

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
June 21, 2016**

Members Present: Kraig Nace, Darryl Croutharmel, Frank Eppley, Ron Leonhard, Roger Williams, Jeffrey Kirkhoff, Christie Young, Mayor Jack Conrad.

Members Absent: None

Others Present: Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Ron Brown, Penn Township Police – Officer Jason Clouser, PESI – Kevin Hoch.

Citizens Present: Kathy Smith, Jim Ryan, Mary-Ann Landis, Byron Worner, Sean O'Shell, Ryan Kirkhoff, Mike Wolfersberger, Mike Grogan, Bob Finnen, Debbie Kveragas, Harriet King, Calvin King.

Mr. Nace opened the meeting at 7 p.m. on June 21, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: Ms. Young made a motion to approve the May 17, 2016 minutes, with corrections, the motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

PUBLIC COMMENT

Mike Grogan – Mr. Grogan, of 1016 N. Market Street, asked for clarification of property lines on Market Street as there are abandoned cars in that area and the responsibility of enforcement has become an issue.

Debbie Kveragas – Ms. Kveragas, of Shermans Creek Road, Penn Township, was concerned that the Borough would drop the water customers in her area when new line replacement took place.

Sean O'Shell – Mr. O'Shell stated that Duncannon Appalachian Trail Community Festival went very well on Saturday, June 18, 2016. More vendors were in attendance this year, but there were fewer attendees. That may have been attributed to the extreme heat of the day.

Harriet King – Mrs. King proposed a "Day of Hope" event to be sponsored by No Way Out Ministries on Sept. 10, 2016. This event would include a concert, vendors, and a 5K run in hopes of raising awareness to mental health issues and suicide prevention. Mrs. King will meet with the Parks and Recreation Committee to make this a cooperative effort.

APPOINTMENTS, RESIGNATIONS, PROPOSALS AND CITIZEN ACTION –

Vacancy Chairman – Ms. Young made a motion to appoint Edward Ream as the Vacancy Board Chair. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Planning and Zoning – A letter of interest for appointment to the Planning Commission or the Zoning Hearing Board was submitted by Mr. Tyler Harrison. Mr. Harrison is not a resident of the Borough and therefore not eligible. Mr. Kirkhoff will contact Mr. Harrison to see if he is interested in appointment to any other Borough committees.

Revitalization & Development – Mr. Croutharmel made a motion to appoint Mr. Ryan Kirkhoff to the Revitalization and Development Committee. The motion was seconded by Mr. Williams and passed with a 6-0 voice vote. Mr. Jeffrey Kirkhoff abstained.

Perry County Planning Commission – The Perry County Planning Commission sent a memo regarding the Annual Multi-Hazard Mitigation plan review.

GENERAL REPORTS

BOROUGH ENGINEER - Mr. Ron Brown, Pennoni Associates

Mr. Brown provided a written report. He discussed possible liner options for the reservoir and indicated that the Public Water Supply permit through the Department of Environmental Protection (DEP) would need to be amended if a liner were to be used.

Mr. Williams made a motion to authorize Pennoni Associates to prepare an amended Public Water Supply permit application for the proposed liner for the reservoir. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Mr. Brown stated that the Joint Operations Advisory Committee (JOAC) authorized the scope of the sewer line work from the intersection of Water St. and Elm St. to Market St. eliminating manhole 3A. The existing line is cracked and leaking. This line would be replaced with 12 inch piping. The estimated cost of the project is \$95,000 and the cost would be split between Duncannon (2/3) and Penn Township (1/3). The project would require deep excavating and would interrupt traffic on Market St. for two days.

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

Mr. Kevin Hoch provided a written report. Many of the pending items are the same as items indicated in the DEP report. Mr. Hoch will get information on bulk chemical purchase as it may be a cost saving option for the Borough.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger & Dissinger

No report.

FIRE PROTECTION – Chief Byron Worner

Chief Worner reported that there will be a Community Fire meeting on June 28, 2016. The fire company ordered radio equipment in the amount they were awarded in the grant process. Chief Worner has some suggestions regarding the open burning ordinance and will e-mail them to the Borough Manager. The hydrant flow information has still not been received by the fire company and they would like to have that information as soon as possible. The fire company audit was turned in to the Borough and its IRS Form 990 is in the process of being completed.

BOROUGH MAYOR – Mr. Jack Conrad, Mayor

Mayor Conrad stated that he had some medical issues and would be exiting the meeting at break. Mayor Conrad introduced Officer Jason Clouser of the Penn Township Police Department.

POLICE PROTECTION – Officer Jason Clouser of the Penn Township Police Department

Officer Clouser reported that foot patrols had been increased in the Borough by 45 minutes per shift for the summer months. An officer was on duty for the Duncannon Appalachian Trail Festival. The department is working to address graffiti and vandalism. He stated that better signage could be useful at some one way intersections in the Borough. The department is looking into having Narcan readily available in each department vehicle. Officer Clouser stated that Corporal Myers began working full time for the police department as of July 1, 2016.

CODES ENFORCEMENT – Anthony Klase

Mr. Klase provided a written report.

BREAK – 8:30PM – 8:42PM

SECRETARY – Mrs. Bauer provided a contact list and a Borough Committee list and asked Council members to contact her with updates.

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen provided a written report. Mr. Courogen reported that he hoped all FEMA/PEMA paperwork for the snow emergency reimbursement will be completed by next week. He is waiting for revised invoices from two vendors which would provide additional detail needed to get reimbursement.

He met with Mr. Mark Morgan for the Early Intervention Program and records are being compiled. A former manager may have withheld information provided by the auditors from Council regarding the 2014 audit and a request may be placed at the state level to have our status changed to emergency grant status.

Mr. Courogen suggested that the Borough inventory its timber resources. The Nature Conservancy offers a free assessment through its Working Woodlands program. Mr. Croutharmel made a motion to proceed with an assessment of the Borough timber resources through the Nature Conservancy's Working Woodlands program. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Mr. Courogen provided an updated fee schedule to council for review and adoption at the July, 2016 meeting.

Mr. Courogen reported that the Water Quality report would be included in the upcoming newsletter and it would be completed and out to residents no later than June 30, 2016. Minor updates will be done on the current Borough website but a newly built website is needed.

Mr. Celi at 109 Cumberland Street has completed all requirements and has received floodplain and building permits.

A request for a billing adjustment was received from residents at 413 N. Market St. Apt 2 due to a leaking pipe in their basement. Mr. Courogen recommended relief on their sewer bill in the amount of \$146.29. This amount does not meet the criteria for the current policy. Mr. Nace made a motion to lower the threshold for sewer forgiveness requests to \$100.00 as of June 1, 2016. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Ms. Young made a motion to approve the sewer forgiveness request for 413 N. Market St. Apt. A in the amount of \$146.29. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Courogen presented a certified letter stating violations at the wastewater treatment plant. The matter could not be discussed by the Authority members on Council because the Municipal Authority had a quorum present.

Mr. Williams, Mr. Grogan, and Mr. Wolfersberger left the meeting to eliminate the quorum of the Municipal Authority.

Mr. Croutharmel made a motion to re-advertise Borough Council meetings to include meetings of the Duncannon Municipal Authority. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Croutharmel made a motion to advertise a special joint meeting of the Duncannon Borough Council, the Duncannon Municipal Authority, and the Penn Township Municipal Authority to be held on Thursday, June 30, 2016 at 6:00PM at the Borough building. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Secretary/Treasurer's Report – Written Report.

Mr. Williams made a motion to table the Secretary/Treasurer's report until the July 2016 meeting. The Motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Ratification & Approval of Bills – Written Report

Mr. Croutharmel made a motion to pay and ratify the bills including credit card expenses as presented. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

STANDING COUNCIL COMMITTEE REPORTS

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

The Facilities and Fleet Committee is still searching for a suitable replacement for the yellow dump truck. There is a Capital Area Council of Governments auction on July 20, 2016 that Mr. Courogen and Foreman Criley plan to attend. Mr. Courogen would like Mr. Williams and Mr. Eppley to consider attending as well. Mr. Williams suggested that the Borough determine the process for placing items into auctions for sale in the future.

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

Ms. Young reported that documents for the 2015 audit are being compiled, but the accuracy of these documents is questionable. The banking RFP is not ready for action.

Mr. Nace made a motion to adopt Resolution No. 2016-4. A Resolution of the Borough Council of Duncannon, Perry County, Pennsylvania, Adopting an Updated Records Retention Policy. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the new date for the Summertime Shine car show is July 17, 2016.

Lindsey Melnick will not be a paid employee but will instead be volunteering her time for the Duncannon Youth Summer Program.

The Duncannon Appalachian Trail Community Festival was successful; however there were some unruly citizens present.

A schedule of events for the upcoming Bucktails reunion will be provided to each council member.

A block party will be held at the Clark's Ferry Tavern during this year's National Night Out. Mr. Williams would like to have traffic control information added to special events permits.

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

Mr. Nace reported that Kevin Bissonette is willing to serve as the deputy Emergency Management Coordinator (EMC). The Borough will advertise the position for the sake of consistency while keeping Mr. Bissonette in consideration.

Caroline Powers will be scheduled for four days each week as temporary office staff.

Mr. Nace congratulated Melinda Willis on the birth of her daughter Eena Marie on June 2, 2016

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel made a motion to release the first payment of \$11,500.00 to the Duncannon Fire Company. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Croutharmel made a motion to provide a \$5,000.00 to the Duncannon Emergency Medical Services (EMS). The motion was then amended to the following motion. Mr. Croutharmel made a motion to send a request to the Finance Committee for review suggesting a \$5,000 donation to the EMS in 2016 and a \$10,000 donation to the EMS in 2017. The motion was seconded by Ms. Young and passed with a 5-2 roll call vote. Yes votes: Croutharmel, Leonhard, Kirkhoff, Young, Nace. No votes: Epley, Williams.

The Public Safety Committee will be meeting on the first Monday of the month at 6:00PM.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff reported the Butchershop Road culvert is being considered for a grant from the state Dirt and Gravel Roads program. If the project is approved, 100% of the cost will be paid by the program.

UTILITIES –Mr. Ronald Leonhard, Chairman

Mr. Leonhard will be dropping the completed Utility policy manual off at the Borough Office this week.

Mr. Nace made a motion to advertise the Utilities committee meetings for the third Thursday of the month at 6:00PM, meetings will include meetings of the Duncannon Municipal Authority. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Kirkoff made a motion to appoint Mr. Mike Grogan to the Utilities committee. The motion was seconded by Mr. Croutharmel. The motion failed with a roll call vote. Yes votes: Leonhard, Kirkhoff, Young. No votes: Croutharmel, Epley, Williams, Nace.

Mr. Nace made a motion to appoint Mr. Mike Wolfersberger to the Utilities committee. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

SPECIAL COUNCIL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel stated that Mr. Kirkhoff will be applying for paint grants through Home Depot and Behr.

The committee has been discussing a program through DCNR called Treevitalization. They will share more information with Council at a later date.

UNFINISHED BUSINESS

Discussion of the Elm St. Sewer line was tabled until the special Council meeting on June 30, 2016.

Mr. Kirkhoff attended the Pennsylvania State Association of Boroughs (PSAB) Conference and will be providing pertinent information to committee chairmen. He is very interested in beginning a Junior Council Member program in which a young citizen would join council table and have a current council member as a mentor.

Mr. Kirkhoff stated that the importance of maps was stressed at the PSAB conference and maps should be readily available at all meetings. He said that links to floodplain information and flood insurance regulations should be linked on the Borough website.

NEW BUSINESS

Congratulations to Melinda and Alex Willis on the birth of daughter Eena Marie on June 2, 2016.

The continuity of Government Operations plan information will be sent to the Public Safety committee.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT - A special Borough Council Meeting is scheduled for Thursday, June 30, 2016 at 6 p.m. The next regularly scheduled Borough Council Meeting is set for July 19, 2016 at 7 p.m. Mr. Williams made a motion to adjourn at 11:05 p.m. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED