

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
December 20, 2016**

Call to order: Darryl Croutharmel, Vice President of Council called the meeting to order at 7:00 p.m. on December 20, 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, Roger Williams, Jeffrey Kirkhoff, Christie Young, & Christopher Adams

Others Present: Borough Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Vicki Aycock, PESI – Kevin Hoch, Todd Mace, Finance Director – Robert Kroboth.

Citizens Present: Kathy Smith, Chris Tomlinson, John Cappawana, Tim Auxt, Edward Ream, Bob Finnen, Jim Ryan, Genevieve Conrad, Byron Worner, Jackie Green.

PRESENTATION - President Nace presented a plaque for Mayor Conrad to his wife Mrs. Genevieve Conrad. The plaque was presented as a thank you for Mayor Conrad's many years of service to the Borough of Duncannon as a Council Member, Mayor, and Committee Member.

Mrs. Conrad presented the Mayor's report for December 2016 and it was read aloud by Mr. Nace.

MINUTES – Minutes were presented for the November 15, 2016 Council meeting and the November 22, 2016 meeting of the Vacancy Board.

Ms. Young made a motion to approve the meeting minutes for November 15, 2016 and November 22, 2016 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Mr. John Cappawana submitted a letter stating his interest in appointment to the position of Mayor.

A motion was made by Ms. Young to appoint John Cappawana as Mayor of Duncannon. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Cappawana was sworn in by acting Mayor Nace.

Two letters of violation were received from The Department of Environmental Protection (DEP) regarding repeated failures in the water system and the need for distribution of information on the dangers of lead in the water.

A letter was received from the Penn Township Board of Supervisors stating their acceptance of the \$25,000.00 payment for contracted Police Services in the months of October and November, 2016.

Correspondence from the Penn Township Police Department stated that the contracted Police services between the Borough of Duncannon and Penn Township ended as of 2400hrs on November 30, 2016.

GENERAL REPORTS

BOROUGH ENGINEER – Ms. Vicki Aycock, Pennoni Associates

Ms. Aycock presented a written report.

A motion was made by Mr. Croutharmel to authorize Pennoni to accept bids for the installation of a liner in the Duncannon reservoir. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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 stated that he would like to discuss a possible litigation item in executive session later in the meeting.

FIRE PROTECTION – Chief Byron Worner

Chief Worner summarized the status of the current apparatus owned by the fire company.

The next Fire Protection meeting will be held at the Duncannon Fire station on Tuesday, February 28 at 7:00pm.

Chief Worner stressed the need for an increase in funding to the Fire Company.

BOROUGH MAYOR – Mr. John Cappawana

No Report.

CODES- Mr. Anthony Klase

Mr. Klase provided a written summary report and an update on 630 High Street.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided.

In addition, Mr. Courogen reported that the boil water advisory had been lifted and lead education information has been provided to borough residents.

The comminutor at the waste water treatment plant (WWTP) has stopped working. It has since been removed for inspection and an estimate for repair costs is being completed.

A motion was made by Mr. Nace to approve up to \$20,000.00 for repair of the comminutor. Funds to be taken from the Timber fund if necessary. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Nace to appoint Mr. Kirkhoff, Mr. Finnen, and Mr. Courogen to a sewer committee for the purpose of addressing maintenance issues including preparing a time table for DEP. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to advertise the 2017 Joint Operations Advisory Committee meetings for the third Thursday of each month at 6:30pm. Meetings will be held at the Duncannon Borough building. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize a loan from the Timber fund or the Pennsylvania Local Government Investment Trust (PLGIT) monies in the timber fund to be repaid when tax revenue is received in 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to pay the final \$12,934.55 to Rogele Inc. for completion of the Market Street sewer line replacement. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Courogen reported that two notices of violation were received from DEP. One violation was regarding the lead education information distribution and the second addressed the new pump installation at the booster station.

APPROVAL OF TREASURER'S REPORT

Ms. Young made a motion to accept the December 2016 Treasurers Report/Weekly Banking Review subject to audit. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

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

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that the work crew had been working on refurbishment of the newly acquired dump truck. The truck is in good condition and will be a useful addition to the borough fleet.

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

The 2017 budget was presented as advertised.

A motion was made by Ms. Young to approve the 2017 Duncannon Borough budget as advertised. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to adopt Ordinance No. 406 of 2016, Fixing the Tax Rate for 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to approve Robert Morris to perform the 2014 audit subject to review of the engagement letter by solicitor Dissinger. Audit cost not to exceed 5% above the cost in the original 2014 engagement letter. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A schedule for newsletter preparation and distribution will be prepared for 2017.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams stated that Winterfest at the tavern was a success and well attended.

He reported that the Night of Music went smoothly and did well despite competing with PSU in the Big Ten Championship.

The Sled Drop will be held on New Year's Eve at the Clark's Ferry Tavern. The event will begin at 10:30pm. There will be food, door prizes, wooden nickels, and entertainment.

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

No report.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

The committee has been reviewing the emergency response plan.

Ordinance No. 407 of 2016, an Ordinance for the prevention and control of air pollution; Defining certain terms used herein; providing for regulations, exception, enforcement orders, responsibility of owners and operators, penalties, unlawful conduct, public nuisances and validity was presented.

A motion was made by Mr. Croutharmel to change 94-3 section C, part 7 to read as follows: In Multi unit dwellings, portable fireplaces, fire pits, chimineas, or any sources of open flame may not be used on porches or decks unless the porch or deck is constructed from non-flammable materials and is not covered by any roof or other structure. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise Ordinance No. 407 of 2017 with corrections as stated. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff stated that an issue of sight distances at the square had been brought to the committee by a resident. The committee will take this issue into consideration.

Engineer Aycock will check into the issue with Local Technical Assistance Program (LTAP) representatives at Pennoni.

Twelve Snow Emergency Route signs will be replaced throughout the Borough.

Mr. Wolfersberger asked why High Street had been designated as a snow emergency route instead of Market Street.

UTILITIES –

Mr. Williams stated that more LED lighting is need in the square area and that the chainsaw on the line truck needs replaced.

A motion was made by Mr. Williams to approve the purchase of an LED lighting fixture for center square, cost not to exceed \$400.00 from the electric funds streetlight line item. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Williams to replace the chainsaw on the electric line truck, cost not to exceed \$400.00 from the electric account. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Williams reported that a sludge hauler would need to be brought in to haul liquid sludge as the belt press has been problematic. The costs involved would be significant enough that the bid process will be required.

A motion was made by Mr. Nace to authorize the manager to coordinate with the Sewer Committee and PESI to prepare a request for proposal (RFP) for sludge removal at the WWTP for 2017. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

EXECUTIVE SESSION –

A motion was made by Mr. Nace to enter Executive Session at 9:15pm to discuss potential litigation against the Borough of Duncannon. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Mr. Nace to re-enter regular session at 9:38pm after discussing potential litigation against the Borough in Executive session. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

No action was taken in regards to executive session discussions.

NEW BUSINESS

Committee meetings times and dates for 2017 will be determined at the January, 2017 council meeting.

PUBLIC COMMENT

Greg Rogalski – Pennoni Associates – Mr. Rogalski stated that Engineer Brown would be retiring at the close of 2016. Mr. Rogalski and Ms. Aycock would be representing Pennoni at the Duncannon Borough Council meetings for 2017.

Byron Worner – Duncannon Fire Chief – Mr. Worner asked when the millage rate for the fire tax had been changed from what was discussed at the finance meetings. He would like to have better communication between the Borough and the Fire Department.

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for January 17, 2017 at 7:00PM. A motion was made by Mr. Williams to adjourn at 10:05pm on December 20, 2016. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED