

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

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on July 19, 2016. The call to order was followed by a moment of silence and the Pledge of Allegiance to the American Flag.
- Officials Present:** Kraig Nace, Darryl Croutharmel, Frank Eppley, Ron Leonhard, Roger Williams, Jeffrey Kirkhoff, Christie Young, Mayor Jack Conrad
- Others Present:** Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Ron Brown, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Bob Finnen, Jim Ryan, Tim Smith, Kathy Smith, Jackie Green, Scott Green, Anna Brown, Lewis Howell, Ryan Kirkhoff, Tim Auxt, Steve Ferguson, Susan Cliber, Lisa Landis, Vicki Hench, Elizabeth Downey, Kendall Schreffler, Angela Schreffler, Kate Brown, Teri Caldwell, Anna Forrer, Bill Christian, Robert Wright, Jason Myers, Margie Safko, Mike Wolfersberger, Karl Conrad, Byron Worner, Lisa Billman.

**MINUTES** – Mr. Williams made a motion to table the meeting minutes for June 21, 2016 for further review. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Lewis “Butch” Howell** – Mr. Howell would like to see more attention given to the drug problem in the borough.

**Steve Ferguson** – Mr. Ferguson stated that there are many speeding cars on both Market St. and Rt. 849.

**Kate Brown** – Ms. Brown of the Duncannon Girl Scouts said that the troop has noticed an increasing number of stray cats in the Borough. They will be building cat homes as a service project and offering them to residents. They asked that they be issued a solicitation permit with the fee waived.

Mr. Williams made a motion to grant a solicitation permit to the Duncannon Girl Scouts for the purpose of providing homes for stray cats to Borough residents, free of charge. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**Anna Forrer** – Mrs. Forrer asked how maintenance ordinances were handled for bank owned properties in the borough.

**APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

Mr. Nace reported that there are two open positions on the Zoning Hearing Board and one open position on the Planning Commission that need to be filled.

Mr. Williams made a motion to appoint Bob Finnen to the Zoning Hearing Board. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Ms. Jana Hurst resigned from the personnel committee.

A certified letter was received from Pennoni Associates asking for required information for the reservoir permit.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER - Mr. Ron Brown, Pennoni Associates**

Mr. Brown provided a written report. He also stated that traffic counts will be taken on Butchershop Road in conjunction with the Dirt & Gravel Roads grant. Preliminary reviews indicate the Borough will be eligible for the grant.

The application for the reservoir liner has gone to Department of Environmental Protection (DEP) and they have 90 days to respond. If they take the full 90 days, it could push the project back to spring of 2017.

A review of the sewer main videos will be discussed at the August Joint Operations Advisory Council (JOAC) meeting.

The Elm Street project is on hold until funding issues are cleared.

#### **PUBLIC WORKS – PA Environmental Solutions, Inc. (PESI)**

PESI provided a written report. Mr. Courogen stated that one large blower had been purchased for the wastewater treatment plant. Repairing the one that had been removed was not cost effective. A small blower was also purchased and is placed and running. The small blower that had been removed will be rebuilt. The two other blowers at the plant will also be rebuilt. Mr. Nace asked to have the dates on the PESI report verified.

#### **BOROUGH SOLICITOR - Mr. William Dissinger, Dissinger, and Dissinger**

Mr. Dissinger will report on items as they are presented in the agenda.

#### **FIRE PROTECTION – Chief Byron Worner**

Chief Worner will be meeting with the Borough Manager to discuss the burning ordinance. The fire company is considering purchasing 9 S. Market St. and will need to discuss restrictions on zoning, etc. The fire company has not yet had access to the hydrant flow results.

#### **BOROUGH MAYOR – The Honorable Jack Conrad**

Mayor Conrad provided the police summary report for June, 2016. Chief Pickles of the Penn Township Police Department reported that this is the fifth year that they have been providing full time police coverage in the borough. Four new officers have been hired on a part time basis. A state grant is being used to pay for extra officer time to control speeding on Rt. 11 & 15.

Codes officer Anthony Klase provided a written report. Mayor Conrad would like the codes officer to include his work hours on his reports in the future.

Mayor Conrad would like stop signs to be considered for Market Street as a way to slow traffic.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**BOROUGH MANAGER – Mr. Chris Courogen**

Mr. Courogen offered condolences to long time work crew employee Paul Liddick on the death of his mother Eleanor.

Mr. Courogen has been waiting for one invoice to complete the PEMA/FEMA snow reimbursement paperwork.

The cost of the summer newsletter was \$2,689.00 for 1200 copies. Future editions may include advertising to offset the cost.

Susquehanna Accounting and Consulting Solutions Inc. prepared a preliminary condition assessment of the Borough for the Department of Community and Economic Development as part of the Early Intervention program.

Mr. Croutharmel made a motion to adopt Resolution No. 2016-5, a resolution of the Borough Council of Duncannon requesting 100% emergency assistance from the Department of Community and Economic Development for the recreation and reconciliation of the records from January 2014 until June 2016. The Motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

An agreement was prepared by Jay Wengert of Susquehanna Group Advisors, Inc. to serve as financial advisor for the Borough in seeking financing for projects. Solicitor Dissinger reviewed the agreement and gave his approval.

Ms. Young made a motion to approve the agreement with Susquehanna Group Advisors, Inc. to serve as the Borough's financial advisor for borrowing. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Ms. Young made a motion to authorize Mr. Wengert to solicit loan proposals for the Borough of Duncannon. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Ms. Young made a motion to appoint Eckert Seamans as bond council for the purpose of securing loan transactions. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The woodlands assessment has begun. Invasive species can crowd out quality timber. The Borough work crew was given information on how to control these unwanted plants. There is a possibility that carbon credits from the watershed area could be revenue for the Borough in the future.

The enforcement of nuisance vehicles will become a priority for the Borough. The county has a detailed geographic information systems (GIS) map that clearly shows property boundaries which will help with enforcement.

The proposed fee schedule will be revised for review at the August Borough council meeting.

### **APPROVAL OF TREASURER'S REPORT**

The treasurer's reports for June and July, 2016 were presented for approval.

Mr. Croutharmel made a motion to table the June and July, 2016 treasurer's reports until accurate accounting can be established or recreated. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

### **RATIFICATION AND APPROVAL OF BILLS**

Ms. Young made a motion to pay and ratify the bills with the exception of the check for Susan J. Smith, check # 26033 until the charge can be clarified. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

### **COUNCIL COMMITTEE REPORTS**

#### **FACILITIES & FLEET – Mr. Frank Eppley, Chairman**

Mr. Eppley suggested that the replacement of the yellow dump truck be removed from the agenda until the bank accounts are reconciled. He attended the fire protection meeting and reported that the fire company would like a \$50,000 donation for 2017 and would like to create a fire protection contract with each of the local municipalities.

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

The request for a \$5,000 donation to the Duncannon Emergency Medical Services (DEMS) was tabled until the finances have been reconciled.

#### **PARKS & RECREATION – Mr. Roger Williams, Chairman**

Mr. Williams reported that the car show was successful. The car show was rescheduled from June and did break even, costing the borough nothing.

The Duncannon Cub Scouts will be volunteering to clean up in Noye Park on Saturday, July, 23, 2016. The work crew will pick up the trash collected on the following Monday.

The Bucktails reunion will be held on August 5-7 and will be camping at Cooper field.

Mr. Williams made a motion to authorize the Borough work crew to prepare a load of firewood for the encampment of the Bucktails reunion as long as it does not interfere with crew work. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Williams reported that National Night Out is set for August 2, 2016 at Noye Park. Six block parties have been planned throughout town following the downtown event.

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

Melinda Willis submitted her resignation with the caveat that she may consider working as a part time employee.

Mr. Nace made a motion to accept the resignation of Melinda Willis as a full time Borough Employee and authorize the Manager to retain her services as needed at her current pay rate. Mr. Leonhard seconded the motion and it was passed with a unanimous voice vote.

**BREAK – 9:00 – 9:12 p.m.**

**STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman**

Mr. Kirkhoff asked that street sign replacement and Market St. paving be removed from the agenda until bank accounts are reconciled.

Exploration of funding options for the Butchershop Rd. culvert will continue.

One-way signage in the Borough has been investigated and is correct.

The streets committee would like to see an option for pothole reporting to be done on the Borough website.

**PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman**

Mr. Croutharmel made a motion to inform Penn Township that we are unable to pay for Police Services and to inform the Pennsylvania State Police in Newport that we no longer have police coverage. The motion was seconded by Mr. Leonhard and failed with a roll call vote. Yes votes: Croutharmel, Leonhard, Nace. No votes: Eppley, Williams, Kirkhoff, Young.

Mr. Kirkhoff made a motion to borrow from the Timber fund to pay the third quarter Police services contract. The motion was seconded by Mr. Eppley and passed with a roll call vote. Yes votes: Eppley, Leonhard, Williams, Kirkhoff. No votes: Croutharmel, Young, Nace.

Mr. Brian Peters of Penn Township asked Council to send a letter stating that we wish to open negotiations on the police contract and include Council concerns.

Mr. Courogen suggested that a peer advisor on police services could be consulted through Department of Community and Economic Development (DCED) to help with exploring options for police services, including possible establishment of a regional force.

Mr. Nace made a motion to authorize the manager to explore what resources DCED might have available to assist with police services. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Nace made a motion to have the Mr. Croutharmel as the Chairman of the Public Safety Committee reach out to Penn Township with a written request to enter into negotiations on the police contract. The written request is to include concerns regarding the contract and should be received by Penn Township before July 27, 2016. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Nace attended a Continuity of Government Operations workshop and provided information to the committee on the subject. The committee will be working on a plan for government operations in the case of an emergency.

The committee would like to find a citizen that is not involved in emergency operations to appoint as the Deputy Emergency Management Coordinator.

**UTILITIES – Mr. Ronald Leonhard, Chairman**

Mr. Leonhard reported that the Utility Policy Manual was turned in at the Borough office last week after review. The committee has a meeting on Thursday, July 21, 2016 at 6:00 p.m. and they would like PESI to attend if possible. Mr. Leonhard offered to pay for their time.

**SPECIAL COMMITTEE REPORTS**

**REVITALIZATION & DEVELOPMENT –**

Mr. Croutharmel made a motion to enter executive session at 10:05 p.m. to discuss threatened litigation. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote. Mr. Nace recused himself from the executive session due to familial connections.

Mr. Williams made a motion to return to regular session at 10:16 p.m. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Croutharmel reported that the property at 630 High St. has been mowed and when the responsible party is determined, they will be charged with the costs.

The Borough will not apply for the paint grant until 2017.

Ms. Morrell of the committee is researching information on the 'Treevitalization' program. This is a program through the Department of Conservation and Natural Resources. They provide information of the proper planting and care of sidewalk trees. There is a grant available through the program.

**UNFINISHED BUSINESS**

Mr. Finnen stated that two members of the Duncannon Authority and two members of the Penn Township Authority will be meeting to discuss a starting plan for a joint water project.

Mr. Kirkhoff will meet with the school guidance office once school starts to find a potential student to serve as a Junior Council member.

Mr. Nace made a motion to discontinue to policy of charging \$31.00 per month for sewer and return to the use the existing rates ordinance, which sets the rate at \$41.00 per month. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Mr. Nace asked that all Borough correspondence and business be made through Borough e-mail addresses for Right to Know purposes.

The practice of remote participation at Borough council meetings is being researched.

### **NEW BUSINESS**

With the recent drug fatalities in the Borough, Ms. Lisa Landis is starting a Drug Free Community Coalition and would like to enlist the help of any and all citizens. She would like to have a representative from the Borough Council participate as well.

Mr. Nace made a motion to appoint Mr. Croutharmel (Public Safety Chairman) as the Borough delegate to the Drug Free Community Coalition. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

### **PUBLIC COMMENT – None**

**ADJOURNMENT** - The next regularly scheduled Borough Council Meeting is set for August 16, 2016 at 7:00PM. Mr. Williams made a motion to adjourn at 10:53 on June, 2016. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary