

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 19, 2016**

Members Present: Kraig Nace, Darryl Croutharmel (until 8:32PM), Frank Eppley, Ronald Leonhard, Roger Williams, Christie Young.

Members Absent: Mayor Conrad, Mr. Wright (submitted a letter of resignation).

Others Present: Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Ron Brown, Penn Township Police – Chief Pickles and Officer Jason Klouser, PESI – Kevin Hoch, Codes Enforcement – Anthony Klase.

Citizens Present: Alice Gerow, Kathy Smith, Jeffrey Kirkhoff, Tyler Schultz, Samantha Bise, Susan Cliber, James Lucas, Tim Auxt, Heather Audet, Mike Bomberger, Mario Celi, Staci Fitzhugh, & Sean O'Shell.

Mr. Nace opened the meeting at 7:00PM on April 19, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: Young/Croutharmel - Motion to approve the March 15, 2016 minutes with Corrections – **PASSED** with a voice vote, Mr. Nace abstained due to absence at the March meeting. **Corrections:** All Pages, Footer – Date should be March 15, 2016. Page 4, Parks & Recreation – Steve Hoch should be Spelled Steve Hoke in all instances.

Resignation – Mr. Nace presented the resignation letter of Councilman Robert Wright to Council. Mr. Wright expressed interest in remaining on the committees to which he had already been assigned. Mr. Nace also provided letters of interest from citizen's interested in filling the vacant Council position. Jeffrey Kirkhoff and Michael May had both submitted letters of interest to the Borough office.

Croutharmel/Young – Motion to accept the resignation of Mr. Robert Wright from the Duncannon Borough Council. – **PASSED** with a unanimous voice vote.

Croutharmel/Williams – Motion to appoint Mr. Jeffrey Kirkhoff of 327 Lincoln Street to fill the vacant seat on the Duncannon Borough Council. – **PASSED** with a unanimous voice vote. Mr. Kirkhoff will be sworn in at the convenience of Mayor Conrad.

PUBLIC COMMENT

Recision of Ordinance #326 of 1999 – Mr. Eppley stated that he feels there is little recognition for the work done by Council members and the small amount of compensation is deserved. Mr. Williams asked that the vote be held off until later in the meeting.

Ordinance to Join the Perry County Council of Governments – No public comment given.

Recognition of Citizens –

Alice Gerow – Ms. Gerow stated she and her small dogs were attacked by a larger dog that was unleashed. She was able to contain the large dog in a nearby pen, but not before it jumped up on her

and left bruising and scratches on her back. She provided photos and information regarding the incident. Ms. Gerow also provided photos of the signage in the Borough regarding expectations of Dog owners. Ms. Gerow had heard that leashing was not required in Noye Park and hoped that council would make it mandatory.

Heather Audet - Ms. Audet stated that she has a neighbor with a severely autistic child. The child is non-verbal and very adept at escaping from his home. The parents and neighbors are aware to watch for him but they would like the Borough to consider signage that would warn motorists of the possibility that he may be in the roadways. The family will be in contact with the Borough Manager if signs are considered.

Williams/Croutharmel: Motion to authorize the Borough Manager to purchase approved signs for both directions in the vicinity of the child's home. – **PASSED** with a unanimous voice vote.

Staci Fitzhugh – Ms. Fitzhugh is a state dog warden and provided information regarding dog bites, dog licensing and enforcement issues. She encouraged citizens to call her if they have a problem with dogs in the area.

Mario Celi – Mr. Celi asked Engineer Brown what his property was considered, commercial or residential. Mr. Brown replied, commercial. Mr. Celi has taken issue with the Duncannon Flood Plain ordinance use of the term 'development'. He argued that development means more than one structure.

CORRESPONDENCE, PROPOSALS, & CITIZEN ACTION –

Borough Councils Association – Outstanding Council Member of the Year – The BCA (Borough Councils Association) is accepting applications for Outstanding Council Member of the year. Nominations can be made at the BCA website.

2016 Conference and Exhibition- The Pennsylvania State Association of Boroughs (PSAB) will be holding their 2016 Annual Conference, "Knowing Your Resources: The Key to Achieving Success in Your Borough" on June 5 - 8, 2016 at Hershey Lodge. The Borough has a line item for training for the Mayor, staff and council members, any interested parties should consider attending.

GENERAL REPORTS

BOROUGH ENGINEER - Mr. Ron Brown, Pennoni Associates

Mr. Brown provided a written report. Mr. Brown recommended that they begin preparing the Plan Specifications & Engineering for the Butchershop Road culvert project. He would like to have the plan ready for action by Council in May and out for bid by June. He suggests bidding alternative methods of construction: plastic, concrete, and metal. After bids are received the most cost effective method can be chosen. PennDOT will have to be consulted if Liquid Fuels monies will be used for the project. Mr. Williams suggested looking into a precast concrete culvert with a lid. These can be made to specifications and would work with the conditions of the project.

Williams/Young: Motion to authorize Pennoni Associates to do research on all alternatives and prepare a bid request for concrete, precast concrete, metal, and plastic for the Butchershop Road culvert project. - **PASSED** with a unanimous voice vote.

Engineer Brown stated that the televising has been completed on the sanitary sewer lines. The Joint Operations Advisory Committee (JOAC) asked that Pennoni prepare an estimate for sewer replacement of from the wet well on Elm Street out to Market Street.

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

Mr. Kevin Hoch provided a written report. Mr. Hoch also reported that hydrant flushing had been started in coordination with the draining of the reservoir. Flow rates are also being recorded at the hydrants. Once the reservoir is drained, it will be inspected and refilled. The inspection should take place on Friday. The hydrants will be flushed again in the fall and the reservoir will be drained and repaired. These plans are contingent on authorization by DEP (Department of Environmental Protection).

Mr. Hoch reported that well #2 had a blockage but that it has been cleared, Wells #4 and #1 are being manually run, and the Omni System is in place and running. The uninterrupted power supplies have been received and installed. He also reported that some items have been completed on the wastewater system. The gearbox on the comminutor has been replaced, but there is no spare on hand if it needs replaced again. The man hole on Elm Street has been inspected. A new DO probe has been received and installed at the wastewater treatment plant. Four of the floats needed for the SBR have been received and two are still on backorder.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger & Dissinger

Solicitor Dissinger reported that the Metro Bank check and the utility pole damage claim are underway and under control. He was unsure what council would like him to do in regards to the Floodplain Management Ordinance. Mr. Nace would like the ordinance reviewed to be sure it is in line with the Federal requirements. Solicitor Dissinger stated that when the ordinance was written it had to be reviewed and approved by FEMA and there is not much leeway and it is unlikely there will be any changes to be made. Manager Courogen stated that the requirements in the floodplain permits are very stringent and onerous purposefully. Federal Emergency Management Agency (FEMA) made the requirements stringent to discourage people from keeping properties in the floodplain. These requirements must be strictly enforced in order for Borough residents to keep their flood insurance. Council consensus was that a review of the ordinance was unnecessary.

FIRE PROTECTION – No report

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

POLICE PROTECTION – Chief Pickles of the Penn Township Police Department

Chief Pickles stated the department has hired one new part-time officer. Jason Klouser. The aggressive driver grant will be completed by the end of the month. The police department is prepping for the 11&15 road closure. They are sending the speed trailer and any unused vehicles to Marysville for use in staging for speed enforcement. At this time the department has one full-time officer and 12 part-time officers. The officers are usually on duty one at a time with two on Fridays and Saturdays in the summer and for special events.

CODES ENFORCEMENT – Anthony Klase

Mr. Klase reported that he has been walking throughout the borough and trying to give residents as much information as he can before giving notices. He has given some notices, but no penalties have

been accessed. He has given extensions on all notices to give residents time to take advantage of the Borough clean-up day.

BOROUGH SECRETARY – Mrs. Kathryn Bauer

Mrs. Bauer suggested having the phone numbers from which the CODE-RED system makes its calls published in the newsletter and on the Borough Facebook page as many residents with cell phones will not accept out of state calls.

BOROUGH MANAGER – Mr. Chris Courogen, Written report provided.

Mr. Courogen stated that the hydrant flushing has begun with dechlorination of the water. Flow rates are also being recorded. April 22 has been set and advertised for community clean-up day. Various organizations will be in the borough helping with litter clean up and beautification. April 23 will be drop-off day for residents to dispose of large items and electronics. Dumpsters will be located at the municipal parking lot on Water Street from 8:00AM until 1:00PM. *This is Duncannon* will be spearheading the community yard sale this year and it has been scheduled for May 7, 2016. Mr. Courogen stated that many changes have been made around the office, including painting and the order of new window treatments. A large community bulletin board was also placed in the entryway where Borough announcements will be posted and community members can post information. Mr. Courogen reviewed a past fee schedule with the finance committee and has since found a different version of the fee schedule. They will review and add to the fee schedule to make sure the Borough expenses are covered by the fees charged for services.

Mr. Courogen stated that in order for him to work with PEMA and FEMA to have monies from the January winter storm reimbursed to the borough, He would need to be designated as the designated contact for the Borough by resolution.

Young/Williams: Motion to fill out the PEMA, DAP2 form designating Chris Courogen as the point of contact and agent for all Duncannon Borough claims with FEMA and PEMA. – **PASSED** with a unanimous voice vote.

Resolution #2 of 2016 is required by Riverview Bank for Lynn Roche to be removed from all accounts and Chris Courogen to be added to those accounts in her place. Although it was discussed at February's meeting, they require a formal resolution.

Croutharmel/Williams: Motion to adopt Resolution #2 of 2016 Designating Authorized Signers for the Borough Accounts at Riverview Bank. - **PASSED** with a unanimous voice vote.

Mr. Courogen stated that the DATC (Duncannon Appalachian Trail Community) would like to have Buddy Boy Winery and a Cidery set up at the DATC festival. Mr. Sean O'Shell elaborated by stating that they would like to set up, hand out samples and sell bottles of wine at the event. The Cidery would like to sell glasses of alcoholic cider at the event as well. Mr. O'Shell said that the Liquor Control Board would require a letter from the Borough giving permissions and stating that the road will be closed for the event. Mr. Courogen stated that a permit would be required and Solicitor Dissinger said there are liability issues to consider. Solicitor Dissinger and Manager Courogen will work out the details as to how this can be accomplished.

Williams/Leonhard: Motion to have Solicitor Dissinger and Manager Courogen coordinate with Buddy Boy Winery, the cidery, and the DATC to work out the detail for the request to set up booths selling alcoholic beverages at the DATC festival. – **PASSED** with a unanimous voice vote.

Mr. Courogen asked council to consider authorization to release the request for proposal (RFP) for the Early Intervention Program (EIP) after review by the Borough Solicitor. A draft was provided to council. This is a program through Department of Community and Economic Development (DCED).

Young/Williams: Motion to authorize the release of the RFP for the Early Intervention Program after review by the Borough solicitor. – PASSED with a unanimous voice vote.

Secretary/Treasurer's Report – Written Report.

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

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

BREAK – 8:37 – 8:48

STANDING COUNCIL COMMITTEE REPORTS

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

The Facilities and Fleet Committee has been working with the Manager and the Foreman to find a replacement for the yellow dump truck that has been out of service. They have been looking at government surplus sale auctions. Until the yellow dump truck is replaced, the purchase of a chipper will be put on hold. Mr. Courogen has found an online auction and is registering the Borough.

Mr. Eppley, Mr. Williams, and Mr. Leonhard looked at the Maxwell property at 418 North High Street. The property was offered to the Borough at a cost of \$53,000.00. They found that the property needs a lot of work however it was assessed at \$56,000.00. A realtor looked over the property and stated that the assessment was in line. The committee made the recommendation to wait to make a final decision and see what happens with the property. Mr. Eppley will contact the Maxwell's and inform them that the Borough is still undecided.

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

Ms. Young reported that reconciling is underway and will continue in preparation for the 2015 audit. The Borough Facebook page is up and running and valuable information is being shared.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that Sledfest is up-coming. 30 craft or product vendors have been registered as well as 10 food vendors. A chili cook off will also be held in conjunction with this event.

The Borough Spring Fling was well attended and the Rec. Board had positive feedback regarding the event. The gnomes have been placed in the Borough and have been well received. Mr. Williams oversaw the transplanting of a large tree on the Clark's Ferry Tavern property, hopefully to be used as the Borough Christmas tree in the future.

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

The Personnel Committee accepted the resignation of Lisa Meck and an advertisement was placed to fill the position of office clerk. Applications were received, reviewed, and interviews were held. Applicants were interviewed by the Borough Manager and the current office staff. A recommendation was made to the personnel committee to hire Gina Myers as the part-time billing clerk.

Young/Williams: Motion to hire Gina Myers as the part-time billing clerk at the rate of \$10.00 per hour. – **PASSED** by a unanimous voice vote.

Part-time summer staff was considered for the work crew. Foreman Criley said he is fully staffed and does not need a new hire.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel met with Mr. Landis of Penn Township to discuss the Police Services Contract. That discussion is ongoing. There is no update on the EMS funding request.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff would like to talk to Mr. Wright and discuss any information on projects that he had been working on. \$2000.00 had been approved for new street signs and Mr. Wright had stated that a grant was available. It would require approximately \$5,000.00 to \$6,000.00 to replace the signs in the entire borough. Mr. Kirkhoff will discuss the grant opportunity with Mr. Wright. Mr. Kirkhoff would like to begin with areas where there are no signs and then move on to replacement.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel returned to the meeting and reported that he had met with Mr. Landis in order to get some idea of what services we as a borough were receiving. Call volume, time spent in the Borough and issues of that nature were discussed to determine the value we are receiving with the contract. Mr. Nace asked the solicitor about the lack of an ordinance allowing for the police services contract. There had been an Ordinance prepared for the 2012 contract but a new ordinance was not prepared for the new contract. Solicitor Dissinger said that the ordinance is required by law and that there is no contract without the ordinance.

UTILITIES – Mr. Ronald Leonhard, Chairman

Mr. Leonhard reported that the Utility Policy Manual will be re-written in time for the next meeting. Mr. Courogen will provide the details to Mr. Leonhard for the PMEA reception on June 14, 2016. Mr. Nace said that a petition to the PUC to be removed from their oversight for out of Borough customers should be considered. Mr. Courogen stated that this process had been started in the past and could be continued.

Nace/Williams: Motion for the Borough Manager and the Borough Solicitor to work together to prepare a petition to the PUC for removal of their oversight for the 28 out of Borough customers. – **PASSED** with a unanimous voice vote.

Mr. Williams reported that the JOAC is now permitted to discuss the possibility of joint water operations. SEDA COG will be at the next meeting to discuss possibilities. Next Meeting is scheduled for May 9, 2016.

SPECIAL COUNCIL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Darryl Croutharmel, Chairman

A brief meeting was held with the Pennsylvania Downtown Center regarding their programs.

109 Cumberland – The permitting process has stalled and Mr. Croutharmel suggested taking action to bring the property into compliance.

Croutharmel/ Young: Motion to pursue any applicable ordinances on the property at 109 Cumberland Street after a period of 30 days due to a stalling of the permitting process. – **PASSED** with a unanimous voice vote.

UNFINISHED BUSINESS

Sesquicentennial – No report

Council Committee Meetings – Mr. Courogen stated that the meeting dates and times have been advertised.

Rescission of Ordinance #326 of 1999, Establishing Compensation for Council & Mayor – Mr. Williams asked that the vote be held over until the May meeting so that Mr. Kirkhoff can vote.

Croutharmel/ Leonhard: Motion to adopt the ordinance for Duncannon to join the Perry County Council of Governments. – **PASSED** with a unanimous voice vote.

NEW BUSINESS

President Pro-Tem - This position was held by Mr. Robert Wright and with his resignation will need to be re-appointed.

Croutharmel/Williams: Motion to appoint Mr. Kirkhoff as President Pro-tem. - **PASSED** with a unanimous voice vote.

PUBLIC COMMENT

Michael Bomberger – 1130 N. Market Street. Mr. Bomberger asked if anyone had contacted PennDOT regarding the importance of keeping the Duncannon underpass open and pumped clear of water. The equipment was moved from the underpass to another location and with Route 11&15 closed the underpass will be an important throughway. Mr. Nace stated that he will bring this issue up at the next PennDOT meeting.

James Lucas – Mr. Lucas has been helping Mr. Celi with his property and asked for clarification on the 30 day motion. He asked what the next step is for the property at 109 Cumberland. Mr. Croutharmel explained that council would like to see the permit process completed so that Mr. Celi can move forward with the restoration process of his building. If Mr. Celi does not get the proper permitting, fines will be assessed.

Mario Celi – Mr. Celi stated that there is a problem with the permitting process and no one is willing to fix it. His interpretation differs from that of council. Council members and the Manager reiterated to Mr. Celi that the ordinances and permitting process will stand as written and he must comply.

Mike Wolfersberger – Mr. Wolfersberger asked if the Borough had a chipper as he has had some debris out for chipping for a while. Mr. Williams explained that the crew had borrowed a chipper from Penn Township and that they had attempted to chip that debris and it is 'un-chippable'. The Borough work crew will pick that debris up for disposal.

ADJOURNMENT - The Next Borough Council Meeting is set for May 17, 2016 at 7:00PM.
Williams/Eppley– Motion to adjourn at 9:42PM on April 19, 2016. - **PASSED with a unanimous voice vote.**

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary

APPROVED