

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
May 16, 2017**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on May 16, 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:** Kathy Smith, Jim Ryan, Maryann Landis, Tyler Harrison, Erica Sloan, Molly Cappawana, Sophia Cappawana, Mitch Gaylor, Shannon Fields, & Jackie Green.

MINUTES – Minutes were presented for the April 18, 2017 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for April 18, 2017 with Corrections. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

PUBLIC COMMENT

Mitch Gaylor – 902 N. Market Street, Duncannon.

Mr. Gaylor inquired as to whether poultry and undomesticated animals are permitted within the Borough.

Solicitor Dissinger stated he has reviewed the ordinance pertaining to this issue and that chickens are not permitted within the Borough.

Mr. Gaylor also inquired into the new burning ordinance as his neighbor has been burning trash, including plastic and paint.

Mr. Gaylor will be provided a copy of the Open Burning Ordinance and may complete a citizen action form regarding the improper burning.

Jackie Green – 4 Broadway Avenue, Duncannon

Ms. Green stated that there is a red car that is repeatedly driving well above the speed limit within the Borough. She was advised to call the PA State Police with the license number of the car if possible.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

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

Mr. Courogen stated that a second area code will be added overlapping the 717 area code.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was provided.

A motion was made by Mr. Kirkhoff to authorize the Solicitor to revisit the contract for the replacement of pump #1 and if necessary to rebid to include replacement of pump #2. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

The onsite demonstration of the screw press being considered for the wastewater treatment plant (WWTP) will take place on or around the 12th of June.

A motion was made by Ms. Young to authorize the engineer to prepare a bid for the installation of a new screw press at the WWTP. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The reservoir liner has been installed and testing and inspections will need to be completed.

The Chestnut St. water main replacement will go out to bid the week of May 22, 2017.

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

PESI provided a written report.

A large percentage of the water loss can be attributed to the reservoir draining and hydrant flushing.

Overall, the water loss percentage is trending downward.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

FIRE PROTECTION – Chief Byron Worner

A 2016 audit of the Duncannon Fire Company was provided to council members last month.

Chief Worner asked if there had been any consideration to including utilities as a contribution to the Fire Company or increasing the fire tax for 2018.

He reported that the aerial truck has been inspected and is in working order. The brakes may need replaced in the near future.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana suggested that a social media policy should be considered for Borough employees and Borough accounts.

He also suggested that the rules of order for public comment be included in the meeting agenda.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided.

Mr. Courogen reported that he is checking to see if insurance will cover any of the storm damage costs. The approximate cost for Borough crew and equipment is \$6,500.00, and \$13,400.00 for the services of Henkels and McCoy.

The crew worked throughout the day and night to return electric service to our customers. Food and drinks were delivered by Mr. Courogen and Mr. Nace. Solicitor Dissinger stated that this good deed is not a conflict of interest.

The crew attended a high wires rescue training course.

Mr. Courogen will be attending a regional growth management planning seminar.

The Community Development Block Grant (CDBG) workshop will be held on June 15, 2017.

Act One is in the process of surveying the salt shed area and cannot find the deed on file. They are reviewing the deeds of surrounding properties.

The survey for the Butchershop Road culvert will rely on information from the most recent Liquid Fuels maps.

Mr. Courogen reported that the electronics dumpster was filled by 8:45 a.m. on clean-up day and he would like to council to consider planning a second drop off day for Borough residents. He would also like approval to dispose of Borough surplus electronics at that time.

A motion was made by Mr. Williams to offer a second electronics dumpster for Borough residents, offering Penn Township the opportunity to share in the cost in order to include their residents. In the event Penn Township opts out, the borough will charge \$5.00 per item for those residing outside of the Borough. The manager will also dispose of the Boroughs surplus electronics at this time. Regular dumpsters will also be provided for the use of Borough Residents. A Duncannon & Penn Township cooperative event would run from 8:00AM – 1:00PM. A Duncannon only event would run from 8:00AM – 1:00PM, with non-Borough residents having the option to pay \$5.00 per electronic item for drop off between 11:00AM and 1:00PM. Date to be determined. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated April 30, 2017, subject to audit. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

A motion was made by Mr. Williams 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 roller has been purchased from Penn Township at the cost of \$200.00.

The Committee meeting for June has been cancelled for lack of agenda.

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

A motion was made by Ms. Young to appoint Ms. Young as the Borough Representative to the Tax Collection Bureau and Mr. Robert Kroboth as the alternate representative. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Ms. Young reported that the 2014 financial audit has been prepared and presented to the borough.

The 2016 & 2017 audits are out for bid.

The committee has been considering options to make communications with residents more user friendly.

PARKS & RECREATION – Mr. Roger Williams, Chairman

A motion was made by Mr. Williams to approve the special events permit submitted by the Duncannon American Legion for a Memorial Day Parade in the Borough, closing Market Street from the Sledworks to the VFW from 9:00AM to 1:00AM on May 27, 2017. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

The Summertime Shine Car Show will be held on June 4, 2017 at Cooper Field.

The Committee is working with the Borough Manager to plan an Appalachian Trail (AT) film and concert event. A date in June would be preferable. They are soliciting sponsorships for the event and plan to sell refreshments.

A motion was made by Ms. Young to allocate \$800.00 for the Fiddle and Film event to take place at Cooper Field, date to be determined. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Williams reported that Sledfest was a success and well attended, even with the rain.

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

A motion was made by Mr. Nace to hire Lisa Forbes to fill the part-time billing clerk position. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A motion was made by Mr. Nace to authorize the Solicitor to review the cable franchise agreement between the Borough and Blue Ridge Communications and prepare an ordinance to be reviewed by Council at the June meeting. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Paul Liddick submitted his letter of intent to retire on May 31, 2017.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

The committee did not hold a meeting in May due to the storm and power outage.

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

Mr. Kirkhoff stated that more streetlights are needed to complete the Market Street lighting.

The committee is looking into a grant from 3M for signage.

A motion was made by Mr. Nace to authorize the allocation of up to \$4000.00 from Highway Aid for signage that meets with Penn DOT specifications. The motion was seconded by Ms. Young and passes with a unanimous voice vote.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

Mr. Adams reported that the Revitalization and Development committee was in the process of creating a mock-up of the map with advertisements they would like to create and distribute.

Mr. Adams provided a flyer regarding flood risk cost.

A motion was made by Mr. Adams to survey resident needs for elevation certificates and investigate or negotiate a group rate RFP for elevation Certificate surveys. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Adams to enroll the Borough in the National Flood Insurance Rating System through the Federal Emergency Management Agency (FEMA). The motion was seconded by Mr. Nace and passed with a unanimous voice vote.

UNFINISHED BUSINESS - NONE

NEW BUSINESS - NONE

PUBLIC COMMENT - NONE

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for June 20, 2017 at 7:00PM. A motion was made by Mr. Williams to adjourn at 9:07PM on May 16, 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED