

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
December 16, 2014**

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

**Members Absent:** Mayor Conrad (informed Council that he would be out of town)

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

**Citizens Present:** Kathy Smith, Sean O'Shell, Lisa Landis, Sean Sauro, Edward Rehm, Emily Rentschler, Cindy Schwanger, John Guarnera, Lester Nace, & Darryl Crouthermel.

President Hammaker opened the meeting at 7:30PM on December 16, 2014 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

**Minutes: Bell/Eppley:** Motion to approve November 18, 2014 minutes; as corrected – **PASSED**

*Page 3, Solicitor's Report, line 10 add a d to update. Line 15, add a comma after litigation. Line 16, add Bank after METRO for clarification. Page 8, Tentative Budget add that Mr. Bomberger asked council to read over the budget and direct any recommended changes to him and the Borough Manager.*

**RECOGNITION OF CITIZENS**

**John Guarnera-** Mr. Guarnera thanked the borough for the leaf pick up, he had thought that the service had ended for the year and was surprised to see his leaves had been removed.

Mr. Guarnera also thanked Mr. Hammaker for all of his work and contributions to the Sesquicentennial Facebook page. He is enjoying the town history. He also questioned the cost per kilowatt hour charged by the borough. The Manager will get the information for Mr. Guarnera and also provide it to Mr. Nace.

**Lester Nace** –Mr. Nace is attending the meeting to hear if there was any follow up to the propagation issues from last month.

**Sean O'Shell** – Mr. O'Shell is associated with the Duncannon Appalachian Trail Community organization. He was checking in for an update on the Keep Hawk Rock Beautiful signs. A quote is being prepared by the sign company to include freight.

The manager will continue to keep him updated.

Mr. O'Shell asked about the "Capital Convenience, Small town Charm" banners that used to hang throughout the borough. He wondered what happened to them and where they are at this time. Mr. Hammaker stated that they were purchased years ago with sponsorships from local businesses. Some were stolen, some removed because of disrepair, and whereabouts of any others is unknown.

The Manager will check with the crew for more information.

## CORRESPONDENCE

**Humane Society Contract** – A change in the contract indicates that only Borough employees may take animals into the Humane Society under this contract. Animals will not be accepted from borough residents. The manager will look into other shelters and options.

**Inter-municipal Police Agreement between Duncannon Borough and Penn Township**- No discussion at this time

**Glance Associates – Closing Documents for M143-M144 Sewer Project** – This correspondence was handled by the Joint Sewer Authority at their last meeting.

**Perry County Tax Assessment office – Milage for 2015** - Will be discussed after the budget discussion.

**Bloomfield Public Library** – Asking for donations for 2015. Mr. Eppley asked if we had donated in the past. We have not donated in the past.

**PESI Contract** – There are no changes in the new contract.

## REPORTS

**Mayor's Report** – Written report.

**Police Report** – Chief Pickles said things are going well. They have not been renewed for the buckle-up grant due to lack of accidents, he hopes to keep it that way. The aggressive driver grant has reached its conclusion as well. There are new recruits coming up through the system as we have had some Officers move on to full time positions with other police forces. They are looking at new vehicles to replace the marked SUV. The officers will soon be able to access Police data from the vehicles using I pads.

Mr. Nace asked if cameras would be placed in all vehicles. Chief Pickles said this would not happen immediately but hopefully in the near future. Mr. Nace also asked if the volume of drug enforcement issues was on the rise as we had three overdose cases in October, one fatal.

**Secretary/Treasurer's Report** - Mr. Nace questioned the work done for Winterfest by the borough staff during work hours. Mr. Nace was concerned that there may be a workman's compensation issue with the staff providing volunteer hours as well.

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

**Borough Manager's Report** – Written Report. Ms. Roche attended the Cumberland/Perry joint task force meeting. She questioned the time frame of the bid process as the dates for the completion of the work will now cross over the Sesquicentennial celebration and also the start of school. Plans should be made accordingly.

There was a chlorine problem reported and it was detected that the pump on well 2 was pushing too much chlorine into the system. This has been resolved and a written report will be completed.

The Hydrant Flow is lower than where it should be. A quote has been provided by Pennoni for the cost training and the purchase of the hydrant testing kit.

The office staff had a demonstration of a new accounting and billing system called CUSI. The system includes all services and an online payment system.

Mr. Williams asked for an update on the electrical problem at the 1000 block of Market Street. Ms. Roche reported that there have been no new complaints. Mike Criley as well as Henkels and McCoy have been there to investigate and have not found the root of the problem. Mr. Williams said that the drop in voltage is so severe that it is destroying homeowner property.

Mr. Nace asked how often the chlorine levels are checked within the water system. And what acceptable levels are.

**Bills to Be Paid/Ratified – Bomberger/Bell:** Motion to pay and ratify the bills including credit card expenses as presented – **PASSED**

**Solicitors Report** – Solicitor Smith prepared the decision for 216 Church Street and finalized the Inter-municipal Police Agreement between Duncannon Borough and Penn Township for police services. Prepared a resolution for consideration which if passed will provide a handicapped parking space on High Street for a resident in need. She worked on Right to Know matters, RTK law is ever changing. She provided the Philadelphia Windows and Doors ordinance; it is the most successful ordinance they have to prevent blight.

There is still no final settlement in the PPL litigation; she anticipates that there may be some movement by the plaintiffs in the Breslin litigation. She has continued to work with METRO bank on the funding issue, and they will be pursuing it.

The decision on 216 Church is ready for approval by council and the homeowner will then have 15 days after receipt to take action.

**Engineer's Report** – The standpipe cleaning has been delayed until it is determined that the proper pressure can be maintained throughout the draining and cleaning process. DEP (Department of Environmental Protection) has agreed with the delay in plans and has extended the deadline.

The waste water treatment plant audit is underway. Some recommendations have been made for changes to the language in the PESI professional services agreement.

The Authority approved payment to Shiloh Paving for the work for manholes 144-146.

Mr. Bomberger asked if the wells can handle the daily water use without the standpipe. Mr. Brown stated that wells 4 & 5 could handle the demands on the water supply. They are looking into the hourly demands to make sure this is certain. Well 2 will also be available; however another pump may have to be brought in for support.

**PESI** – Written Report – Mr. Hammaker asked if there was any indication of how they are looking for leaks to bring down the water loss numbers. Ms. Roche said they gave no indication when asked.

**Codes Enforcement** – The property on Market Street that had been referenced by DEP has been mostly cleared. Bids were put out to four companies for the demolition of 216 Church Street and we received three back. The only bids considered will be those under \$8000.00.

Mr. Nace asked for an update on the property at 630 High Street. Mr. deChamplain stated that after investigation he can state that all entrances are secure.

**Duncannon Fire Company** - Chief Byron Worner stated that there were 3 calls in the Borough this month. Questions had arisen last month as to why there was no monetary loss reported on the 216 Church Street property. Mr. Worner stated that because there was no reported insurance claim, no report of a loss, they enter no monetary loss on their report.

The first meeting of the Joint fire Committee is set for January 27<sup>th</sup> at 7:00 at the Fire Station in town.

### **UNFINISHED BUSINESS**

**Decision on 216 Church Street** – Mr. Nace stated that it looks to be in order.

**Bomberger/Nace** – Motion to accept the written decision on 216 Church Street – **PASSED**.

The decision will be sent to the last known address of the owner and the owner will have 15 days to respond.

**Delinquency/Termination Policy** – Still completing

**2009 Edition of the Property Maintenance Code** – Solicitor Smith provided the Philadelphia Windows and Doors ordinance for review as it may help in making determinations in regards to the Property Maintenance code. An excerpt states, ‘The owner of a vacant building that is a blighting influence, as defined in this sub code, shall secure all spaces designed as windows with windows that have frames and glazing and all entryways with doors. Sealing such a property with boards or masonry or other materials that are not windows with frames and glazing or entry doors shall not constitute good repair or being locked, fastened or otherwise secured pursuant to this subsection.’

Solicitor Smith spoke to someone in Philadelphia who indicated that the blighting effect of a vacant building was aggravated by the securing of doors and windows in a manner that made it clear that the building was unoccupied. They believe this is their most successful ordinance in addressing the blighting issue.

### **COMMITTEE REPORTS**

**ADMINISTRATION, FINANCE & IT** – No Report

**FLEET, FACILITIES & UTILITIES** – No report

**PARKS & RECREATION** - Mr. Williams said New Year's Eve plans are being finalized. Kinkora asked if they could borrow some tables for their resident holiday dinner. Council agrees to the lending of tables to Kinkora.

Mr. Bomberger said that he thought they had planned to close the Square at 8:30PM; however the permit says 9:30PM. Mr. Williams agreed that the permit should state 8:30PM.

**PERSONNEL** – An employee performance evaluation for Kathryn Bauer was presented.

**Bomberger/Nace** – Motion to give Kathryn Bauer a \$.50 per hour raise in salary – **PASSED**

**Bell/Bomberger** – Motion to hire Lisa Meck as a part time employee at the rate of \$10.50 per hour – **PASSED**, Nace opposed.

**Bell/Nace** – Motion to enter executive session to discuss one personnel matter – **PASSED**, Mr. Bomberger opposed.

**Lauster/Bell** – motion to re-enter regular session at 9:22PM – **PASSED**

**Bomberger/Nace** – motion to end the probationary period on Kathy Bauer – **PASSED**

**Proposals for Demolition of 216 Church Street** - Proposals were received from Swatara for \$10,300, BWB for \$6,900, and TR Stoner \$6,400. Solicitor Smith pointed out the differences in the two proposals that fall below the \$8,000 approved Demolition amount. Mr. Nace asked if there were any local contractors willing to do this type of work. Mr. deChamplain said those he contacted were not interested.

**Nace/Williams** – Motion to award the proposal to the Thomas R. Stoner General Contractor of Elizabethtown for the amount of \$6,400. – **PASSED**, Mr. Bomberger opposed  
The contract will not be awarded until after the 15 day time frame expires.

**PUBLIC SAFETY & STREETS** – The contract is in the amount of \$169,160.00. Mr. Nace provided some information showing the breakdown of incidents within the borough and Penn Township. He feels the numbers do not add up and cited examples. Chief Pickles said that on occasion officer do not put the information in the system and they count the actual violations. The breakdown reports are sent to Mr. Bomberger, Mr. Nace feels they should be provided to every council member.

**Eppley/Bell** – Motion to accept the Inter-municipal Police Agreement between Duncannon Borough and Penn Township contract for Police services for January- December 2015 as presented . – **PASSED**, Mr. Nace opposed.

**Eppley/Bell** – Motion to pay the 2015 first quarter payment for Police Services for the amount of \$42,290.00. - **PASSED**, Nace opposed.

Mr. Eppley asks that all Council members read over the Philadelphia Windows and Doors Ordinance to be discussed at the January Meeting, He hopes to use this ordinance in conjunction with the decision making on the Property Maintenance Code.

Chief Worner asked if code deficiencies could be listed with the county in the CAD (Computer Aided Dispatch) system. The borough does not have the means to determine internal deficiencies in structures at this time, only external. Vacancies and Dangerous and Dilapidated determinations can be reported to Tom Bell.

**Resolution #8** providing for a reserved Handicapped Parking Space (vicinity of 818 High Street)

**Eppley/Williams** – Motion to adopt Resolution #8 providing for a reserved Handicapped Parking Space (vicinity of 818 High Street) – **PASSED**.

**INFRASTRUCTURE ASSESSMENT** – No formal meeting.

**SPECIAL SESQUICENTENNIAL COMMITTEE** – Next formal meeting will be January 14<sup>th</sup>. There will be items for purchase in the near future. These include Scotty Brown artwork, vehicle logos, and two types of Commemorative crock.

Mr. Nace asked for a worksheet of Sesquicentennial purchases. Mr. Hammaker said that spending on this is just beginning and a worksheet is being compiled.

### **NEW BUSINESS**

**2015 Budget** – The tentative budget was provided for consideration and adoption. Mr. Williams requested some funding for maintenance and repairs at the parks and ball fields. Some projects could be funded from Timber as Brick and Mortar projects.

Change line item 1-271.00 Capital Carryover, reduce it by \$3,750.00 making it \$26,250.00. Increase line item 452.2 (SUPPLIES) \$1250.00 to \$5000.00 and that will capture the items he needs covered.

The proposals sent through e-mail by Mr. Nace should be addressed individually. They should be addressed individually in a motion and voted on. Each utility should be kept separate from the General Fund. More information is needed to determine the future of each fund.

**Bell/Eppley** – Motion to adopt 2015 Budget with changes- PASSED, Nace opposed.

**Humane Society Contract** – Other options will be investigated.

**Williams/Bomberger** – Motion to table the Humane Society Contract until January – PASSED.

**Tax Rate** - No changes planned for 2015

**Bomberger/Eppley** - Motion to advertise the adoption of a 2015 tax rate of 3.1mils – PASSED, Nace opposed.

Citizen Action – 1008 North Market Street, held over to gather more information.

### **CLARKS FERRY TAVERN**

Mr. Hammaker stated that the committee will meet on January 22, 2015 at the Borough Office.

**Adjournment** –

**Williams/Bell**: Motion to adjourn at 10:15PM, December 16, 2014 - PASSED

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary