

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
August 18, 2015**

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

**Members Absent:** Mayor Jack Conrad

**Others Present:** Solicitor – Susan Smith, Borough Manager – Lynn Roche, Engineer – Ron Brown, Captain Carlson– Penn Township Police

**Citizens Present:** Kathy Smith, Sean O’Shell, Darryl Croutharmel, and Norman Rosen.

President Hammaker opened the meeting at 7:30PM on August 18, 2015 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

**Minutes: Nace/Lauster:** Motion to table the July 21, 2015 minutes until the September Borough Council meeting so they can be reviewed more thoroughly. – **PASSED**, Mr. Bomberger abstained.

**RECOGNITION OF CITIZENS**

**Sean O’Shell** – Mr. O’Shell of the Duncannon Appalachian Trail Community stated that he has spoken with Mr. Bell about possible road markings leading hikers on a safer path to Mutzabaugh’s Market.

The DATC also discussed this at their last meeting and determined that road or pole markings would be acceptable and actual signage is unnecessary. A particular marking similar to the white blaze of the AT is what they are considering. The path and markings would be made known to hikers through the AT guidebook. Mr. Hammaker suggested that the DATC map the suggested route so that it can be determined whose permissions are needed for the project as a whole. Portions will be in the borough, while others will likely be on Penn Township or PPL (Pennsylvania Power & Light) property. Mr. O’Shell asked if there had been any consideration made on the proposed sidewalk markers along the AT. The markers proposed will be flush with the sidewalk. Council consensus was that the matter would be between the DATC and the property owners.

Mr. O’Shell and Borough Manager Roche had been looking for an affordable anti-graffiti coating for the ‘Keep Hawk Rock’ beautiful sign. Mr. O’Shell would prefer to have the sign in place than to wait for the coating.

A Hawkrock sign and arrow were placed at the Recycling center. Mr. O’Shell asked if it was placed by the borough. It was not placed by the Duncannon Borough and can be removed.

**Norman Rosen** – Mr. Rosen apologized for missing the Sesquicentennial Celebration due to previous commitments. He stated that Duncannon looks the best it has since he came here in 1968. Property owners did a good job of ‘sprucing up’ their homes. He feels that he and his son have been lax in keeping their property from accumulating vehicles, boats, etc. He plans to assert his rights as

property owner and clear the area. He would like to transform it into a park-like area. Once it is cleared he would like to erect fencing and a sign similar to the stone sign at the Clarks Ferry Tavern.

**Kraig Nace** – Mr. Nace of 1010 N. Lincoln St. is the property owner at 1 South Market St. He has completed the sidewalk and parking lot project and provided photos of the improvements. Mr. Nace reported that the Summer Program has concluded and that he attended four times in the last weeks and saw no police presence. Photos were provided.

### **CORRESPONDENCE –**

**Municipal Planning Advisory Service - Perry County Planning** – The cost to join the Municipal Planning Advisory is \$1000.00, or \$500.00 for a less frequent on-call agreement. No action taken.

**Boy Scout Troop #64** – Troop #64 thanked the Borough for the donation given to help with the recycling program.

**PSAB** – The Pennsylvania State Association of Boroughs presented the borough with a plaque congratulating Duncannon for 150 years of incorporation as a borough. The plaque will be placed in the office.

### **PROPOSALS - NONE**

### **REPORTS**

**Mayor's Report** – Mayor Conrad prepared a written report. A copy of Mayor Conrad's letter to the Editor as also presented.

**Police Report** – Captain Carlson thanked the organizers of NNO (National Night Out) and the Sesquicentennial for organizing successful celebrations. There were two incidents requiring police action, a motorcycle accident near the Legion and the tractor that hit the stage on the square. Five officers attended a child abuse seminar. Captain Carlson reported that there will be a meeting with Penn DOT next week regarding the Marysville rock slope project. If you are concerned with the proposed road closure he urges you to call your local senator or state representative.

Since last month 2 officers have moved on to full time positions and another is next on the list for full time in the city of Harrisburg. There will be new hires in the near future.

Mr. Nace asked if the bicycle patrols have been discontinued. Captain Carlson reported that they have not been discontinued and officers are welcome to use the bikes to patrol, but it is a personal decision as not everyone is comfortable on the bicycles.

Mr. Bomberger asked if there was any way to change the traffic patterns on the days when there is an accident on 22/322 as it is unsafe for the residents to have gridlock in the borough. Engineer Brown suggested that the Municipal Service Representative be consulted as we receive Liquid Fuels monies and certain road restrictions may not be permitted.

Mr. Eppley would like to set up a meeting with the Safety and Streets Committee and the Police Force before next Council meeting. Mr. Eppley will be out of town and Mr. Hammaker will set the meeting time with the Penn Township Police Force.

**Codes Enforcement** – Captain Carlson checked the property at 630 North High Street. The grass has been mown, and the hornets nest removed. Mr. Nace asked if the branch overhanging the porch roof had been removed. The Borough Manager will have to check as she is unsure.

The dog barking problem at 815 North High Street has been controlled.

Charges have been filed for 216 Church Street, 18 North Market Street, 22 North Market Street, and 28 North Market.

Mr. Nace reported that 630 High Street also has a chimney that is in disrepair and looks as if it may become dangerous. Mr. Hammaker asked Captain Carlson to check the area for chickens as he heard some in the area. Duncannon does have an ordinance forbidding animals normally characterized as livestock and not normally domesticated.

**Secretary/Treasurer's Report** – Written Report. Any Council member having information they would like included in the Fall Newsletter should pass it on to Kathy Bauer. Mr. Nace reiterated the need to include both the Windows and Doors Ordinance and the Property Manager Ordinances and their effective dates of enforcement.

**Bomberger/Williams:** Motion to approve Secretary/Treasurer's report, subject to audit – **PASSED**

**Borough Manager's Report** – A written report was provided. The lighting project for the well at the sewer plant has been completed. Covers had been ordered by Hetrick Electric that were not explosive resistant and had to be removed and reordered. The new covers are now in place. The OMNI site is not working properly due to a manufactures defect. A new one has been ordered. There is a connection problem between the reservoir and well #5; it will be repaired by the end of the week. Mr. Nace asked if the roof on well #1 had been repaired as the edges are sharp. It is on the list for repair.

**Bills to Be Paid/Ratified** – Mr. Nace asked if the bill for BMI was included as he did not see it in the bills. Mr. Hammaker said it had just been signed and will be included in next month's report.

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

**Solicitors Report** – Solicitor Smith reported that the final piece of the PPL litigation has been filed to FERC to amend the charge for collection of Data from the borough. Solicitor Smith recommended that the borough keep a file with all correspondence regarding the PPL coordination agreements and decisions.

The judicial conference on the Duke Investment land use appeal has taken place. The case which dates back several years has now been assigned to a judge and he had all counsel brought together. Oral arguments are not planned; however the judge reserves that right should he determine it necessary.

Solicitor Smith has kept the borough Right-to-Know officer updated on evolutions in the RTK law. There is very specific wording regarding what is considered public and non-public record. The Breslin case is close to re-opening; a filing must take place first.

Citations have been filed by the Penn Township Police for the properties at 18-28 North Market Street. District Justice Maguire would only accept the citations from the Police Department. This is different from other municipalities and Solicitor Smith has sought information from the Administrative Office of Pennsylvania Courts as to protocol. The UCC inspector is also close to filing citations for 18-28 North Market Street violations because the property is not properly secured. Solicitor Smith is still seeking correspondence from METRO bank. The bank is being sold and communications with employees who have knowledge of the borough check have already been relocated making it difficult.

**Engineer's Report** – Engineer Ron Brown reported that the Market Street sewer project is 90% complete. Pressure tests were done last Thursday and the mandrill testing will take place 30 days after the final lateral was completed. Final restoration will then be done. The Penn Township Authority voted to pay the certificate of payment to Rogele for the last phase of the Market Street Sewer project at the August JOAC meeting. Duncannon did not have enough members present to vote. A final walkthrough of the project still needs to be done and a punch list created. Engineer Brown has not heard any complaints from residents. Final restoration will be done in mid to late September and the bond will be held for one year on the project. The one year bond on Shiloh's portion of the sewer project will soon be expiring. Pennoni is beginning preliminaries on the Butchershop Road culvert and will be seeking permits. No action is expected until spring at the earliest. Phosphorus credits will be purchased in the November auction. The report from the remote inspection of the stand pipe has not yet been received. It will be shared with DEP when it has been received. Mr. Bomberger asked Engineer Brown to research the sewer line on Rt. 849. There is a section that is still clay piping and should be considered for replacement. The question remains as to who it belongs to, Duncannon or Penn Township. Flushing of hydrants should be scheduled for the fall. North Lincoln has had periods of mud and sediment in the water and flushing should help. Mr. Hammaker thought the order of the flushing could have an effect on effectiveness.

**Lauster/Bell** – Motion to pay the Certificate of payment to Rogele Inc. for the amount of \$184,139.45 for the Market Street Sewer Replacement. - **PASSED**

**PESI** – Written Report. Water loss is reported at 13%.

Break – 9:25PM – 9:35PM

### **UNFINISHED BUSINESS**

**Utility Policy Manual** – Still completing.

**18 – 28 North Market Street** – Covered in Solicitors report.

Mr. Bomberger asked if there was any information regarding 109 Cumberland Street or 215 High Street. Ms. Roche reported that 109 had been purchased by Victor Schroy at an upset sale and has

now been resold to Mario Celi. He paid the past utility bills and was given the dangerous and dilapidated determination on Friday, August 14, 2015.

There has been no communication from the Bakers, property owners at 215 High Street. Solicitor Smith will need to see the letters sent to the property owners to determine the next step in enforcement of the determinations.

Mr. Bomberger would like to see both properties added to the September agenda as well as 630 High Street. Solicitor Smith said that the descriptions given for 630 High Street indicate that there may be UCC (Uniform Commercial Code) violations. The property should be investigated and reported if so. Council consensus is that citations should have been issued before the property was cleared of weeds and brush at borough expense.

Mr. Hammaker will schedule a meeting with a UCC representative, the Penn Township Police, The Borough Manager, Council representatives and the Solicitor. This group will decide protocol for codes enforcement and responsibilities for each party.

**Commerce Bank/Metro Bank check** – Covered in Solicitors report.

**Sesquicentennial** – The approximate total spent by the Sesquicentennial Committee was \$47,000.00. Merchandise sales and donations total approximately \$10,000.00. The Greenway grant monies will total \$10,000.00 for the historical markers. The celebration cost should be around \$28,000.00 – \$30,000.00 when the final accounting is completed. A complete accounting will be provided when all accounts have been settled. All borough work force labor, equipment and supplies for the pole drops, and the BMI and ASCAP licenses have all been included in the Sesquicentennial costs. Mr. Hammaker reported that the people working on the Sesquicentennial committee were a very hard working and dedicated group of people and they were a pleasure to work with.

Mr. Nace asked if there was any information regarding liability for the tractor that ran into the stage after the Sesquicentennial parade. Mr. Hammaker stated that the owner of the tractor will take care of the cost for the damages.

Mr. Bomberger asked that the Greenway signage Grant be placed on the agenda under unfinished business.

**Duncannon Fire Company** – Chief Worner reported that all of the pumper trucks have been tested and certified. The next meeting for the Community Fire Association is scheduled for September 29, 2015 at 7:00PM. The meeting will be held at the fire station in town.

The Fire Company will be celebrating their 100<sup>th</sup> anniversary in 2027. They hope to host the Fireman's convention that year and have a large scale Fireman's parade.

## **COMMITTEE REPORTS**

**ADMINISTRATION, FINANCE & IT** – Mr. Bomberger said that budget items are needed to prepare the 2016 budget. It was determined that the BMI and ASCAP fees will be charged to the Sesquicentennial line item.

**FLEET, FACILITIES & UTILITIES** – Mr. Lauster is glad to see that the water loss has remained low at 13%.

**PARKS & RECREATION** –

**Williams/Lauster\_** – Motion to approve the Boy Scouts request to use the Goose Pond area on September 18-20, 2015. – **PASSED**

**Williams/Nace** – Motion to approve the Council of Churches special Events permit application to hold the CROP Walk on October 18, 2015 at 1:30PM. – **PASSED**

The Pennsylvania Bucktails would like to hold a reunion August 5-7, 2016. They would like permission to use Cooper field and facilities as well as the Clarks Ferry Tavern area. They would like to have a skirmish at the Tavern and then march from the Tavern to the fire House. This would require a road closure.

Mr. Williams reported that a teener baseball team would like to use Cooper Field for the fall season. They would also like to use the field in the spring and a softball organization is interested as well. The teeners will be responsible for field maintenance; the Rec. Board will pay for supplies. A phone polling of council was performed for the purchase Diamond-tex.

**Williams/Bell-** Motion to ratify the phone poll of council for the purchase of Diamond-tex. - **PASSED**

Mr. Bomberger requested that parking improvements be considered as the fields are improved for use.

**Williams/ Bell** – Motion to approve a special events permit for the Halloween Parade to be held on October 24, 2015 at 6:30PM. - **PASSED**

Mr. Williams reported that the Rec. Board is selling Sesquicentennial hats and is taking pre-orders for a DVD of the Sesquicentennial celebration. The bus trip to the Sands was down in numbers and the October trip has been postponed.

**PERSONNEL** – An employee evaluation for Melinda Willis was provided. Mr. Bell recommended a wage increase of 2% or \$.22. Mr. Bomberger suggested rounding the amount to \$.25.

**Bell/Williams\_** – Motion to give Melinda Willis a \$.25 increase for performance. - **PASSED**

**PUBLIC SAFETY & STREETS** – Mr. Eppley said 134 Market Street has been cleared of weeds and high grass. The property looked to be secure. He also looked at 630 High Street and it has also been cleared of high grass and weeds.

**Eppley/Bell -** Motion to give the second half of the 2015 donation to the Duncannon Fire Company in the amount of 11,000.00. - **PASSED**

**INFRASTRUCTURE ASSESSMENT** – Mr. Nace

**SPECIAL SESQUICENTENNIAL COMMITTEE** – Mr. Hammaker reported that the Sesquicentennial can be removed from the agenda as the committee has been discharged.

### **NEW BUSINESS**

**Lauster/Bomberger\_** – Motion to present a certificate of recognition and congratulations to Eric Starnowski for achieving the rank of Eagle Scout. - **PASSED**

**Nace/Bomberger** – Motion to direct the Borough Manager to request permission from Penn Dot for the borough to place crosswalks across the ramp leading from US 11& 15 South and the ramp leading to US 11 & 15 North. – **PASSED**

Mr. Bell thanked everyone for their thoughts and concerns for his son Michael.

**Bomberger/Williams** – Motion to engage PennDOT in gaining approval for placement of a crosswalk across Rt.274. - **PASSED**

**CLARKS FERRY TAVERN**

A meeting will be scheduled for November. Work done at the Tavern was charged in part to the Sesquicentennial line item.

**Adjournment** – **Bell/Williams** – Motion to adjourn at 9:55PM on August 18, 2015. - **PASSED**

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary

APPROVED