

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

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on November 15, 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,
- Officials Absent:** Mayor Jack Conrad (health reasons)
- Others Present:** Borough Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Robert L. Finnen, John Guarnera, John Cappawana, Christopher Adams, Alice Gerow, Chris Tomlinson, Betsy Kirkhoff, Pam Huss, Sue Long, James Golian, Nancy Gavin, Hellen Hillard, Annette Helwig, Bill Seigel, David Wenne. Mark Lukens, Jennifer Law, Jackie Green, William Hamilton, Carol Shunk, Lewis Howell, Jim Ryan, Kathy Smith, Annette Mullen, Judith Hart, Jim Davies, Maryann Landis, Derek Peters, Linda Britcher, Diana Lightner, Jordan Rech, Rachel Osterhaut, Barbara Kauffman, Donald Kauffman, Ronald Howard Jr. Colleen Howard, Mike Grogan, Mike Wolfersberger, Jason and Amy Hockensmith, Neal Brofee, and Sam Whitney.

**MINUTES** – Minutes were presented for the October 18, 2016 Council meeting.

Ms. Young made a motion to approve the meeting minutes for October 18, 2016 with corrections. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**John Guarnera** – 323 N. Market Street, Duncannon.

Mr. Guarnera offered to fill the vacant Council seat left by Mr. Leonhard's resignation. He also stated that he was disturbed by the possibility of a 150% tax increase.

**Alice Gerow** – 323 N. High Street, Duncannon.

Ms. Gerow stated that many of the residents in Duncannon are Senior Citizens on a budget and cannot afford a 150% tax increase

**Chris Tomlinson** – 1009 N. Lincoln Street, Duncannon.

Mr. Tomlinson asked how the finances of the Borough had deteriorated so rapidly and asked how the Borough will proceed from this point.

**Mark Lukens** – 904 N. High Street, Duncannon.

Mr. Lukens inquired what the Borough paid for the Early Intervention Program, and asked general questions regarding Borough employee wages.

**William Hamilton** – 215 Church Street, Duncannon.

Mr. Hamilton asked if a survey had been done to determine the number of Borough citizens that are on a fixed income or retired. He also asked if a merge with Penn Township had been considered.

**Lewis T. Howell** – 118 N. Market Street, Duncannon.

Mr. Howell asked how many Borough Council members owned property in the Borough. He also felt that the Fire Police should have been present on Trick or Treat night.

**Diana Lightner** – 2 Green Street, Duncannon.

Ms. Lightner stated that the proposed 150% tax increase would be a plan for disaster as many residents and home owners would be forced out of the Borough.

**Mike Wolfersberger** – 823 N. High Street, Duncannon.

Mr. Wolfersberger thanked council for allowing his movie crew to use a portion of the watershed for filming and that Foreman Mike Criley was very helpful. He reported that the movie filming is now complete.

**Annette Mullen** – Property Owner of 15 & 17 South Market Street, Duncannon.

Ms. Mullen stated that she likes the idea of creating five year financial plan. She also stated she feels the timber fund should only be used for capital expenses.

Ms. Mullen does have concerns regarding the dissolution of the Police contract, however does not feel that the Borough is getting its money's worth.

**John Cappawana** – 717 N. High Street, Duncannon.

Mr. Cappawana asked if the police services contract was easily severed.

He addressed the citizens present and encouraged them to become involved. He stated that he attended the budget workshop and there were only five people present.

**Neal Brofee** – 404 Lincoln Street, Duncannon.

Mr. Brofee stated that the Duncannon Borough has many assets on which to capitalize, including the river and the Appalachian Trail.

**Michael May** – 101 N. High Street, Duncannon.

Mr. May has been resident of the Duncannon Borough for 15 years and feels the police protection provided by Penn Township is needed. Response time by the State Police has been long in the past.

Mr. May also stated that he lived in West Fairview when that community was absorbed by East Pennsboro and the changes were very positive.

**Derek Peters** – 13 N. Market Street, Duncannon.

Mr. Peters commented that the new flower shop on the square looks great and asked how to create more positive change in the downtown area.

Mr. Kirkhoff stated that there is a Revitalization committee meeting on the second Tuesday of each month at the borough building and all are welcome to attend and share ideas.

**Norman Rosen** – 722 N. Market Street, Duncannon.

Mr. Rosen stated that a 'stop-gap' measure is needed to correct the current financial position of the Borough. He stated that some Borough equipment is underutilized and could be shared with another municipality.

**Alice Gerow** – Ms. Gerow asked if the proposed tax increase would be a one-time increase or if it would remain for years to come.

**Scott Cromleigh** – 221 Center Street, Duncannon.

Mr. Cromleigh asked if there would be repercussions for ending the police contract.

**William Hamilton** – Mr. Hamilton asked if the Borough was provided with reports stating the activities of the Penn Township Police each month.

**Linda Britcher** – 118 N. High Street, Duncannon.

Ms. Britcher asked why the dumpster rates were higher in Duncannon than nearby municipalities. She stated that she would like to see an outside trash collector considered.

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

**Council Vacancy** – Four citizens submitted letters of interest in filling the vacant Council seat left by Mr. Leonhard's resignation. Letters were received from Mr. John Cappawana, Mr. John Guarnera, Mr. Mike Wolfersberger, and Mr. Christopher Adams.

A motion was made by Mr. Croutharmel to appoint Chris Adams to the vacant position on the Duncannon Borough Council. The motion was seconded by Ms. Young and failed after a roll call vote. Yes votes: Mr. Croutharmel, Ms. Young, and Mr. Nace. No Votes: Mr. Eppley, Mr. Kirkhoff, and Mr. Williams.

A motion was made by Mr. Kirkhoff to appoint Mike Wolfersberger to the vacant position on the Duncannon Borough Council. The motion was seconded by Mr. Williams and failed after a roll call vote. Yes votes: Mr. Eppley, Mr. Kirkhoff, and Mr. Williams. No Votes: Mr. Croutharmel, Ms. Young, and Mr. Nace.

Mr. Mike Wolfersberger stated that he has been an active member of the community for many years. In order to help the Borough he volunteers on the Joint Operations Advisory Board, The Municipal Authority, and doing electrical work at the wastewater treatment plant. He stated that he wants good things for this community and will make decisions based on what is best for Duncannon if appointed to the Borough Council.

A motion was made by Mr. Williams to appoint Mike Wolfersberger to the vacant position on the Duncannon Borough Council. The motion was seconded by Mr. Kirkhoff and failed after a roll call vote. Yes votes: Mr. Eppley, Mr. Kirkhoff, and Mr. Williams. No Votes: Mr. Croutharmel, Ms. Young, and Mr. Nace.

Mr. Edward Ream, the Vacancy Chair will be contacted and asked to set up and advertise a meeting of the Vacancy Board.

**Mayor Conrad** – Mayor Conrad sent a letter stating that he is in declining health and will be moving out of the Borough. He included his resignation as mayor effective November 30, 2016.

### **PRESENTATION**

#### **Mr. William Seigel – SEDA-COG**

Mr. Seigel summarized how the joint water venture with Penn Township could be beneficial to both municipalities. He explained the grants that have been obtained and those that could be gained from a joint project.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

Mr. Rogalski stated that the audit of the sewer plant has been completed.

Nutrient credits are needed for compliance and they could not be obtained at the online auction.

Silver Spring Township has Nutrient credits available for \$2 each. An agreement has been drawn up so that they may be purchased.

Mr. Rogalski will be speaking on behalf of the Borough at the meeting with the department of Environmental Protection on Monday regarding the sewer plant violations.

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

PESI provided a written report.

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

Mr. Dissinger provided a Nutrient Credit purchase agreement with Silver Spring Township to be considered.

A motion was made by Mr. Williams to authorize the Borough Manager to enter into the contract with Silver Spring Township to purchase nutrient credits for the waste water treatment plant. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Williams asked that tree trimmings be defined in the Open Burning Ordinance to be limited to trimming no larger than 2 inches in diameter.

#### **FIRE PROTECTION –**

Mr. Eppley reported that he attended the fire protection meeting on October 25, 2016 and the Duncannon Fire Company would like to purchase new equipment in 2017. They would like to purchase a new pumper and a new aerial truck as the current apparatus has passed their life spans.

**BOROUGH MAYOR – The Honorable Jack Conrad**

A motion was made by Mr. Kirkhoff to prepare a plaque and or gift for Mr. Conrad celebrating his many years of service to the Duncannon Borough. Cost of \$100.00 will be covered by donation. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A written report was provided by Anthony Klase, Duncannon Borough Codes Enforcement Officer.

Mr. Joe Landis of the Penn Township Police Department provided a report.

Mr. Landis stated that Chief Pickles is no longer with the department and the he (Mr. Landis) is the administrator until a new chief is hired. He is in the process of re-vamping the department, however they are still providing 24/7 coverage.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**BOROUGH MANAGER – Mr. Chris Courogen**

A written report was provided.

Mr. Courogen reported that two water samples in the borough came back high for lead and therefore the Department of Environmental Protection (DEP) is requiring educational information regarding the hazards of lead be provided to residents.

A planned power outage is planned for Thursday, November 17, 2016 to replace a pole on Apple Tree Alley near Quick Mart. Notices were hand delivered to residents who may be affected.

Pole inspections and replacements had been done routinely each year until about 2013 and that process should be reinstated.

**APPROVAL OF TREASURER’S REPORT**

Ms. Young made a motion to accept the November 2016 Treasurers report subject to audit. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**RATIFICATION AND APPROVAL OF BILLS**

Ms. Young made a motion to approve and ratify the bills as presented. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**COUNCIL COMMITTEE REPORTS**

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

Mr. Eppley asked that the \$20,000.00 budgeted for a dump truck in the 2017 budget be removed as a truck has been purchased.

A motion was made by Mr. Williams to pass resolution #2016-7 allowing the borough work crew to dispose of unneeded equipment including a roller, sewer router, and a utility trailer. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

A proposed 2017 Duncannon Borough budget will need to be advertised for the public to consider.

The proposed budget provided has millage increases.

Mr. Croutharmel summarized the negotiations that took place between Duncannon and Penn Township regarding the Police Services contract.

A motion was made by Mr. Williams to remove the Police Services line item from the 2017 proposed budget. The motion was seconded by Mr. Croutharmel and passed with a unanimous roll call vote.

Mr. Morgan will review the changes to the proposed budget and adjust the millage rate for 2017.

A motion was made by Mr. Croutharmel to adjust the fire tax to .48 mills making the donation to the Duncannon Fire Company \$25,000.00 for 2017. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

The proposed tax increases for 2017 are .32mills for the general rate and .48 for the fire tax, for a .8 mill total increase.

A motion was made by Mr. Williams to advertise the proposed budget for 2017 as amended, showing a .8 mill tax increase and also advertise the proposed tax ordinance for 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

Mr. Williams stated that Winterfest would be held on Sunday, November 27, 2016 at the Clark's Ferry Tavern. The event will include craft, the tree lighting, and Santa.

A Recreation Board 'Night of Music' fundraiser will be held in conjunction with the Duncannon EMS on Saturday, December 3, 2016.

Mr. Williams reported that the New Year's Eve Sled Drop would be held on the lawn at the Clark's Ferry Tavern on December 31, 2016. The celebration will begin at 10:00 p.m. and run until 12:30 a.m. on January 1, 2017.

Ms. Young thanked all who helped and participated in the Duncannon Halloween parade and contributed to its success.

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

A motion was made by Mr. Nace to appoint Mr. Robert Kroboth as Finance Director and Treasurer of the Duncannon Borough at a salary of \$45,000.00 annually with no medical benefits effective November 28, 2016. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

Mr. Croutharmel stated that the fourth quarterly payment to Penn Township is past due for Police services.

A motion was made by Ms. Young to pay Penn Township \$25,000.00 for police services for the months of October and November, 2016. Include with the payment a letter terminating police services in the Borough of Duncannon as of November 30, 2016. The motion was seconded by Mr. Croutharmel and passed with a 5-1 roll call vote with Mr. Eppley dissenting.

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

Mr. Kirkhoff stated that the Butchershop Road culvert project should be scheduled for completion in 2017. Highway Aid funds should be available for this project.

**UTILITIES –**

Mr. Kirkhoff reported that energy efficient lighting should be a Borough priority.

**SPECIAL COMMITTEE REPORTS**

**REVITALIZATION & DEVELOPMENT – Mr. Croutharmel, Chairman**

A representative from Underground Skate parks attended the last meeting and expressed interest in building a multiuse skate park in the borough.

**OPERATING AUTHORITY COMMITTEE – Mr. Robert Finnen, Chairman**

The Municipal Authority has been preparing for the upcoming meeting with DEP in which Engineer Rogalski will lead discussion for the borough.

Mr. Finnen reported that Joint Operations Advisory Committee passed a motion to explore funding options for up to \$3,000,000.00 to upgrade the WWTP. He would like council to be aware that this upgrade is something the JOAC is considering.

**NEW BUSINESS**

A motion was made by Mr. Croutharmel to direct the Manager to solicit quotes from outside trash hauling services. Quotes should include pricing and services available. The motion was seconded by Mr. Nace and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Bob Finnen** – Mr. Finnen thanked council for their hard work and commitment.

**Annette Mullen** – Ms. Mullen inquired into the planned power outage and what areas would be affected.

**ADJOURNMENT** - The next regularly scheduled Borough Council Meeting is set for December 20, 2016 at 7:00PM. A motion was made by Mr. Williams to adjourn at 12:04am on November 16, 2016. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary

APPROVED