographed and the photos sent to Jamie at SEDA-COG. The second public meeting will be held at the County offices as they are the applicant on behalf of the borough. Council Members are not obligated to attend these meetings, but a representative should attend if possible. The second meeting is tentatively set for June 29, 2015. After both meetings have been held, council will need to approve action on the application and signatures will be obtained at the County Level. The improvements that will be outlined for upgrade in the grant application are based on the Pennoni report on the borough water system from 2013.

Mayor Conrad asked if matching funds were required for this grant and Jamie stated that no matching funds are necessary.

William Hobbie – Mr. Hobbie is concerned with the safety issues at 18-28 North Market Street. The properties have been boarded up by volunteers, but a back door remains accessible. The property has been an ongoing safety issue for approximately 4 years. Mr. Hobbie labeled it an ‘Attractive Nuisance’, that has gone unrepaired for an extended period of time. He believes the buildings are a threat to surrounding properties and persons in the area and asked Council to take action.

Sean O’Shell – Mr. O’Shell stated that he had attended previous meetings to discuss the poor shape of the road at the watershed. He then stated that at this time, the road has been repaired and looks to be in better shape than it has in many years.

Mr. O’Shell also reported that the Duncannon ATC Festival will be held on Saturday June 20, 2015. Anyone seeking more information can check their website at duncannonatc.org.

Paul Smith – Paul Smith of 4 Second Street met with the Manager, Mr. Eppley, Engineer Rogalski, and a borough employee to discuss storm water issues that have been damaging his property. According to Mr. Smith, a new home was built at 5 second street changing water run off patterns and causing the destruction of his garage and stone walls. They assessed the outside of the property; however Mr. Smith would not allow the group to observe the interior of the garage as he determined that they would not help the situation. Mr. Smith had asked the borough to take action in the past and was told that this was a civil matter. Engineer Rogalski prepared a report for council.

Engineer Brown explained that the new home built at 5 Second Street was built with all of the proper permits and that the borough has no storm water ordinance to enforce. Mr. Eppley stated that there are some things the borough can do in this situation and some that cannot be done because the property at 5 Second Street is privately owned. The borough made improvements to the drainage around the property on March 25, 2015, however these will not solve the problem. Mr. Hammaker would like Mr. Smith to have a copy of the Pennoni report if there are no objections from council. Council agreed that Mr. Smith should have a copy of the report.

PROPOSALS

Resolution for Spring Clean-up - A proposal was sent by Sylvester’s Services for Spring Clean-up to be held on Saturday, April 25, 2015. Sylvester’s will be charging \$150.00 per pull/ \$68 per ton for trash, \$150.00 per pull/ \$110.00 per ton for tires, and no charge for metal collection.

Electronics will not be collected at the spring cleanup; however a fall electronics collection may be done in collaboration with Penn Township.

Williams/Lauster – Motion to adopt the Resolution number 3-2015 for Duncannon Spring Clean-up for Borough Residents allocating \$2,500 to the project. - **PASSED**

REPORTS

Mayor’s Report – Mayor Conrad provided a written report. The first annual Spring Fling was a success. Volunteers worked on clean-ups at both borough parks, much was accomplished, but both parks need more attention.

Police Report – Chief Pickles reported that the department is half way through the Aggressive Drivers grant. The officers now have computer access in the vehicles. Printers and scanners should

be available in the near future. They are considering how a Prescription Drug drop-off can be accomplished safely for residents.

Mr. Nace asked if there has been an increase in calls regarding synthetic drugs. Chief Pickles said that the synthetic drugs are changing so frequently that they are able to stay ahead of the law. Mr. Nace asked if there was an increase in vehicle break ins now that the weather is warmer. Chief Pickles reported that there has not been an upswing in break ins, most are reports of things taken from vehicles left open.

Secretary/Treasurer's Report – Written Report.

Bomberger/Bell: Motion to approve report as presented, subject to audit – PASSED

Borough Manager's Report – Ms. Roche reported that she attended the Pre-bid meeting for the Market Street sewer project. So far only Rogele Inc. has picked up a bid packet. The draining of the Standpipe was pushed back to June. The Standpipe will be out of use for at least 10 days and many contingency plans are being considered. Ms. Roche completed an RTK (Right to Know) for tax records for the Tax Collector. The draining of the standpipe has been pushed back to June and it will be out of service for at least 10 days.

Mr. Nace asked if there were any recent updates on the flow rates of the hydrants in the borough. Ms. Roche reported that this was being done in conjunction with the CBDG project. The equipment has been identified; the staff needs the proper training to complete the process.

The new LED lights that were purchased have now been delivered. It was requested that the police report any street light outages that they notice to the Borough Manager.

Mr. Nace handed out a list of questions that he has requested be answered by the Borough Manager.

Mr. Lauster asked if there was any information as to when well #2 would be back online. Well 2 will be running by the end of the week (April 24). The Chlorine pump in well # 5 was not in working order; Mr. Lauster asked if the parts needed for the repair had been ordered. Ms. Roche stated that they have been ordered.

Mr. Bomberger asked for clarification on the letter to Penn Dot regarding the traffic study at the intersection of Route 274 and Market Street. Ms. Roche explained that we have had to take a step back and have Penn DOT make determinations before the Borough and Penn Township can do anything at that intersection.

Bills to Be Paid/Ratified – Mr. Nace asked what the line items that state 'due to' refer, Mr.

Bomberger said he believes it is the boroughs own bills being paid to the proper accounts but will verify for next month.

Bomberger/Bell: Motion to pay and ratify the bills including credit card expenses as presented – PASSED

Solicitors Report – Solicitor Smith reported that she has been working with Pennoni on the language in the Contract for the Sewer Replacement. If a change order is needed, work will be stopped and a representative from Council, the Duncannon Authority, the Penn Township Authority, Pennoni and the Borough Manager will meet with the contractor before proceeding with the project. This group will determine what should be done and at what cost. Solicitor Smith stressed the importance of having this group of people named and phone numbers listed so that they can be reached immediately in the event of a problem. Solicitor Smith reviewed the decanter repair proposal, and is comfortable with the process followed. DEP (Department of Environmental Protection) is changing the rules regarding the selling and acquisition of Nutrient Credits. Engineer Brown will discuss this in his report. The PPL litigation checks have been received and that litigation is now concluded. Status reports were due in the Breslin litigation; however the plaintiff did not file a report. The case is aging out of the system and the courts may force action soon. The RTK (Right to Know) process is constantly evolving and all changes are being communicated to the Open Records Officer. A possible address was found for the owner of the 216 Church Street Property and Solicitor Smith will attempt to make contact. She needs a final summation of cost for the demolition of the property to add to the lien. An updated copy of the Policy Manual was provided to Mr. Lauster for review. Contact is continuing with METRO Bank.

Mr. Nace asked that the METRO Bank matter be added to Unfinished Business.

Solicitor Smith explained some common law practices regarding storm water drainage. Common Law is that storm water flows where it flows. The only times exceptions were made and parties were held responsible were a large shopping center build and a development build. Most municipalities who have policies regarding Storm water do so under Act 167 which allows them to follow the county policies. Solicitor Smith reported that Mr. Paul Smith may have options in State law regarding the storm water problems at his property. Mr. Smith may also consider filing a nuisance complaint in the Court of Common Pleas.

Engineer's Report – The bid opening for the final phase of the Market Street Sewer project will take place on Friday, April 24, 2015 at 2:00 PM. The bid opening will be held at the borough office.

A meeting to discuss the draining of the standpipe was held on April 21, 2015 and a second will be held on April 28, 2015. The meetings are held to discuss options and procedures in the case of problems arising from the drainage. The Standpipe will be offline for at least 10 days and contingency plans are needed.

DEP (Department of Environmental Protection) is making changes to the Nutrient Trading Program. They are not Confident with the process and calculations that are being used at this point. The Duncannon Borough bought credits last year and will most likely need credits again this year. A new process is in the works to determine cap loads. The monitoring of Nitrogen and Phosphorus is being done twice per week in the borough. The new process is geared more toward the sellers of credits as opposed to buyers. This new process could make credits more expensive and/or harder to acquire. It may force municipalities to find new ways to meet the DEP standards.

Questions – Mr. Bomberger asked what is done in the event that only one bid is submitted for the Market Street Sewer project. Engineer Brown explained that the bid can be compared to the estimate that was prepared. If bids are not reasonable, they can be rejected.

PESI – Written Report. Water loss is reported at 24% and a search for water leaks is ongoing.

Codes Enforcement – Mr. Hammaker informed council and guests of the passing of Mr. Tom deChamplain, the Borough Codes Enforcement officer.

Mr. Eppley discussed the option of having the Penn Township Police department handle the Codes Enforcement as they do for Penn Township. They have been following the Street Sweeper and issuing citations. Mr. Nace asked if this would be a permanent change or a temporary option. He would prefer that this be considered as a temporary arrangement until other options can be explored. Solicitor Smith stated that there are no legal issues with an arrangement of this type, however she did suggest that a specific list of codes to be enforced be prepared for the Police. Mr. Nace agreed that specifics need to be supplied to the Police force. Mr. Hammaker suggested that the police continue with parking and street sweeping violations while the Public Safety and Streets committee creates a list of duties to transfer over.

Duncannon Fire Company – Chief Worner reported that the Tanker truck is out of service for approximately 5 weeks for safety upgrades at the manufacturer. He attended a meeting where the possibility of placing a dry hydrant in Noye Park was discussed. The suggested placement is at the bottom of the hill at the lowest point on the flat area near the park entrance across from Road Hawg. The path would need to be widened or solidified to make it stable for the fire trucks. The borough has some Dry Hydrant set-up sets; however alterations would need to be made to them. It may be more cost effective to purchase new sets. Mr. Nace feels that the purchase and installation of a dry hydrant would be money and time well spent. Locking the hydrant and using the Knox Box system may be an option.

Break – 9:30PM – 9:40PM

UNFINISHED BUSINESS

Utility Policy Manual – Still completing.

18 – 28 North Market Street – Solicitor Smith reported that the action regarding these properties is in litigation and cannot be discussed in a public forum. Solicitor Smith also stated that Mr. Hobbie had reported previously that the basement was still unsecure and if that is the case, Pennoni can have an inspector cite the property.

Ordinance Regulating Entryway Doors and Windows – The proposed Ordinance was provided for consideration by Council. Mr. Hammaker suggested that each Council member write proposed changes on their copy of the ordinance to be collected at the May meeting. Those proposed changes will then be discussed and given to the Solicitor for incorporation into the Ordinance.

Ordinance providing for the Designation of a Property Manager – Mr. Hammaker suggested that each Council member write proposed changes on their copy of the ordinance. These proposed changes will be collected at the May meeting, discussed and given to the Solicitor for incorporation into the Ordinance.

Advertisement for Solicitor Services – The Borough Manager will provide the bids for solicitor services to Mr. Nace for review and consideration.

COMMITTEE REPORTS

ADMINISTRATION, FINANCE & IT – Nothing to report

FLEET, FACILITIES & UTILITIES – Mr. Lauster reported that his committee recommends that a new meter be purchased for well #4. A meter for well #5 has already been purchased. The Strison unit on well #5 needs repair, Mr. Lauster asked if council would like to go ahead with the repairs or get an estimate first. Consensus was that an estimate should be obtained as it may be more cost effective to replace the entire unit instead of repairing the Strison.

Williams/Lauster – Motion to purchase a new water meter for well #4. – PASSED

Mr. Nace asked if the Sunshine Hill water upgrade is in any way associated with the borough. The project is not connected to the borough system. Mr. Nace reported that the borough Website needs some updates on the information provided. The 2013 CCR (Consumer Confidence Report) should be posted and the Council Member information updated.

Mr. Nace asked if any other trash recipients have been considered. Trash vendors will be considered at the next committee meeting.

PARKS & RECREATION – The Hot Rod Association will be holding a Car Show on April 25, 2015 and would like to borrow 8 borough barricades to be delivered on Friday April 24, 2015.

Williams/Nace – Motion to deliver 8 barricades to the Sled Works on Friday, April 24, 2015 for weekend use by the Hot Rod Association – PASSED

Mr. Williams asked Ms. Roche to complete the registration process for National Night Out 2015. The Recreation Board has many events planned for 2015 including;

June 7, 2015 – Car Show at Cooper field

June 9, 2015 – Start of a 10 week summer program for Borough youth (Tuesdays and Thursdays 9:00 AM – 12:00PM)

June 12, 2015 – Movie Night at Cooper Field

July 11, 2015 – Family Picnic and Swimming at the PCRA (Perry County Recreation Association)

August & October – Bus Trips are in the planning stages.

October – Oktoberfest

December – Door decorating contest and large scale decorations contest and the New Year's Eve Sled Drop.

The Committee was contemplating what to do with the concrete slabs in Noye Park. The committee would like to place picnic tables on the slabs and place grills similar to those at Little Buffalo State park nearby. The tables will be chained down in the summer and will be removed for the winter months.

Williams/Nace – Motion to have the borough staff purchase the materials for the Recreation Board projects from a list to be provided – PASSED

Mayor asked if smoking was prohibited or permitted in borough parks. He stated that there is a large amount of cigarette butts littering the parks. Positive activity in our parks will help keep the bad activity to a minimum. The committee is considering a new roof for the small pavilion at Cooper Field.

Mayor Conrad also mentioned that the bat boxes in Noye Park need some rehab or possibly a scout would want to replace them as a project. Mr. Nace asked if any teams are using the baseball field at Cooper as it was suggested to him that the borough replace the Dimatex. At this time, no organized teams are using that field.

PERSONNEL – Nothing to report.

PUBLIC SAFETY & STREETS – Patching has begun of the streets in the borough. Mr. Nace reported a pot hole on Clark and Market streets to Mr. Keen and it has been repaired.

INFRASTRUCTURE ASSESSMENT – Anyone who sees something that needs updated on the website should let Mr. Nace know as soon as possible. All Committees should update the boards and include that date of the update.

SPECIAL SESQUICENTENNIAL COMMITTEE – The Sesquicentennial projects and celebration plans are progressing rapidly. On May first a small store with Sesquicentennial memorabilia will be opening at 8 North Market Street. A publication will be prepared for the same date with information regarding the Sesquicentennial celebration. The next meeting of the committee will be held May 14, 2015 at 6:30 PM.

NEW BUSINESS

Citizen Action – Gary and Randall Tasker had a water leak and are asking for a reduction of the sewer portion of their bill.

Nace/Lauster – Motion to provide relief on the Sewer portion of the bill of Gary and Randall Tasker in accordance with the ordinance - **PASSED**

Lauster/Bell – Motion to send a Certificate of Recognition to Joseph Aunspach for reaching the rank of Eagle Scout - **PASSED**

Mr. Nace would like to thank Paul Liddick for informing him of a high reading on his water consumption; the information led him to find a water leak at his property.

CLARKS FERRY TAVERN

The Tavern Committee is working to get the Tavern on the Historic Register.

Adjournment – **Bell/Eppley**: Motion to adjourn at 10:30PM, April 21, 2015 - **PASSED**

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary