

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
August 16, 2016**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on August 16, 2016. 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, Ron Leonhard, Roger Williams, Jeffrey Kirkhoff, Christie Young,
- Officials Absent:** Mayor Jack Conrad (health reasons)
- Others Present:** Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Vickie Aycock, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Bob Finnen, Lewis Howell, Joe Burget Jr. Margie Safko, Betsy Kirkhoff, Molly Cappawana, John Cappawana, Susan Cliber, Jim Ryan, Kathy Smith, Mike Wolfersberger, William Hobbie, Tim Auxt, Sean O’Shell, Maryann Landis, David Bauer, Jackie Green, Norman Rosen, Cpl. James Myers PTPD, Sgt. Robert Ligon PSP. Lt. Gregory Bernard, Tom Fordham.

**MINUTES** – Minutes were presented for the June 21, 2016 Council meeting, the June 30, 2016 special Council meeting, and the July 19, 2016 Council meeting. Mr. Kirkhoff made a motion to approve the meeting minutes for June 21, 2016, June 30, 2016, and July 19, 2016 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Lewis “Butch” Howell** – Mr. Howell thanked the Penn Township Police for their quick response to a call on Sunday evening.

**Betsy Kirkhoff** – Mrs. Kirkhoff inquired as to why negotiations with Penn Township had been halted before the August 8, 2016 special Council meeting.

**Kathy Smith** – Ms. Smith asked if the Borough had been in contact with Norfolk Southern regarding the tower planned for the north end of Market Street.

**Mike Wolfersberger** – Mr. Wolfersberger is taking part in a movie project in coordination with Pat Brunner and the Duncannon Otterbein United Methodist Church. They would like permission to shoot scenes in the Borough watershed area. Borough crew foreman Mike Criley has agreed to accompany the movie crew during production.

Mr. Williams made a motion to grant permission to the production crew of 'Two Strangers' to use the watershed area as a set for the purpose of movie production. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**William Hamilton** – Mr. Hamilton stated that notices had been placed on the cars at the Schoolhouse building warning of car break-ins.

**Tim Auxt** – Mr. Auxt asked if any negotiations have been scheduled or taken place with Penn Township regarding the police services contract since the last meeting. Mr. Croutharmel stated that he has contacted Penn Township via e-mail.

**Sean O'Shell** – Mr. O'Shell thanked the Borough for the painting of crosswalks at the intersections of Rt. 274 and Market St. and at the ramps of 11 & 15. He also informed council that the meetings are scheduled for 7:30 p.m. on the Borough website.

**Sergeant Ligon and Lieutenant Bernard** – Margie Safko asked Sergeant Ligon and Lieutenant Bernard of the Pennsylvania State Police (PSP) to attend for the purpose of information gathering. Sergeant Ligon stated that they did not have a presentation, but would answer any questions regarding PSP coverage should the Borough discontinue police services through Penn Township.

Mr. Auxt asked how many officers were on staff locally. The Newport station is optimally staffed with 31 troopers, but at this time they are staffed with 21 troopers. They typically have five cars per shift patrolling the entirety of Perry County. The county is divided into approximately 10 zones and each officer on shift would cover two zones. They cover the Borough with an occasional drive through and respond to calls as soon as possible.

Mrs. Kirkhoff asked the PSP officers if that coverage would change if the Borough was no longer covered by the Penn Township Police Department (PTPD). The officers stated that they would be aware that Duncannon had no other coverage, but that they would still only cover the Borough as part of a larger area. The zone that Duncannon is within includes Marysville and Liverpool and response time for a call could be anywhere from 10 minutes to 2 hours depending on the nature of the call and location of the officer.

Mr. Nace reported that he did provide some Borough information to the PSP in an attempt to get more information.

Mr. Leonhard asked the officers if the bulk of their work was on Rt. 322 and Rt. 11 & 15. The officers stated that those areas are high vehicle crash zones, but they respond to calls all over the County.

### **APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

Mr. Nace reported that there is one open position on the Zoning Hearing Board and one open position on the Planning Commission that need to be filled.

Mr. Nace stated that a notice was put in the Duncannon Record by Norfolk Southern stating their intention to build a 125 foot tower on their property at the North End of Duncannon. Solicitor Dissinger reported that the railroad companies are exempt from permitting. Mr. Sean O'Shell said that the tower

may infringe on the Appalachian Trail which holds a historic rating. Mr. Nace provided the contact information for Norfolk Southern to Mr. O'Shell.

The Pennsylvania State Association of Boroughs (PSAB) sent out a flyer with information on their fall leadership conference. Mr. Nace said the information is available if anyone is interested in attending.

The Department of Environmental Resources (DEP) sent a letter indicating revised total coliform rule. The letter was passed on to Mr. Mace for review.

DEP also sent a letter rescinding the 8/2013 and 6/2016 monitoring letters.

Council members received an anonymous letter dated July 23, 2016 regarding a drug issue in the borough. The letter was passed on to the PTPD.

A letter was written to Council by Mr. David Ritter on behalf of the Bucktails organization. Mr. Ritter thanked the Council and the citizens of Duncannon for helping the Bucktails to have a very successful reunion and events.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER – Ms. Vicki Aycok, Pennoni Associates**

A written report was provided by Engineer Brown. Ms. Aycok added that the revised permit for the reservoir liner is completed and now in the hands of DEP for review. An e-mail was sent to DEP requesting the status of the permit however the agent reviewing the permit is out of the office.

The Nazztech videos have been reviewed. An opinion of cost was determined and provided for rehabilitation of the televised sanitary sewer lines.

The traffic study that was done at Butchershop Rd. did not meet the criteria for the Dirt and Gravel Roads grant. The traffic count exceeded the 500 cars allowable.

Pennoni Associates reviewed a plan for Jeffrey T. Forrer for land development at Forrer Chrysler Dodge Jeep RAM (CDJR) in the Borough of Duncannon. Pennoni added some comments and revised plans were submitted by Burget Associates.

Solicitor Dissinger recommended approving the plan conditionally upon engineering and legal review.

Joe Burget Jr. Presented the plans for the Jeffrey T. Forrer land development to Council. The plan includes the addition of two new service bays. No water or sewer connections will be needed. The area to be developed is already concrete surfaced. Five waiver items were presented.

Ms. Young made a motion to approve the five alterations of plan requirements for the Jeffrey T. Forrer land development plan. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Croutharmel made a motion to approve the Jeffrey T. Forrer land development plan conditionally upon engineering and legal review. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

**PUBLIC WORKS – PA Environmental Solutions, Inc. (PESI)**

PESI provided a written report. Mr. Todd Mace reported that there are no urgent matters on the water system.

Parts have been ordered for the wastewater treatment plant (WWTP). The new blower that had been purchased for the WWTP is leaking oil. A representative from the seller will be sent out to make assess the problem.

The Notice of Violations (NOV) sent out by DEP is being addressed and they are being updated regularly.

The belt press continues to be a problem. The pumps and pipes leading to the press are not the originals and are the incorrect type. Many man hours are spent cleaning up the mess created by the incorrect functioning of the belt press. Mr. Kirkhoff asked for a cost estimate for returning the press to its original functioning capabilities.

Mr. Finnen asked if Council was willing to consider creating an operating authority for the sewer plant.

Mr. Nace stated that he does not have the background information to make a decision on this issue. He suggested that the Duncannon Authority provide more information to council for consideration so that an informed decision can be made.

Mr. Williams made a motion to have the current non-operating Duncannon Municipal Authority for sewer and water propose an agreement to go to an operating authority to be presented to Duncannon Borough Council. The motion was seconded and discussion followed.

Mr. Eppley stated that he feels there are too many people involved in the process and it needs to be streamlined.

Ms. Young questioned the financial ramifications of switching to an operating authority and would like that to be a consideration in any proposal. Mr. Kirkhoff assured her that finances have and will continue to be a priority in any planning.

Mr. Croutharmel said Penn Township has a system that runs smoothly.

Mr. Finnen stated that at this point, the members of the authority have no role. The Authority was set up in order to secure loans. They do not get information in a timely fashion and it is difficult to accomplish anything.

The Motion was passed with a unanimous voice vote.

Mr. Wolfersberger referred to the letter to DEP regarding the NOV at the WWTP. He said the letter stated that all work at the WWTP would be done by outside contractors and he asked if this was the

intention of the Borough. He thought the plan was to do as much work as possible with the work crew and members of the authority. Mr. Courogen stated that the intent is to do as much work in-house as possible.

Mr. Mace presented a bill for \$1,382.35 for additional services. A belt press malfunction made it necessary for PESI to bring in extra manpower to complete both the hydrant flushing and the WWTP clean-up.

Mr. Williams made a motion to pay for the additional expense of \$1382.35 for sewer clean-up upon receipt of a replacement invoice. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

**BOROUGH SOLICITOR - Mr. William Dissinger, Dissinger and Dissinger**

No report.

**FIRE PROTECTION – Chief Byron Worner**

Chief Worner was not present. It was announced that the next fire protection meeting will be held on August 30, 2016 at 7:00 p.m. at the firehouse in town.

**BOROUGH MAYOR – The Honorable Jack Conrad**

The police summary report for July was provided.

Cpl. Myers of the PTPD said there had been some car break-ins. He stated that they seemed to be crimes of opportunity, cars with unlocked doors and easy access.

He said the department has four core officers and they have gone to a 12 hour shift rotation for more stability.

The PTPD now has a Facebook page and they are working to set up a 'safe location'. A 'safe location' is an area with 24 hour camera surveillance where custody exchanges or Craig's list purchase exchanges, among other things, can be made safely.

The PTPD has been using the speed trailer and moving it to various locations. If anyone has concerns regarding a certain area where speeding should be monitored, contact the PTPD.

Mr. Nace asked for specific arrest numbers in regards to drug enforcement.

Cpl. Myers reported that 11 drug arrests were made from January- June. From June to present, seven drug arrests were made. From January to June, six driving under the influence arrests were made and seven from June to present.

Mr. Anthony Klase, Duncannon codes enforcement officer provided a written report. Mr. Klase added that Housing & Urban Development (HUD) has taken responsibility for the property at 630 N. High Street and will pay for the property maintenance performed by the Borough as soon as they receive an itemized invoice.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**BOROUGH MANAGER – Mr. Chris Courogen**

Mr. Courogen is setting up a meeting to review the FEMA/PEMA snow emergency reimbursement status.

If any member of council would like changes made to the proposed fee schedule, please forward them to the Borough Manager.

Mr. Courogen is working with the manufacturer of the phone system to update the voicemail message.

The properties at 18-22 N. Market St. have been sold at judicial sale. Satisfaction of liens on the property will be attempted.

Mr. Courogen provided information on the PA Small Water and Sewer grants through Department of Community and Economic Development (DCED). He would like council to consider applying for this grant to complete the Elm St. and Meadows lines.

Ms. Young made a motion to direct the Borough Manager to consult with Pennoni Associates and move forward on the application process for the Small Water and Sewer grant. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**APPROVAL OF TREASURER’S REPORT**

Mr. Croutharmel made a motion to accept the May 2016 Treasurers report and the June 14, 2016 Secretary/Treasurers report subject to correction and audit. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Kirkhoff suggested that CDs be moved to a holding account at maturity. A plan should be put in place for the CDs maturing in December.

Ms. Young made a motion to approve the Treasurers report subject to audit. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

**RATIFICATION AND APPROVAL OF BILLS**

Ms. Young made a motion to approve and ratify the bills. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**BREAK – 9:16p.m. – 9:26p.m.**

**COUNCIL COMMITTEE REPORTS**

**FACILITIES & FLEET – Mr. Frank Eppley, Chairman**

Mr. Eppley reported that he is working on budget items for 2017.

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

The financial records from 2014-2015 are in the process of reconciliation.

**PARKS & RECREATION – Mr. Roger Williams, Chairman**

Mr. Williams reported that National Night Out was a success. He stated that the Duncannon Lions Club has been in contact regarding sponsorship of the 2016 Halloween parade. Preliminary plans for Winterfest and New Year's Eve celebrations have begun. Winterfest will be held at the Clarks Ferry Tavern.

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

Ms. Gina Meyers submitted her resignation.

Mr. Nace made a motion to hire Sarah Kinney as the part time billing clerk. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Mr. Nace reported that the committee is considering editing the hours in which the office will be open to accept payments.

Melinda Willis is in the office part time and is being paid through the Early Intervention grant.

Mr. Nace has been in contact with Clarissa Pyle and she is willing to provide insight on any financial questions that may arise from before her departure in May of 2014.

**PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman**

Mr. Croutharmel would like copies of the Emergency Response plan for each member of his committee.

Mr. Anthony Klase submitted a letter of interest in the Deputy Emergency Management Coordinator (EMC) position.

Mr. Croutharmel made a motion to appoint Anthony Klase as the Deputy EMC for the Duncannon Borough. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

Mr. Kirkhoff reported that based on the traffic study, the Butchershop Rd. culvert project did not qualify for the Dirt and Gravel Roads grant. Other options will need to be considered.

Do Not Enter signs may be considered at the corner of Ann and Maple Streets.

**UTILITIES – Mr. Ronald Leonhard, Chairman**

Mr. Leonhard reported that the committee will have a meeting on Thursday, August 18, 2016 at 6 p.m. at the Borough building.

The committee will consider the replacement of some street lights with LED lighting.

## **SPECIAL COMMITTEE REPORTS**

### **REVITALIZATION & DEVELOPMENT –**

Mr. Croutharmel reported that the committee met with the Economic Development committee from Penn Township and that they share similar goals. They will share ideas moving forward.

Lisa Landis has been named co-chair of the committee.

The “Treevitalization” program will not be considered for the remainder of 2016, but will be considered for 2017.

### **UNFINISHED BUSINESS**

Mr. Finnen and Mr. Kirkhoff met with SEDA-COG to discuss the possibility of a joint water system with Penn Township. A door to door census of the Sunshine Hill area will be taken. This will be a modified census and will not include Pfautz’s apartments. The direction of forward progress will hinge on this census.

Mr. Kirkhoff will meet with guidance counselors at Susquenita when school begins to discuss a student who may be interested in joining Council as a junior member.

Mr. Leonhard reported that he received his check back from the Borough office.

Mr. Dennis Meiser sent a letter requesting that we return the performance deposit of \$5,000.00 to ZB Forest Products as all requirements have been met for the 2015 timber cut in the Duncannon Borough watershed.

Ms. Young made a motion to repay the performance deposit of \$5,000.00 to ZB Forest Products from an account to be determined. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

### **NEW BUSINESS**

Mr. Nace reported that he had attended the Tri-County Community Action luncheon.

A town hall meeting will be held at the Perry County Courthouse in an effort to educate the public on heroin and other illegal drug use.

Mr. Williams made a motion to have the Borough Manager contact Dennis Meiser to request an analysis and feasibility of a timber cut in the watershed. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

### **PUBLIC COMMENT**

**John Cappawana** – Mr. Cappawana asked why we still don’t have any information regarding the consequences of cancellation of the police contract with the PTPD. He stated that the current payment to Penn Township gives the Borough police coverage through the end of September and it

is already the middle of August. Mr. Croutharmel stated that he has sent e-mail correspondence in an effort to plan a meeting to discuss the contract.

**ADJOURNMENT** - The next regularly scheduled Borough Council meeting is set for September 20, 2016 at 7:00PM. Mr. Williams made a motion to adjourn at 10:06 on July 19, 2016. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary

APPROVED