

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
FEBRUARY 21, 2017**

**Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on February 21, 2017. 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, & Mayor John Cappawana.

**Others Present:** Borough Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Greg Rogalski, PESI – Kevin Hoch, Finance Director – Robert Kroboth.

**Citizens Present:** Karl Conrad, Bob Finnen, Jim Ryan, Lewis Howell, Matthew Meiser, Sean O'Shell, Kathy Smith, Nancy Gavin, Tyler Harrison, Maryann Landis, Steve Hile, and Jackie Green.

**MINUTES** – Minutes were presented for the January 19, 2017 Council meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for January 19, 2017 as presented. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Nancy Gavin** – Ms. Gavin had questions regarding the parking restrictions on the square of Duncannon and the enforcement of these restrictions.

Mr. Nace provided Ms. Gavin with Ordinance No. 398, An Ordinance Regulating Traffic and Parking in the Borough of Duncannon and Repealing Prior Ordinances Regulating the Same Subject.

Ms. Gavin also stated that the two hour parking on the square is not enforced and that is also a problem for businesses.

**Deputy Sheriff Steve Hile** – Deputy Sheriff Hile will be running for Sheriff as the current Sheriff is retiring. He introduced himself to the Council members and citizens present.

**Lewis Howell** – Mr. Howell stated that residents are not cleaning up after their dogs and would like to see more enforcement on this issue.

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

A motion was made by Mr. Williams to appoint Mr. Ron Leonhard as the Duncannon Borough Vacancy Chairman. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Bob Finnen submitted a letter of resignation from the Duncannon Municipal Authority effective March 1, 2017.

An invitation was received from the Duncannon Fire Company for their annual banquet for a council member and one guest. Anyone interested should see Mr. Nace for information.

The Pennsylvania State Police sent a letter stating that they are aware that Duncannon is no longer covered by Penn Township Police and therefore they have begun full coverage in the borough.

### **GENERAL REPORTS**

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

Mr. Rogalski presented a written report.

Mr. Rogalski stated that he had reviewed the bids received for Contract 2017-1, the Trout Run Reservoir liner. He provided a summary of the bids and recommended awarding the project to the low bidder, Atlantic Lining Company Inc. of Jobstown, New Jersey.

Mr. Rogalski also recommended beginning the Chestnut Street portion of the water line upgrade immediately.

A motion was made by Mr. Croutharmel to award the Trout Run Reservoir liner replacement to Atlantic Lining Company with their bid of \$52,985.00. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

A motion was made by Mr. Croutharmel to authorize Pennoni Associates to move forward with the Chestnut Street portion of the Community Development Block Grant Program (CDBG) water improvement project.

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

PESI provided a written report.

In addition Mr. Hoch stated that a pump is out of service at the wastewater treatment plant and that the sludge dumpster has been pulled, cleaned, and replaced.

He also stated that there is a very hot pipe that is most likely clogged at the headworks building.

#### **BOROUGH SOLICITOR – Mrs. Mary Dissinger, Dissinger and Dissinger**

No Report.

#### **FIRE PROTECTION – Mr. Karl Conrad**

Mr. Conrad reported that the truck aeriels have passed inspection and the tower truck will inspected in April, 2017. They believe the brakes may need replaced at an estimated cost of \$7500.00. With the age of the truck, it may be taken out of service.

**BOROUGH MAYOR – Mr. John Cappawana**

No Report.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Mr. Klase provided a written summary report.

Mr. Klase added that he has been monitoring the vehicles parked in the square area for violations of the two hour parking limit whenever possible.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

No report.

**BOROUGH MANAGER – Mr. Chris Courogen**

A written report was provided.

There was discussion regarding the Butchershop Road culvert project. Mr. Courogen stated that the culvert may be in Penn Township and a survey of the property may be in order.

Mr. Eppley stated that he has list of other area in Duncannon that need definitive boundaries marked as well.

Mr. Courogen added that the application for phase two of the Early Intervention program should be submitted as soon as possible. The 25% that the Borough for which the Borough would be responsible can include in-kind services.

A motion was made by Mr. Croutharmel to adopt Resolution 2017-1, A Resolution of the Borough of Duncannon, Perry County, Pennsylvania, Requesting a Phase 2 Early Intervention Grant from the Pennsylvania Department of Community Development. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Ms. Young to adopt Resolution 2017-2, a Resolution of the Duncannon Borough supporting partnership with The Nature Conservancy for purposes of Drinking Water Protection and Forestland Preservation. The motion was seconded by Mr. Croutharmel and passed with a 6-1 roll call vote, Mr. Eppley dissenting.

**APPROVAL OF TREASURER'S REPORT**

A motion was made by Mr. Croutharmel to accept the Treasurers Report/Weekly Banking Review dated January 31, 2017 subject to audit. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

## **RATIFICATION AND APPROVAL OF BILLS**

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

## **PRESENTATION OF THE EARLY INTERVENTION (EIP) PLAN REPORT**

The Early Intervention program report for the Borough of Duncannon was presented. Mr. Mark Morgan was available to answer and questions.

A motion was made by Ms. Young to accept the EIP report funded in part by the Commonwealth of Pennsylvania Department of Community and Economic Development as presented. The motion was seconded by Mr. Croutharmel and passed with a 5-2 roll call vote, Mr. Williams and Mr. Eppley dissenting.

**BREAK** – 9:20 p.m. to 9:31 p.m.

## **COUNCIL COMMITTEE REPORTS**

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

Mr. Eppley reported that there are areas in the borough that need to be surveyed for definitive boundaries. He would like to solicit quotes to have this done. These areas include Susan St. to Fritz St. along the old railroad line, the Butchershop Rd. culvert, the recycling center area, Carvers Hill at the salt shed, and the area where Ann St. and Cumberland St. meet on Creek Road.

Mr. Williams stated that he will have Act One surveyors come to the next Facilities meeting to discuss our needs as they may have surveyed these areas in the past.

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

Mr. Jay Wenger, financial advisor stated that now may be the time to re-new efforts to gain loans for the financing of the water and sewer projects as the audits are close to completion.

A motion was made by Mr. Kirkhoff to direct Mr. Jay Wenger to pursue options in securing loans for water and sewer projects, \$300,000.00 for water projects and \$500,000.00 for sewer projects. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Ms. Young to utilize Robert Morris and Company to complete the 2015 Duncannon Borough Audit, cost not to exceed the 2013 engagement letter plus 10%. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

Mr. Williams reported that Duncannon is registered for National Night Out (NNO) 2017. NNO will be held on Tuesday, August 1, 2017.

The Parks and Recreation committee has approved the Duncannon Appalachian Trail Committees (DATC) request to have a winery set up at the DATC Festival. Mr. Williams will meet with the winery representative to see what they need in regards to location and space.

A bluegrass festival is being considered for the summer and may be held in conjunction with a screening of a movie about the Appalachian Trail.

Sledfest is moving forward with cooperation from the Hooligans Car Club of central Pennsylvania.

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

No report.

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

Ordinance #407 of 2016 was presented for review and consideration.

A motion was made by Mr. Kirkhoff to adopt Ordinance #407 of 2016, an Ordinance of the Duncannon Borough, Perry County, Commonwealth of Pennsylvania, 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. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Croutharmel took over the responsibilities of the President as Mr. Nace made a presentation regarding EMS operations. Mr. Nace provided a written report and offered to answer any questions.

Mr. Nace resumed his responsibilities as president.

Chief Worner of the Duncannon Fire Company reported that the Fire Protection Committee meeting currently scheduled has been postponed and will be rescheduled.

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

Mr. Kirkhoff reported that the traffic engineer from Pennoni Associates had the opportunity to study the traffic and parking in the square area and recommended that the ordinances were in order and there was no need for changes. New, more visible signage is recommended.

The signs on Cumberland Street beside the former Miller's News Stand currently state 15 minute parking. The signs should be changed to 2 hour parking per the ordinance.

A spring clean-up day will need to be scheduled with the possibility of having an electronics acceptance either on our own or in conjunction with another municipality.

Mr. Nace stated that there is a meeting in Marysville on January 31, 2017 regarding the possibility of a multi-community gas line.

**REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman**

Mr. Adams reported that the Revitalization and Development committee will be reviewing the Property Maintenance Code.

**UNFINISHED BUSINESS**

**Matt Meiser, Forester** – Mr. Meiser presented a proposal for a 2071 timber cut and sale. He was available to answer any questions from Council members.

The proposal will be reviewed by the solicitor and be placed on the agenda for the March, 2017 Duncannon Borough Council meeting.

**Operating Authority –**

Solicitor Linus Fenicle stated that a vote had been taken in September by the Duncannon Borough Council to convert to an Operating authority by March 31, 2017. He expressed concern that the steps necessary for a successful transition had not been taken.

A motion was made to rescind the motion from September 2016 to move forward with the creation of an operating authority for sewer. The motion was seconded and passed with a roll call vote, Mr. Adams. Mr. Kirkhoff, Mr. Williams dissenting.

**NEW BUSINESS - NONE**

**PUBLIC COMMENT - NONE**

**ADJOURNMENT** - The next regularly scheduled Borough Council Meeting is set for March 21, 2017 at 7:00PM. A motion was made by Mr. Eppley to adjourn at 12:04pm on February 22, 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary