

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

**Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on March 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 (arrived 8:00p.m.), Frank Eppley, Roger Williams, Jeffrey Kirkhoff, Christie Young, Christopher Adams, & Mayor John Cappawana.

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

**Citizens Present:** Kathy Smith, Rev. Beth Martini, Tim Auxt, Calvin King, Harriet King, Alice Gerow, Mike Wolfersberger, Maryann Landis, Keith Wolford, John Guarnera, Heidi Kunka, Luke Roman, Tyler Harrison.

**MINUTES** – Minutes were presented for the February 15, 2017 Special (water) Council meeting and the regularly scheduled February 21, 2017 Council Meeting.

A motion was made by Ms. Young to approve the meeting minutes for February 15, 2017 and February 21, 2017 as presented. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Rev. Beth Martini** – Rev. Martini is the minister at Christ Lutheran Church in Duncannon. The church tested for higher than acceptable lead levels. Rev. Martini asked what the borough was doing to find problem areas in the service lines. Manager Courogen stated that the borough is mapping areas where higher lead levels may be concentrated and he would like to add Christ Lutheran to the list of properties where the water will be tested on a more regular basis.

**Tim Auxt** – Mr. Auxt was thought it was stated at a previous meeting that all of the goosenecks in the borough system were lead goosenecks. That is not the case, the borough will be attempting to identify if there are any lead goosenecks in the system and if so they will be replaced.

**Harriet King** – Mrs. King thanked the Borough for their cooperation in last year's Day of Hope sponsored by No Way Out Ministries. They would like to hold the event again this year and provided a completed special event permit.

A motion was made by Mr. Williams to waive the fee for the event permit and facility use. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

**Alice Gerow** – Ms. Gerow inquired as to whether citizens were welcome to attend the finance committee meetings. Finance Committee meetings are public meetings and all are welcome to attend.

**John Guarnera** – Mr. Guarnera asked when payments were considered late and assessed late fees. Payments that are in the 'drop box' are accepted until staff arrival on the day after the due date. Mr. Guarnera stated that he had put in a work order for a couch to be picked up and it was never executed. He recently received a notice from codes enforcement regarding the couch and feels office staff should be made aware of codes notifications. He also has bamboo that has not been removed by the borough crew.

**Heidi Kunka** – Ms. Kunka is a member of the Christ Lutheran Church and asked for clarification on the lead in the water and the steps being taken to identify problem areas and create resolutions.

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

There has been no response to the call for a volunteer to fill the vacancy on the Municipal Authority.

Pennsylvania Department of Transportation (Penn DOT) will be conducting traffic counting.

Laura Steele is organizing a memorial wall in Perry County through the Girl Scouts Ambassador program.

Official notification was received from the Department of Community and Economic Development that the Borough has received a \$100,000.00 phase two EIP grant with a \$17,000.00 borough match. The borough match can consist of in-kind services.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER – Ms. Vicki Aycock, Pennoni Associates**

A written report was prepared by Mr. Greg Rogalski and provided to council members.

Ms. Aycock provided a summary of the bid tabulation for Contract 2017-2, Liquid Sludge Removal and Disposal.

Ms. Aycock recommended that the Borough accept the bid from Litzenberger's Septic Service while rejecting item numbers 1.2 & 1.3 on the bid contract.

A motion was made by Mr. Kirkhoff to accept the bid for sludge removal from Litzenberger's Septic Services in the amount of \$66,000 while rejecting 1.2 & 1.3 on the contract. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A motion was made by Mr. Williams to authorize the engineer to prepare bid documents for the replacement of the influent pump at the wastewater treatment plant (WWTP). The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

PESI provided a written report.

In addition Mr. Hoch stated that February's DMR reports have also been completed with no violations.

Kappe is working on the comminutor and they are waiting for one part before it can be completed.

The WWTP connection to the city water has been completed.

PSI pumping Solutions will be inspecting the Alum Feed System on Wednesday, March 22, 2017.

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

No report.

**FIRE PROTECTION – Chief Byron Worner**

Chief Worner stated that the fire company received a state grant for \$15,000.00.

The tower truck passed the PA state inspection.

The dry hydrant was used in the efforts to combat the fire at Tubby's Nightclub. It performed well however it did become blocked a few times. Chief Worner thanked the Borough crew for plowing out access to the dry hydrant.

The next community fire protection meeting will be held on Tuesday, March 28, 2017 at the firehouse in town.

**BOROUGH MAYOR – Mr. John Cappawana**

No Report.

**CODES ENFORCEMENT- Mr. Anthony Klase**

Mr. Klase provided a written summary report.

**BOROUGH SECRETARY – Mrs. Kathy Bauer**

Mrs. Bauer asked that all statements of financial interest be filled out and returned to the Borough office as soon as possible.

**BOROUGH MANAGER – Mr. Chris Courogen**

A written report was provided.

Mr. Courogen added that Josh Parrish of the Nature Conservancy would be bringing a representative from the state Department of Conservation and Natural Resources (DCNR) to the watershed on Thursday to appraise the value of a possible conservation easement.

Mr. Courogen met with Act One Surveyors regarding the Boroughs survey needs and they are preparing an estimate for services.

A report was received from the Department of Environmental Protection (DEP) regarding the WWTP citing 'no fault' in 2014.

DCED recommended that the Borough apply for a phase three grant through the EIP program to perform on of the recommendations in the EIP report. Mr. Courogen stated that a feasibility study on joining with Penn Township and a rate study were both recommendations on the EIP report.

A motion was made by Mr. Nace to file an application for a phase three grant through DCED's EIP program to complete a feasibility study on joining the Borough with Penn Township. The motion was seconded by Ms. Young and failed with a roll call vote. Mr. Adams, Mr. Williams, Mr. Kirkhoff, Mayor Cappawana dissenting.

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

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated February 28, 2017, subject to audit. The motion was seconded by Mr. Williams 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. Adams and passed with a unanimous voice vote.

### **COUNCIL COMMITTEE REPORTS**

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

Mr. Eppley reported that the truck purchased from Penn Township worked well throughout the snow storm but should have a set of chains.

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

Mr. Kroboth noted that the workman's compensation insurance premiums for the Fire Company had not been billed to Penn or Wheatfield Townships for 2014, 2015, or 2016. Invoices have been sent, broken down by year.

A draft of the 2014 audit has been received.

The engagement letter for the 2015 audit has been signed and a completion date of May 15, 2017 was requested.

The Public Safety Committee will meet with Chief Worner to determine the best way to disperse the fire tax.

The committee has been discussing for a way to transition from taking cash payments at the Borough Office.

Cost comparisons are being researched on options to update the Borough website.

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

Mr. Williams reported the Mr. Croutharmel will be the coordinator for Nation Night Out (NNO) 2017.

A motion was made by Mr. Williams to purchase five, 4X6 banners for NNO at the cost of \$165.00 if they cannot be obtained through a contribution from TARGET. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Buddy Boy Winery will need a letter stating the road closures that have been approved by council for the 2017 Duncannon Appalachian Trail Community (DATC) festival so that they may obtain the proper permits.

A motion was made by Mr. Williams to provide Buddy Boy winery with the proper documentation stating the Borough Council approval of road closures for the 2017 DATC festival. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

The ‘Summer Shine’ car show is in the planning stages and will be held at Cooper Field.

The Recreation Board has decided not to hold a ‘Spring Fling’ this year.

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

A motion was made by Mr. Nace to appoint Mr. Mike Wolfersberger to the Sewer Committee for short term sewer issues. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

Mr. Croutharmel and the committee will discuss the best way to distribute the fire tax monies.

They plan to meet with a representative from the fire company and gather information from other communities who have fire tax revenues.

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

Mr. Kirkhoff reported that the committee has been monitoring parking in the square of Duncannon and there are no issues they wish to address. Mr. Courogen provided a memo with photos to support the determination.

A draft Consent Order and Agreement (COA) for the wastewater treatment plant was received from the PA Department of Environmental Protection. Mr. Greg Rogalski will negotiate the COA on the Borough’s behalf with input from borough solicitors.

Mayor Cappawana spoke on behalf of concerned residents stating that the snow clean-up should have been more thorough.

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

Mr. Adams reported that the Revitalization and Development committee did not meet as the Borough was in a snow emergency.

The committee will be reviewing the property maintenance code.

Mr. Nace asked if the committee could review the floodplain management ordinance and reach out to other communities to compare similar ordinances.

### **UNFINISHED BUSINESS**

Mr. Courogen stated that contributions for the newsletter will be accepted through Friday, March 24, 2017.

A date for spring clean-up should be determined so that it may be included in the newsletter as well.

A motion was made by Mr. Kirkhoff to have spring clean-up on April 22, 2017 to coincide with Earth Day activities. Cost not to exceed the 2016 cost plus 10%. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

### **NEW BUSINESS**

The PA State Association of Boroughs 2017 Annual Conference will be held June 5-8, 2016 at the Hershey Lodge. Mayor Cappawana and Ms. Young both expressed interest in attending.

A motion was made by Mr. Williams to pay the registration fee for Mayor Cappawana and Ms. Young to attend the 2017 PSAB conference. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

### **PUBLIC COMMENT**

**Tyler Harrison** – Mr. Harrison asked for clarification of the winery involvement at the DATC festival.

**ADJOURNMENT** - The next regularly scheduled Borough Council Meeting is set for April 18, 2017 at 7:00PM. A motion was made by Mr. Williams to adjourn at 9:10 on March 21, 2017. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary