

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 30, 2016**

- Members Present:** Kraig Nace, Darryl Croutharmel, Frank Eppley, Ron Leonhard, Roger Williams, Jeffrey Kirkhoff, Christie Young.
- Members Absent:** Mayor Jack Conrad (Health Concerns)
- Municipal Authority:** Robert Finnen, Mike Grogan, Mike Wolfersberger
- Others Present:** Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Ron Brown, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Bob Johnson, Kathy Smith, Susan Cliber, Tyler Harrison, Gina Myers, Paul Liddick, Joe Landis, Brian Peters, Lisa Landis, Karl Conrad, Jim Ryan.

Mr. Nace opened the Borough Council meeting at 6:00PM on June 30, 2016 with a moment of Silence followed by the Pledge of Allegiance to the American Flag.

PUBLIC COMMENT

Susan Cliber – Mrs. Cliber asked the difference in cost between the old style newsletter and the new one. She stated that it looked expensive.

Tyler Harrison – Mr. Harrison stated that he had previously expressed interest in appointment to the planning commission or the zoning board, but as he is not a resident of the borough that is not possible. He would still like to serve in some capacity and would like to be considered as an addition to the Finance Committee.

Mr. Kirkhoff made a motion to appoint Tyler Harrison as a citizen member of the Finance Committee. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen reported that he has been unable to reach the Chairman of the Planning Commission and would like council to take action to submit plans directly to the engineer.

A motion was made by Mr. Nace to submit the plan, prepared by Burget Associates for the Forrer Dodge property to the Pennoni Engineering for review. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Courogen provided a written report summarizing problems with the Borough accounting over the last few years. He asked for authorization to have money transferred from the Timber Account to the General Fund if needed.

Mr. Croutharmel made a motion to authorize the Manager to have monies transferred from the Timber account to the General fund if needed. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Mr. Kirkhoff asked if an interim plan had been put into place so that staff would have accurate balances for check writing purposes.

Mr. Linus Fenicle, solicitor for the Duncannon Municipal Authority asked when the last audit had been done by the Borough on behalf of the Municipal Authority as is required.

Mr. Nace stated that there is a video on the Pennsylvania Insurance Fraud website entitled "Degenerates in Duncannon." Mr. Brian Peters of Penn Township stated that he has been in contact with the agency and that the video and similar videos have been removed from all media outlets.

Mr. Croutharmel made a motion to send a letter stating the Boroughs displeasure regarding *Degenerates in Duncannon* to Senators Teplitz and Keller. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Kirkhoff asked if the Utilities Committee Meetings had been advertised to include meetings of the Duncannon Municipal Authority. They had not and will be re-advertised.

Ms. Young made a motion to adjourn the meeting of the Duncannon Borough Council at 6:49 p.m. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Nace opened the joint Duncannon Borough Council and Duncannon Municipal Authority meeting at 6:50PM on June 30, 2016. The meeting was set to discuss the Department of Environmental Protection (DEP) report on the wastewater treatment plant. Discussion had been held regarding the letter; however no members of the Municipal Authority had been included in the meeting. Mr. Courogen stated that his name was on the letter and therefore he felt responsibility. He stated that he would like to sort out who is responsible for what in regards to the wastewater treatment plant, the Borough, and the Municipal Authority.

Mr. Finnen stated that he would like to know the status of the items listed on the DEP report before moving forward. He would like to determine the problems, find out what has already been accomplished and then decide how to move forward. He read the comments included in the DEP letter and asked which items had been completed or repaired.

Mr. Todd Mace of PA Environmental Solutions Inc. (PESI) stated that the blowers for the digester and processor were a 'work in progress'. He reported that the treatment plant has a total of four blowers but should have six, three of each type. Processor blowers can be purchased new for approximately \$7,200.00 - \$7,600.00 each or the ones we have can be rebuilt for approximately \$2743.00 as long as no machine work is needed. Digester blowers are smaller and may be slightly cheaper.

Mr. Mace stated that the last of the spare parts have been used on the comminutor and it is not working correctly. It is recommended that we have the producer of the comminutor, KAPPE Associates inspect the equipment.

Mr. Mace stated that new float balls had been installed and are working, there are spares on hand. Two level transducers are needed at the approximate cost of \$4,000.00. The current transducers have not been in operation since before PESI began working for the Borough. The soluble bio-organic (SBO) and dissolved oxygen (DO) readout controls are not in working order. The complete systems would cost approximately \$6,000.00 each

A second utility water pump is on site and needs to be installed. The piping and valves are existing, however they are old and replacement should be considered. Mr. Paul Liddick provided approximate costs: Six valves for a total cost of \$680.00 total, ten feet of ½ inch copper tubing at the cost of \$74.50, ten feet of two inch copper tubing at the cost of \$175.00, pressure reducing valves at the cost of \$2,300.00 x three, labor at the cost of \$2900.00 - \$3640.00. Total approximate cost is \$12,500.00. Using variable frequency drives (VFD's) could change the cost of the project as the PRV's could be eliminated. PESI will provide pricing for both options.

The influent composite sampler needs replaced. A top of the line sampler is not necessary. Approximate cost is \$1,000.00 - \$2,000.00.

The DEP report recommends a complete wastewater treatment plant evaluation. PESI and Pennoni did a walk through and a list of priorities was created. Engineer Brown recommended that an evaluation begin at the headworks and go through as if the plant was being upgraded. Aqua Aerobics should be consulted to evaluate their components in cooperation with the Borough evaluation. A list should be made in that manner, similar to the evaluation done for the water system.

Mr. Williams made a motion to take two blowers (one digester and one processor) to the repair center to be rebuilt and purchase or order one digester and one processor blower. If payment is needed immediately, funds will be borrowed from the refuse account with the intention of repayment being made from sewer certificate of deposit #3025 when it reaches maturity in December. The motion was seconded by Mr. Croutharmel and passed with a unanimous roll call vote.

Mr. Eppley would like Council to consider raising the base sewer rates to \$41.00 per month.

Mr. Croutharmel made a motion to authorize Solicitor Dissinger to prepare and a draft ordinance raising the base sewer rate to \$41.00 per month. The motion was seconded by Mr. Eppley and passed with a unanimous roll call vote.

The Duncannon Municipal Authority took action on the purchase of the blowers for the wastewater treatment plant. Mr. Wolfersberger made a motion to take two blowers (one digester and one processor) to the repair center to be rebuilt and purchase or order one digester and one processor blower. If payment is needed immediately, funds will be borrowed from the refuse account with the intention of repayment being made from sewer certificate of deposit #3025 when it reaches maturity in December. The motion was seconded by Mr. Grogan and passed with a unanimous voice vote.

Mr. Kirkhoff made a motion to complete all items on the Department of Environmental Protection list of violations as funding becomes available. All work not to exceed \$200,000.00. The motion was seconded by Mr. Williams and passed with a unanimous roll call vote.

Ms. Young made a motion to explore financing options for the proposed \$200,000.00 sewer plant repairs. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PUBLIC COMMENT

Kathy Smith – Mrs. Smith asked when the last time the Borough accounts were balanced. She stated that treasurer's reports are approved at each meeting and asked if these reports were inaccurate.

MUNICIPAL AUTHORITY LEASE AGREEMENT

Mr. Courogen stated that the lease agreement between the Borough and the Authority needs to be studied as many of the commitments are not being met. The chain of communication is unclear and there is confusion of where responsibility lies for action items. The Authority would like to have information received by the Manager shared with Mr. Finnen (Chairman) or Mr. Kirkhoff (Co-Chair) so that they may distribute the information to the Authority members. Mr. Courogen suggested a bi-weekly meeting with himself, PESI, & Mr. Finnen to keep everyone apprised of the status of the wastewater treatment plant. Mr. Williams or M. Kirkhoff will attend if necessary.

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for July 19, 2016 at 7:00PM. Mr. Williams made a motion to adjourn at 9:55 on June 30, 2016. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary