

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

Members Present: President Kraig Nace, Darryl Croutharmel, Frank Eppley, Ronald Leonhard, Roger Williams, Robert Wright, and Christie Young

Members Absent: Mayor Conrad informed Mr. Nace he would be absent due to illness.

Others Present: Solicitor –William Dissinger, Engineer –Ron Brown, Penn Township Police – Officer Cavanaugh and Officer Murphy, PESI – Brian Strait

Citizens Present: Chris Courogen, Tim Smith, Kathy Smith, Debbie Bomberger, Michael Bomberger, Gerald Bell, Greg Rogalski Mario Celi, Jeffrey Kirkhoff, MaryAnn Landis, Susan Cliber, Heather Audet, Tim Auxt, Paul Smith, Bill Hobbie, Jane Hobbie, Lisa Landis, Thom Casey, Joshua Owens.

President Nace opened the meeting at 7:00PM on February 16, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: Williams/Croutharmel - Motion to approve the January 16, 2016 minutes with Corrections - PASSED

Corrections: Page 1, Line 2 under Senator Teplitz - Add (CDBG) after \$750,000.00. Page 4, line 5 – add National Pollutant Discharge Elimination System with NPDES. Page 6, third line from bottom. Change Municipal Authority to Supervisors.

RECOGNITION OF CITIZENS – None

CORRESPONDENCE, PROPOSALS, & CITIZEN ACTION –

Perry County Chamber of Commerce – An invitation letter was sent by the Perry County Chamber of Commerce for their Annual Dinner. The Dinner is scheduled for April 9, 2016 at the Duncannon EMS Building. Registration can be done at www.perrycountychamber.org.

GENERAL REPORTS

BOROUGH ENGINEER - Mr. Ron Brown, Pennoni Associates

Engineer Brown reported that the Borough received correspondence from DEP (Department of Environmental Protection) on December 31, 2015 regarding the water system. The DEP letter stated that they were aware that the reservoir was leaking and that chlorinated water was being released into local surface water streams. The letter stated that the borough was expected to take action to remedy the situation. A response was prepared with a planned course of action. The plan is to begin to empty the reservoir beginning March 1, 2016. The water will be dechlorinated and then released to the surface until the reservoir is completely drained. PESI will be conducting these procedures. Water will be pumped directly from well five, the booster station will not have to be utilized. Therefore, water levels will be maintained at the standpipe. Once the reservoir has been drained, Utility Service

Group will be brought in under an emergency condition. Utility Service Group was utilized to perform the robotic inspection of the standpipe last year. Once the reservoir is drained, an inspection of the floor will be done. Once the problem is identified, estimates will be made on possible repairs. The reservoir inspection and repair is the top priority within the borough water system.

Engineer Brown stated that the Joint Authority made a recommendation at their February meeting that televising be done on the Meadows Line which is parallel to the Juniata and also the Ann Street Line. PESI was also in attendance at the JOAC (Joint Operations Advisory Committee) meeting and explained that there is an inordinate amount of water containing rocks and debris rushing into the wastewater treatment plant any time that the river rises above eight feet. Ann Street will be televised from MH 17-25. The televising should show any apparent breaks where the line may be infiltrated.

Engineer Brown stated that preliminary comments were received from DEP regarding the GP11 permit for the Butchershop Road culvert project. DEP had two requests for additional information and that information was provided to them. The permit could be received by the end of the week.

Both the Butchershop Road project and the Market Street paving could be projects slated for the summer of 2016. Approval to use liquid fuels monies would need to be obtained before the start of either project. Mr. Nace stated that Highway Aid money had been set aside, knowing that Market Street would need paved after the completion of the sewer replacement.

Williams/Leonhard: Motion to direct Pennoni Associates to begin design and estimates for the Butchershop Road culvert replacement – **PASSED**

Engineer Brown stated that mapping of the water system and locating the utility infrastructure has been ongoing over the last three years. The locations of water valves that had been replaced were mapped. Pennoni will continue to map upgrades to the system as they are completed, to include work done by Borough employees.

Engineer Rogalski reported that he attended a meeting with SEDA COG regarding the Chestnut Street water system project, booster station, wells, etc. The environmental review process has been started, and Pennoni has been tasked with preparing a schedule. The next step will be to prepare a scope of work. Design and permitting will take about 9 months. The Standpipe repair was not included in the scope of work for the grant; however, it should be possible to do the projects within the same time frame.

PUBLIC WORKS OPERATOR – PESI (PA Environmental Solutions Inc.)

Mr. Brian Strait provided a written report and summarized it for Council. Mr. Strait stated that the OMNI system was installed at Well #5 but it will need to be recalibrated. Item #2 under Pending items, piping repairs at well #2 has been completed. Well #4 and well #1 are being run manually and should be connected to the OMNI system as soon as possible. Estimates were received in the past and will be provided to council by PESI. Mr. Strait is hopeful that the boil water advisory will be lifted on Wednesday. DEP required the boil water advisory because the chemical pump stopped running for one night because an outlet was tripped. It was discovered after one night and everything was restored to working order but the boil water advisory was still necessary.

Mr. Strait summarized the sewer report. PESI will work with Mr. Williams, the JOAC, and the Borough Manager to work on a prioritized list of piping and valves to be replaced at the headworks building.

Mr. Williams stated that pending item #5 (new water meter and valves) on the PESI list should be made a priority. He has members of the Authority that may be able to help with the repairs.

Williams/Croutharmel: Motion to order a new meter and new piping for where the city water enters the influent building at the Wastewater Treatment Plant, cost not to exceed \$5,000.00. – **PASSED**

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger & Dissinger

Solicitor Dissinger reported that he is trying to get more information regarding the METRO check. He is attempting to contact the former Borough Solicitor for information.

Solicitor Dissinger recommended that the borough file civil proceedings against both the driver and his employer to recoup the \$11,298.38 in damages to a borough utility pole. The pole was sheared off on October 6, 2016. There is pending criminal action (Driving under the Influence) against the driver in Perry County Courts. The District Attorney and probation office will be provided with the amount of the damages for restitution purposes. The \$11,298.38 is just below the limit for the jurisdictional limit for the magisterial district judge case. The filing against the two defendants will cost approximately \$231.00 including the filing and the constable fees.

Young/Croutharmel – Motion to authorize a payment of \$250.00 to the trust account of Dissinger and Dissinger for the purpose of filing civil suits against the driver and his employer in the October 6, 2016 accident. – **PASSED**

Solicitor Dissinger looked into the question of conflict of interest with EMS members and council voting. He could find no conflict of interest as Council members would not directly benefit from any action.

FIRE PROTECTION – No report

BOROUGH MAYOR – Mr. Jack Conrad, Mayor – No report

POLICE PROTECTION – Officer Cavanaugh of the Penn Township Police Department

Officer Cavanaugh stated that there have been no large scale incidents recently. He introduced Officer Joe Murphy as the department's newest officer.

BOROUGH SECRETARY – Mrs. Kathryn Bauer – No report

BOROUGH MANAGER – Ms. Lynn Roche

Ms. Roche provided a written report. Meeting notes from the January, Cumberland Perry Joint task force meeting were also provided.

Secretary/Treasurer's Report – Written Report.

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

Ratification & Approval of Bills – Wright/Leonhard: Motion to pay and ratify the bills including Credit card expenses as presented. – **PASSED**

STANDING COUNCIL COMMITTEE REPORTS

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

The yellow dump truck has been out of service since the January 23, 2016 storm. Information was given to Mr. Eppley regarding the truck and possible repair or replacement options. Mr. Eppley explained that the yellow dump truck is underpowered for the work it is expected to perform. The current truck is equipped with a gas engine and a diesel engine would be more efficient.

The purchase of a chipper has been put on hold until the dump truck can be repaired or replaced.

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

The 2014 Audit was provided at the January, 2016 meeting. The management letter and the cover letter were not provided. There has been some trouble with reconciliation between Microfund and the Excel spread sheets; therefore there is not a clear picture of the financials. Robert W. Morris did give some suggestions as how to proceed in the future to have more accurate accounting. The Audit report and the Management letter will be posted on the Borough website.

Meetings in preparation for the 2015 audit have begun and will occur more often after the April tax deadline.

There is a loan still outstanding from 2013 for paving that is due from the General Fund to the Timber fund. \$7,000.00 is due to the Timber account by October of this year. Ms. Young stated that it will probably be necessary to take a new loan from the Timber account to pay for January 2016 snow removal. A large portion of the snow removal cost should be reimbursed.

The cost for snow removal for the January 23, 2016 totaled \$49,000. This includes borough staff and outside contractor services. \$22,000 of this was requested for reimbursement from PEMA (Pennsylvania Emergency Management Agency). PEMA allows municipalities to request reimbursement of a 48 hour window during a state of emergency. The \$22,000 figure was garnered from the two heaviest work days during storm clean up. Highway Aid was used for approximately \$6,000 of the clean-up total. There is a possibility that PEMA will extend the cost reimbursement to include the entire storm period and not just the 48 hours.

A letter was received stating that the 2011 taxes have been finalized. The piece that had not been submitted on time was completed by the current staff and sent in. It is unclear if there will be any penalties for the late submission.

Young/Williams: Motion to approve a transfer of funds from the Timber Account for snow removal. Reimbursement of any balance not reimbursed by other agencies will be reimbursed to the Timber account within two years. - **PASSED**

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that Sledfest is scheduled for April 30, 2016. The event will be held in conjunction with the Street Rod Club and will be held at the Sled Works.

Young/Croutharmel: Motion to close Market Street from Clark Street to Rachel Street from 7:00AM to 6:00PM on April 30, 2016. – **PASSED**

Wright/Young: Motion to make Apple Tree Alley from Clark St. to Rachel St. no parking on April 30, 2016 and High Street from Clark St. to Rachel St. one side parking (odd # side) on April 30, 2016. – **PASSED**

Williams/Young: Motion to authorize the Borough lineman to move a utility drop from Apple Tree Alley to Market Street at the Area of Sled fest. – **PASSED**

Mr. Williams reported that the Rec. Board has some events upcoming: The Spring Fling will be held on March 26, 2016 at Noye Park from 9:00AM – 12:00PM. Also planned is a car show at Cooper field on June 5, 2016, and the Bucktail Reunion to be held at Cooper field and the Clarks Ferry Tavern on August 5-7, 2016.

Mr. Williams reported that Amy Cliber and Kathy Bauer expressed interest in working on the Rec. Board. Ms. Young stated that Margie Safko was also interested.

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

The Personnel committee did review some issues of part time attendance during the January storm. The issues were reviewed and no action was taken.

Codes Enforcement - The Personnel committee reviewed applications for the position of Codes Enforcement Officer and recommend Anthony Klase for the position.

Young/Leonhard: Motion to appoint Anthony Klase as the Borough Codes Enforcement Officer at the rate Of \$12.00 per hour, not to exceed 10 hours per week. – **PASSED** with a roll call vote. Yes votes: Croutharmel, Leonhard, Young, Nace. No Votes: Eppley, Williams, Wright.

Mr. Wright suggested that the borough reach out to nearby municipalities to cooperate and share the cost of a Codes Officer.

Borough Foreman - The personnel committee recommends that Michael Criley be appointed to the position of Borough Foreman. They feel it is important to have someone to lead the outside crew who is knowledgeable in the workings of the borough.

Young/Leonhard: Motion to Appoint Michael Criley to the position of Borough Foreman at the salary of \$48,000 per year plus benefits. – **PASSED**

Borough Manager – Mr. Nace reiterated that the motion made at Reorganizational meeting was to appoint Lynn Roche to the position of Borough Manager until the February Council Meeting. The position was advertised and 12 applications were received. Those applications were narrowed down to 6 using criteria such as qualifications, salary requirements, distance of residence, and experience. Those 6 applicants were interviewed by the personnel committee and Ms. Young made the recommendation in the form of a motion.

Mr. Eppley asked why the new council members felt that it was necessary to hire a new Borough Manager when they had not worked with Ms. Roche for very long. Mr. Nace stated that the items considered when reviewing applicants for the Manager position were: Salary Request, experience with municipal budgets, experience with municipal run utilities, supervision of personnel, grant writing experience, experience with economic development, local government experience, a bachelor's degree, and residency requirements. Ms. Roche was interviewed for the position.

Young/Leonhard: Motion to appoint Mr. Chris Courogen as Duncannon Borough Manager at a salary of \$50,000 per year plus benefits and 3 weeks of vacation. – **PASSED** with a roll call vote. Yes Votes: Croutharmel, Leonhard, Wright, Young. No Votes: Eppley, Williams.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

A brief meeting of the committee was held on January 21, 2016. A representative from the committee will attend the fire committee meeting on February 23, 2016 and finding out what needs they may have for additional funding. A letter has been prepared requesting a review of the police services contract with Penn Township officials. A letter was received from the Duncannon EMS (DEMS) in November of 2015, the committee plans to meet so that they can review the letter and any requests made by DEMS.

STREETS & INFRASTRUCTURE – Mr. Robert Wright, Chairman

Mr. Wright thanked the citizens, residents and the workforce for cooperation in getting the town cleaned up after the recent snowstorm. Everything went very smoothly and efficiently.

He would like to meet with Mr. Eppley to discuss the Butchershop Road culvert project as he had initiated the project in 2015.

Mr. Wright stated that the committee is looking into a possible grant to upgrade the street signs in the borough. Mr. Nace thanked Chris Deiter, Backdraft Excavating, Kevin Bissonnette, and Keystone Construction for their time and willingness to assist in snow removal.

UTILITIES –Mr. Ronald Leonhard, Chairman

Mr. Leonhard has reviewed the Utility Policy Manual and has minor changes. He will be meeting with SEDA Cog on Tuesday, February 23, 2016 to discuss the Chestnut Street water main project.

Mr. Leonhard asked for the status of the valves that had been ordered for the Sewer Plant. Mr. Williams reported that they have been ordered. When they are received he plans to meet with PESI to determine the best process for installation.

Mr. Williams asked why residents are required to pay sewer fees even if the water meter has been pulled. There is an issue with a resident who has been paying multiple sewer fees that requires a legal explanation. Solicitor Dissinger referred to article 170.25 of the Code of the Borough which states:

Sewer rentals or charges are imposed upon and shall be collected from the owner of each improved property which shall be connected to the sewer system, for use of the sewer system, whether such use shall be direct or indirect, which sewer rentals or charges shall commence and shall be effective as of the date of connection of each such improved property to the sewer system and shall be payable as provided herein, in accordance with the following schedule of rates and classifications:

Residential:

(1) Each private dwelling unit: \$100 per quarter, plus \$3 per 1,000 gallons of water used between 7,501 gallons and 57,500 gallons and \$3.50 per 1,000 gallons of water used over 57,500 gallons.

[Amended 2-15-1994 by Ord. No. 288; 12-19-1995 by Ord. No. 300]

(2) Each dwelling unit in a double house, in a row of connecting houses or in an apartment shall be billed as a separate entity.

Mr. Williams stated that he would like the borough secretary to attend the JOAC meetings to take notes if council would give approval.

Williams/Young: Motion to allow the Borough Secretary, Kathy Bauer, to attend the JOAC meetings to take notes and minutes on behalf of the Duncannon Sewer Authority. – **PASSED**

Mr. Nace reported that there were two power outages in the borough recently. The first was a blown transformer at High and Susan Streets. Henkels and McCoy were called in and power was restored in three hours. The quick turnaround was due to the fact that we had a spare transformer on hand. The second outage was due to a fuse at Ann Street. Power was restored after one hour.

The utilities committee will discuss transformer stock and what the borough should keep on hand.

SPECIAL COUNCIL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Darryl Croutharmel, Chairman

The committee has not met as all members have not been appointed.

Uniform Construction Code (UCC) Inspector – The current UCC inspector for the borough is Pennoni Associates. A cost saving will be possible for residents if the borough switches to BIU (Building Inspection Underwriters). BIU is the firm used by the Perry County Council of Governments.

Croutharmel/Young: Motion to appoint BIU (Building Inspection Underwriters) as the UCC inspector for the Borough of Duncannon. - **PASSED**

UNFINISHED BUSINESS

Mr. Nace reported that three quotes were received from various engineering firms.

Williams/Croutharmel: Motion to appoint Pennoni Associates as the Duncannon Borough Engineering Firm. – **PASSED**

Committee Appointments –

Wright/Croutharmel: Motion to appoint Karl Conrad to the Public Safety Committee. – **PASSED**

Young/Wright: Motion to appoint Jeffrey Kirkhoff to the Utilities Committee. – **PASSED**

Young/Croutharmel: Motion to Appoint Amy Cliber and Margie Safko to the Duncannon Recreation Board. – **PASSED**

Young/Wright: Motion to appoint Eric Deiter to the Streets & Infrastructure Committee. – **PASSED**

Young/Croutharmel: Motion to appoint Jana Hurst to the Personnel, Legal, & IT Committee. – **PASSED**

Young/Croutharmel: Motion to appoint Lisa Landis to the Revitalization & Development Committee. – **PASSED**

Croutharmel/Young: Motion to appoint Ed Ream to the Public Safety Committee. – **PASSED**

Mr. Nace advised each committee to set a day and time for committee meetings so that they may be advertised.

Volunteer Insurance Coverage – Volunteers are covered by the Borough Liability Insurance.

Sesquicentennial Final Report – Until crock orders have been completed, this account cannot be finalized.

Borough Tax Collector – Barbara Hamilton, the appointed tax collector for the borough provided her credentials and training certificate for Council.

General Fee Schedule – For review

Williams/Croutharmel: Motion to table the general fee schedule for adoption at the March, 2016 meeting. – **PASSED**

Young/Wright: Motion to adjust any documents or positions stating or appointed to Lynn Roche be amended to appoint Chris Courogen. – **PASSED**

Young/Wright: Motion to create a resolution adding Chris Courogen as a signer on borough accounts and removing Lynn Roche as a signer on borough accounts. - **PASSED**

NEW BUSINESS

Mr. Nace introduced Mr. Courogen as the New Duncannon Borough manager. Mr. Courogen thanked council and stated that he looks forward to working here in Duncannon. He is familiar with the town as he wrote an article for AT Journeys Magazine about Duncannon as a trail town. He comes to Duncannon from Middletown where he worked for four years. He was previously a reporter for the Patriot News.

Ordinance #326 of 1999 - Ordinance #326 is the ordinance establishing compensation for Council and the Mayor.

Leonhard/Croutharmel: Motion to authorize the Solicitor to prepare an ordinance to rescind Ordinance #326 of 1999. – **PASSED**

Solicitor Dissinger will prepare the ordinance and circulate it for review.

Ms. Young reported that the Borough now has a Facebook page up and running. It is a great tool to pass accurate information on to our residents and to communicate with residents. Other mediums are still being used for information sharing; this page is one more attempt to get information to the public.

A lease agreement was received from the Perry County Voter registration office. The agreement allows the back room of the Borough Office building to be used for all election purposes beginning January 4, 2016 and ending December 31, 2017. The rent is \$150.00 per election usage. A copy of the agreement was provided.

Croutharmel/Young: Motion to approve the lease between the Duncannon Borough and The County of Perry for voting purposes. – **PASSED**

Mr. Nace presented a flyer for the conference for the Boroughs Association in June at Hershey Lodge. He encourages any and all to attend if possible. There is a line item in the budget for payment of the registration fees.

A State Ethics statement of Financial Interest was provided to each member of council. That form must be filled out and returned to the Borough office by May 1, 2016.

PUBLIC COMMENT

Michael Bomberger – Mr. Bomberger of 1130 N. Market Street suggested that the turning point for Sledfest be changed from Rachel Street to Rt. 849 as it makes better traffic flow. Mr. Bomberger asked if the employee manual had been suspended as the three week vacation for the Borough manager is not in line with the manual. Solicitor Dissinger said that the Motion to appoint Mr. Courogen stated the exception.

Croutharmel/Young: Motion to amend the street closing for Sledfest to close Market Street from Rt. 849 to Rachel Street and to extend the one side parking on High Street to Cemetery Street. – **PASSED**

Debbie Bomberger – Mrs. Bomberger of 1130 N. High Street asked for clarification on committee appointments. She asked if borough residency was a requirement. Mr. Nace stated that Borough residency was not required; all qualified candidates would be considered.

Heather Audet – Ms. Audet of 1001 High Street stated that she supports the rapid and numerous changes made by the 2016 Borough Council. She stated she feels it is time for changes and is happy to see them implemented.

ADJOURNMENT - The Next Borough Council Meeting is set for March 15, 2016 at 7:00PM.

Williams/Croutharmel– Motion to adjourn at 9:22PM on February 16, 2016. - **PASSED**

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary