

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
March 15, 2016**

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

Members Absent: Mr. Nace informed Council that he would be absent due to a previous commitment.

Others Present: Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer –William Rudy, Penn Township Police – Chief Pickles, PESI – Kevin Hoch

Citizens Present: Alice Gerow, Kathy Smith, Gerald Bell, Jeffrey Kirkhoff, MaryAnn Landis, Paul Smith, Luke Roman, & Sean O'Shell.

Mr. Croutharmel opened the meeting at 7:00PM on March 15, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: Williams/Leonhard - Motion to approve the February 16, 2016 minutes with Corrections – **PASSED with a unanimous voice vote.**

Corrections: Page 2, Line 12, add a 't' to culver making it culvert. Center of the page, change Ceda Cog to SEDA COG. Page 6, line 2 – Ceda COG should be SEDA COG. Page 7, Line 13, change Reem to Ream.

RECOGNITION OF CITIZENS

Sean O'Shell – Mr. O'Shell is a representative for the DATC (Duncannon Appalachian Trail Community). Mr. O'Shell had requested that crosswalks be painted at the intersections on Rt. 274 and Main Street, and at the on and off ramps to Rt. 11 & 15. The crosswalks were painted at the ramps however, they are already faded. Mr. O'Shell would like to see these crosswalks created and/or improved before hiking season begins. Mr. O'Shell also voiced concern over the large pile of plant matter still remaining at the recycling center. The un-mulched debris is in the hiker parking area which is already very small. As the hike to Hawk Rock is very popular the DATC would like to see this area cleared for parking. In past years the DATC has taken responsibility for maintaining the Eagles Edge area of the trail with permission from the Duncannon Borough Council. Mr. O'Shell asked for permission from the current council to continue trail maintenance.

Mr. O'Shell reported that the DATC festival will be held on June 18, 2016 from 10:00AM until 4:00PM. The DATC is asking for closure of High Street from Cumberland Street to Plum Street.

Williams/Wright: Motion to close High Street from Cumberland Street to Plum Street on June 18, 2016 for the Appalachian Trail Festival. Vendors will not be permitted to set up at the intersection of Ann and High Streets. Ann Street will be opened to traffic in the event of an emergency. - **PASSED with a unanimous voice vote.**

CORRESPONDENCE, PROPOSALS, & CITIZEN ACTION –

Maxwell Family – 418 High Street

The Maxwell family inquired if the Borough had any interest in purchasing their property at 418 High Street. The Approximate cost is \$45,000.00. Mr. Eppley and the Facilities and Fleet committee will follow up on the offer.

GENERAL REPORTS

BOROUGH ENGINEER - Mr. William Rudy, Pennoni Associates

Engineer Rudy reported that he is working with Borough manager Courogen to plan the televising of the sewer lines. The inspection of the reservoir will be scheduled as soon as possible and the dechlorinating can begin and the reservoir drained.

Pennoni has received the permit for the Butchershop Road culvert project and design work has begun.

Mr. Williams stated that the Joint Authority would like to have the sewer lines on Prospect Avenue and the lines on High Street from Mary Street to Cemetery Street televised as there have been some problems with sewer back-up.

Williams/Wright: Motion to televise the sewer lines on Prospect Avenue and High Street from Mary Street to Cemetery Street. - **PASSED with a unanimous voice vote.**

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

Mr. Kevin Hoch provided a written report and summarized it for Council. Repairs are being completed and others have been prioritized by importance. PESI will be performing a manhole inspection of Friday, March 18, 2016 in an effort to track down some of the Inflow and Infiltration of the lines.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger & Dissinger

Solicitor Dissinger reported that he is working to recover the funds from the METRO bank check. Those funds have been found and a claim has been made on behalf of the Borough. There has been no response at this time. A claim has been prepared for the utility pole damage from an accident in October of 2015. Mr. Dissinger is waiting for a check from the borough to proceed with filing.

FIRE PROTECTION – Chief Byron Worner

Chief Worner reported that the tanker truck (late March) and the tower truck (April) would be sent out for routine maintenance. The ramp at the Duncannon Fire Station will be replaced with a new concrete ramp in March or April, 2016. Chief Worner will discuss the project with the Borough Manager to make sure proper procedures are followed.

The fire company has heard that the hydrants at Petersburg Commons may have been shut off. If this information is correct, they would like the hydrants marked as 'out of service'. Mr. Williams will contact Penn Township for verification.

BOROUGH MAYOR – Mr. Jack Conrad, Mayor

Mayor Conrad performed the swearing in ceremony for Anthony Klase, Borough Codes Enforcement Officer. The Mayor reported that he has attended the Rec. Board meeting and he is researching cost and equipment for a Pop-Up park. Mayor Conrad is considering giving out awards for Man/Woman of the Year and Volunteer of the Year.

POLICE PROTECTION – Chief Pickles of the Penn Township Police Department

Chief Pickles stated that the department has hired one new officer. Two officers are leaving for full time positions elsewhere. The police department will be starting a new aggressive driver grant at the end of the month. All of the department’s vehicles will be equipped with printers, scanners, and computers by the end of the month. Officers will be capable of printing multiple accident reports on the scene, and even providing directions to lost travelers. Chief Pickles addressed the fading crosswalks problem brought up by Mr. O’Shell. He suggested the borough look into products created for roadways by 3M. They create long lasting roadway markings including crosswalks.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer reminded Council that Statements of Financial Interest are due to the office by May 1, 2016.

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen provided a written report. He also stated that he has been working with Anthony Klase in preparation and training for Codes Enforcement. He stated that he believes communication is often the key to compliance. He says they will attempt to speak with homeowners and give them the chance to comply with borough ordinances before any citations are issued. A citizen complaint form will be available to the public on the Borough website.

He reported that his transition has been fairly smooth. He spent an afternoon visiting local businesses and is attempting to meet as many borough residents as possible. He hopes to make the front office look more professional by installing new window treatments and having the walls painted. He hopes to cut back printed documentation by creating a digital format for some of the office documents.

Mr. Courogen attended a safety meeting regarding the Marysville closure of 11&15. If there is a road closure on Rt. 22/322 they will open Rt.11 & 15. They are also putting gates in the Jersey barriers so that vehicles can be diverted around any incident on Rt. 22/322. These gates will be permanent.

Secretary/Treasurer’s Report – Written Report.

Young/Williams: Motion to approve Secretary/Treasurer’s report, subject to audit – **PASSED with a unanimous voice vote.**

Ratification & Approval of Bills – Young/Leonhard: Motion to pay and ratify the bills including Credit card expenses as presented. – **PASSED with a unanimous voice vote.**

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. Mr. Eppley is setting up a meeting to discuss the best option for replacement. The e-mail regarding the property at 418 High Street sets the price at \$53,000.00.

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

The 2015 audit will begin in May. The documentation needed by the auditors is being prepared. In 2015 the March and April invoices from the Tax Collector were overlooked and she was not paid. Mrs. Hamilton noticed the error when she received her W2 form. She has since been paid, however it is unclear if any penalties will be assessed by the IRS or state taxing authority.

Ms. Young, Mr. Croutharmel, Mr. Courogen, and Mr. Nace attended an Early Intervention meeting with Mark Morgan of Susquehanna Accounting and Consulting Solutions. The Early Intervention program is available through the DCED (Department of Community and Economic Development) and assists communities whose financial situation is not yet distressed but are realizing difficulties and seek to improve their financial situation. The application has been prepared and is ready for submission. Recommendations are given, but participation and follow up are voluntary. This program opens up grant monies otherwise unavailable to the borough. The cost is approximately \$100,000.00. The Borough would be responsible for 25% of the cost while 75% would be paid by grant funding. The Early Intervention includes a complete audit/assessment of all of the borough entities including utilities. The complete overview will include a five year strategic plan and identifies the areas of strongest need. The study will also help in the grant application process.

Wright/Young: Motion to apply for the Early Intervention Program – **PASSED with a roll call vote.**
Yes votes: Croutharmel, Leonhard, Wright, Young. No votes: Eppley, Williams.

Finance, Administration, & Communication committee meetings will be held on the first Thursday of each month at 6:30PM in the Borough office building.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that he would like to change the road closure for Sledfest that had been voted on at the February council meeting.

Williams/Wright: Motion to keep the portion of Market Street from Rt.849 to Rachael Street open on April 30, 2016 for Sledfest traffic and parking. – **PASSED with a unanimous voice vote.**

The Rec. Board voted at their last meeting to invite Steve Hoch to Duncannon to determine if he would like to bring gnome homes to our parks. Mr. Hoch had previously built gnome homes at Little Buffalo State Park where they quickly became a popular attraction. State park policies made it necessary for the gnome homes to be removed and Mr. Hoch reached out to the public for possible sites for relocation. Representatives of the Rec. Board met with Mr. Hoch and showed him Noye Park, the watershed area, and Cooper Field. Mr. Hoch expressed interest in relocating some gnome homes to these areas. Mr. Hoch will be responsible for upkeep of the home and there will be no cost to the borough.

Young/Williams: Motion that Duncannon Borough welcomes Mr. Hoch to begin with 10 gnome homes placed throughout Noye Park, the watershed, and Cooper Field. After three months the status of the relationship will be revisited and a decision will be made to either add gnome homes or to serve eviction notices to those occupying borough property. All gnome home creation, upkeep, and maintenance will be conducted by Mr. Hoch. The homes will be affixed in a manner conducive to tree health. – **PASSED**

Mr. Paul Smith expressed concern with the large number of dead trees in Noye Park as a safety issue. Mr. Williams stated that the Borough work crew has plans to remove the dead trees as soon as possible. Mr. Smith was also concerned with the area where the Borough dumps construction material. He said that the fill is dumped very close to the stream and the area grows with no control.

Ms. Young suggested that a part-time employee be hired to oversee the Summer Program for Duncannon Youth. The program was very successful last year with only volunteer staff and they hope to build on that success.

Young/Williams: Motion to hire a part time employee to manage the summer program at the rate of \$10.00 per hour, 10 hours per week for a maximum of 11 weeks. – **PASSED with a unanimous voice vote.**

Young/Williams: Motion to allow the Duncannon Appalachian Trail Community to continue maintenance of the Eagles Edge Area. – **PASSED with a unanimous voice vote.**

The Parks and Recreation Committee will meet on the fourth Tuesday of each month at 7:00PM in the Duncannon Borough Office building.

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

The Personnel Committee will meet on the third Tuesday of each month at 6:00PM at the Borough Office Building.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

The Duncannon Fire Company prepared a letter stating that the official spokesmen for the fire company are President Dave Keen, Vice President Karl Conrad, and Chief Byron Worner. If at any time someone else is given permission to conduct business on behalf of the fire company, the borough will be informed prior to the meeting time.

Mr. Wright attended the fire committee meeting and reported that the loan for the New Bloomfield Rd. fire station will be paid off in 10 years. The fire company has a capital reserve fund which is used for vehicle purchases and upkeep only. At this time, Penn Township contributes \$35,000.00 per year, Wheatfield Township donates \$20,000.00, Firemen’s Relief donates \$10,000.00 and the Borough makes no contributions.

The Duncannon Fire Company has the credit to borrow \$1,000,000.00 in addition to the outstanding loans that they already have.

The fire company would like to have the hydrants in the Borough marked once the flow ratings are completed. A color coding system indicating levels of flow would be helpful to the fire company.

They would also like the Borough to consider a 0.5 mill fire tax within the Borough. Surrounding municipalities have also been asked to consider the fire tax.

Chief Worner clarified that the ‘capital reserve’ account is not actually a reserve account. It is an account where money is collected from municipalities and payments are made directly from the account. It is not a saving account, and Chief Worner has suggested that the name of the account be changed.

Mr. Croutharmel and Mr. Courogen met with Mr. Landis of Penn Township to discuss the police services contract.

Croutharmel/Williams: Motion to release the second quarterly payment to Penn Township for police coverage for April, May, and June of 2016. – **PASSED with a unanimous voice vote.**

The Public Safety committee will meet on the first Monday of the Month at 6:30 PM in the Borough Office Building.

STREETS & INFRASTRUCTURE – Mr. Robert Wright, Chairman

Mr. Wright reported that the Butchershop Road culvert project is in the design stages.

He would like to begin replacing street signs in the Borough. He is working on a grant application to assist with the costs. He would like to begin with Market Street and replace a section of signs each year. Mayor Conrad would like to see a nicer type of sign used for replacement. Mr. Williams said the required specifications for signage should be identified and followed.

Williams/Young: Motion to authorize up to \$2,000.00 for street sign replacement. - **PASSED with a unanimous voice vote.**

UTILITIES –Mr. Ronald Leonhard, Chairman

Mr. Leonhard has reviewed the Utility Policy Manual and has minor changes. It is being reviewed by the entire committee including citizen members as well. The Chestnut Street water project is awaiting the environmental impact study. Mr. Leonhard asked Mr. Williams to elaborate on the Proposed Joint Water Authority with Penn Township. Mr. Williams stated that Penn Township has been interested in working with Duncannon to create a joint water system. Penn Township has wells that would be a great benefit to the Duncannon Borough. The wells do have problems that can be resolved. Mr. Williams suggested that a joint water authority be tasked with investigating the pros and cons of a joint water system.

Williams/Leonhard: Motion to task the Duncannon Municipal Authority to investigate the possibility of a joint water system with Penn Township or a takeover of the Sunshine Hills water system. – **PASSED with a unanimous voice vote.**

BREAK – 9:20PM - 9:30PM

Utilities Continued –

Mr. Williams stated that the water in the reservoir needs to be drained as soon as possible. The water must be dechlorinated before that can be done. The hydrants are overdue to be flushed and the water must be dechlorinated to flush hydrants as well. He is proposing that the draining of the reservoir and the hydrant flushing be done in conjunction with one another.

Williams/Leonhard: Motion to authorize the Borough Manager to purchase dechlorinating equipment in order to drain the reservoir and to flush hydrants. As the hydrants are flushed, flow rates should be metered and recorded. Cost not to exceed \$5,000.00. – **PASSED with a unanimous voice vote.**

Residents must be notified of the Hydrant Flushing at least 24 hours in advance. Code Red, the Borough Website, and Blue Ridge Cable can be used.

Mr. Croutharmel offered his formal resignation from the Duncannon Sewer Authority.

Wright/Williams – Motion to accept the resignation of Mr. Croutharmel from the Duncannon Sewer Authority. – **PASSED with a unanimous voice vote.**

Wright/Young: Motion to appoint Robert Finnen to the Duncannon Sewer Authority. – **PASSED with a unanimous voice vote.**

Mr. Williams asked Mr. Kevin Hoch of PESI if the buildings at the sewer plant had working locks. Mr. Hoch stated that they do not and that there are some windows that need glass replaced. Mr. Courogen will look into having the repairs done. Mr. Williams also reported that the equipment that monitors the levels in the tanks needs to be replaced. Transducers and floats were considered by the JOAC. It was determined that floats should be purchased to be installed by members of the JOAC.

Williams/Young: Motion to purchase 8 floats for the wastewater treatment plant as recommended by the JOAC. Floats to be installed by JOAC members. – **PASSED with a unanimous voice vote.**

Williams/Young: Motion to purchase 3 uninterruptable power supplies for the well sites. Approximate cost is \$100.00 each. - **PASSED with a unanimous voice vote.**

SPECIAL COUNCIL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Darryl Croutharmel, Chairman

18-24 N. Market Street - A meeting was held with Mr. Kirk Nace, property controller of 18-24 North Market Street. This issue is now in the hands of the Borough Solicitor.

109 Cumberland – Mr. Celi should coordinate with Mr. Courogen. Mr. Courogen will contact Mr. Celi and check the status of his permits.

630 High Street – No new information.

215 High Street – A lien has been placed on the property.

25 North Market – The water leak has been repaired and the temporary condemnation signs have been removed. There are still many issues in the building that need to be addressed.

The Revitalization & Development meetings will be held on the second Wednesday of each month at 6:30PM in the Duncannon Borough Building.

UNFINISHED BUSINESS

Rescission of Ordinance #326 of 1999, Establishing Compensation for Council & Mayor – The rescission of this ordinance would end monetary compensation to all council members and the mayor. This would not take effect until 2020 when the current council would be out of office or elected to a new term. Mayor Conrad does not agree with this ordinance and feels the compensation is fair and makes people more accountable for their actions. Mr. Croutharmel feels that the borough can use these funds in a more suitable manner.

Young/Williams: Motion to advertise Ordinance #405 of 2016, the Rescission of Ordinance #326 of 1999, Establishing Compensation for Council & Mayor for adoption at the April 2016 Council Meeting.
- **PASSED with a unanimous voice vote.**

NEW BUSINESS

Perry County Council of Governments –

Croutharmel/Williams: Motion to direct Solicitor Dissinger to prepare and advertise an ordinance stating the Borough membership in the Perry County Council of Governments. Ordinance set for adoption at the April 2016 Council Meeting. - **PASSED with a unanimous voice vote.**

PUBLIC COMMENT

Paul Smith – Mr. Smith stated that the Locust Street extension has had heavy activity with borough trucks and it is not properly maintained. This is causing storm water management issues. He stated that both Locust Street and Second Street have inadequate drainage and existing drainage needs to be cleaned more often. Mr. Smith would like his comments regarding the dump site in the watershed area to be part of the official meeting record. He stated that the dump site is very close to the stream (Approx. 5 feet) and that it is getting larger with no control efforts by the borough.

Executive Session – **Williams/Young:** Motion to enter executive session at 10:27PM. – **PASSED with a unanimous voice vote.**

Re-enter regular session at 10:47PM

ADJOURNMENT - The Next Borough Council Meeting is set for April 19, 2016 at 7:00PM.

Williams/Croutharmel– Motion to adjourn at 10:47PM on March 15, 2016. - **PASSED with a unanimous voice vote.**

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary