

**BOROUGH OF DUNCANNON**  
**COUNCIL RE-ORGANIZATION MEETING MINUTES**  
**January 4, 2016**

**Members Present:** Darryl Croutharmel, Frank Eppley, Ronald Leonhard, Kraig Nace, Roger Williams, Robert Wright, Christie Young, Mayor Jack Conrad

**Members Absent:**

**Others Present:** Borough Manager Lynn Roche, Secretary Kathy Bauer

**Citizens Present:** Kathy Smith, Tim Smith, Jeff Kirkhoff, Deb Bomberger, Mike Bomberger, Jerry Bell, Melinda Willis, Mary Ann Landis, Ryan Kirkhoff, Edward Ream, George Roche.

Mayor Conrad opened the meeting at 7:30 pm on January 4, 2016 followed by a moment of silence and Pledge of Allegiance to the American Flag.

**Swearing In of Elected & Appointed Officials**

Mayor Conrad swore in Darryl Croutharmel, Ronald Leonhard, Robert Wright, and Christie Young as Borough Council Members.

**Nominations for Council President**

Mr. Nace nominated Mr. Williams for Council President, Mr. Williams declined the nomination. Mr. Wright nominated Mr. Nace for Council President and with no other nominations presented; Mr. Nace accepted the nomination and position of Borough Council President.

Mayor Conrad transferred control of the meeting to President Nace.

**Nominations for Council Vice President**

Mr. Croutharmel nominated Mr. Eppley for Council Vice President, Mr. Eppley declined the nomination. Mr. Wright nominated Mr. Croutharmel for Council Vice President and with no other nominations presented; Mr. Croutharmel accepted the nomination and position of Borough Council Vice President.

**Nominations for Council President Pro-Tem**

**Mr. Croutharmel** nominated Mr. Wright for Council President Pro-Tem and with no other nominations presented; Mr. Wright accepted the nomination and position of Borough Council President Pro-Tem.

**Appointments**

**Borough Manager** – Mr. Croutharmel provided resumes of individuals interested in the position.  
**Wright/Williams:** Motion to table the appointment of Borough Manager until the February Borough Council meeting. - **PASSED**  
**Williams/Croutharmel** – Appoint Lynn Roche as acting Borough Manager until the February Borough Council meeting. - **PASSED**

**Borough Solicitor**

**Williams/Young:** Appoint Dissinger & Dissinger as Duncannon Borough Solicitor at the rate of \$150 per meeting (3hrs) and \$150 per hour. - PASSED

**Borough Engineer**- Mr. Leonhard suggested getting rates from other Engineering firms.

**Leonhard/Croutharmel:** Motion to table the appointment of Borough Engineer until the February Borough Council meeting while retaining the services of Pennoni Associates until that time. - PASSED

**Borough Auditor**

**Williams/Wright:** Motion to appoint Robert W. Morris and Company P.C. as the Duncannon Borough Auditor. - PASSED

**Tax Collector**

**Croutharmel/Williams:** Motion to appoint Barbara Hamilton as Duncannon Borough Tax Collector contingent upon provision of training documents. - PASSED

**Right to Know Officer:**

**Williams/Croutharmel:** Motion that the Right to Know Officer position shall be held by the Borough Manager. - PASSED

**Treasurer:**

**Young/Wright:** Motion that the Treasurer position shall be held by the Borough Manager - PASSED

**Assistant Treasurer:**

**Wright/Croutharmel:** Motion to appoint Kathryn Bauer as Assistant Treasurer of the borough. - PASSED

**Borough Secretary:**

**Wright/Williams:** Motion to appoint Kathryn Bauer as Borough Secretary. - PASSED

**Assistant Secretary:**

**Young/Williams:** Motion to appoint Melinda Willis as Assistant Secretary of the Borough. - PASSED

**Codes Enforcement Officer:** Duties are currently handled by the Penn Township Police Department.

**Wright/Williams** – Motion to advertise for a part-time Codes enforcement officer. - PASSED

**Borough Zoning Officer:**

**Croutharmel/Williams:** Motion to appoint Lynn Roche as the Borough Zoning Officer until February 2016. – PASSED

**Borough Flood Plain Administrator:**

**Williams/Wright:** Motion to have the Borough Manager perform the duties of the Borough Flood Plain Administrator. - PASSED

**Borough UCC (Uniform Commercial Code) Inspector:**

**Young/Croutharmel:** Motion to appoint Pennoni Associates as Borough UCC inspectors for so long as they remain the Borough Engineer. - PASSED

**Water/Sewer Operations:**

**Williams/Young** - Retain PESI to continue as the water and sewer operators. - PASSED

### Housekeeping Issues

Mileage Rate: Historically, the Borough adopts the IRS mileage rate.

**Croutharmel/Wright:** Motion to adopt the mileage rate as determined by the IRS for the Borough of Duncannon. - **PASSED**

### Public Hearing Concerning Ordinance No. 405, An Ordinance of the Borough of Duncannon, Perry County, Pennsylvania, Fixing the Tax Rate for the Fiscal Year 2016: The proposed tax rate is 3.1mills.

**Williams/Wright:** Motion to open the public hearing concerning ordinance 405. – **PASSED**

President Nace opened the hearing for Public Comment at 7:33PM.

Williams/ Croutharmel – Motion to close the Public Hearing at 7:36 PM. - **PASSED**

Croutharmel/Williams: Motion to Adopt Ordinance No. 405 setting the tax rate at 3.1mills. - **PASSED**

### Committee Assignments for 2016 – 2017

Borough Manager Roche read a letter from Fred Lauster Jr. stating the following;

To Whom it May concern:

On December 31, 2015, when my term as Borough Councilman ends, I also wish to resign from the Duncannon Recreation Board and any other Borough Committee of which I'm a member.

It has been my honor and privilege to have served the Borough for more than three decades.

In the future, feel free to notify me for any information or history concerning utilities, river access, or greenway issue.

Sincerely , Frederick Lauster Jr.

Ms. Roche also read letters from Gerald Bell stating the following;

To whom it may concern,

I Gerald J. Bell do hereby resign my position on the Duncannon Borough Sewer Authority effective December 31, 2015. Signed Gerald J. Bell

To whom it may concern,

I Gerald J. Bell do hereby resign my position on the J.O.A.C. Board effective December 31, 2015. Signed Gerald J. Bell

To whom it may concern,

I Gerald J. Bell do hereby resign my position on the Duncannon Recreation Board effective December 31, 2015. Signed Gerald J. Bell

**Croutharmel/Wright:** Motion to appoint the Committees as follows:

Utilities: Chairman, Mr. Leonhard. Committee members - Mr. Williams, Mr. Wright.

Parks & Recreation: Chairman, Mr. Williams. Committee Members - Ms. Young, Mr. Croutharmel.

Public Safety: Chairman, Mr. Croutharmel. Committee Members - Mr. Wright, Mr. Eppley.

Facilities & Fleet: Chairman, Mr. Eppley. Committee Members – Mr. Leonhard, Mr. Williams.

Finance, Administration, & Communication: Chairman, Ms. Young. Committee Members Mr. Nace, Mr. Croutharmel.

Streets & Infrastructure: Chairman, Mr. Wright. Committee Members Mr. Leonhard, Mr. Eppley.

Personnel, Legal, & IT: Chairman, Mr. Nace. Committee Members Ms. Young, Mr. Leonhard.

**PASSED**

**Williams/Croutharmel:** Motion to adjourn at 7:52PM - **PASSED**

Respectfully Submitted,  
Kathryn Bauer  
Duncannon Borough Secretary

APPROVED