

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
September 19, 2017**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on September 19, 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, PESI – Kevin Hoch, Finance Director – Robert Kroboth.
- Citizens Present:** Sophia Cappawana, Sarah Hoffman, Erica Sloan, Mike Wolfersberger, Tyler Shultz, Tyler Harrison, Mike Grogan, Jim Ryan, Jackie Green, Byron Worner.

MINUTES – Minutes were presented for the August 15, 2017 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for August 15, 2017 with two corrections. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

PUBLIC COMMENT

Erica Sloan – 20 N. High St.

Ms. Sloan stated that she is in favor of allowing chickens in the borough.

She also expressed concern of the growing number of stray cats in the Borough. The stray cats are ruining her property and she would like to know what actions may be taken.

She added that there are some large potholes in Apple Tree Alley that should be on the Borough repair list.

Mike Grogan – 1016 N. Market St., Duncannon.

Mr. Grogan asked if anyone had considered that the growing number of skunks in the Borough may be in correlation to the number of chickens. He stated that he has caught ten skunks in the last five weeks, this number is unusually high.

Mr. Grogan asked if there would be a plan in place to control a flock disease outbreak or epidemic in the case chicken are permitted in the Borough.

Mr. Grogan stated that the large Borough workshop would need to have electric upgrades and corrections in order to install a generator.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Sophia Cappawana – Ms. Cappawana expressed interest in acting as a Junior Council member for the Borough.

Department of Environmental Protection (DEP) – A letter was received from DEP stating that the Duncannon Borough may cease lead and copper service line replacement.

GENERAL REPORTS

BOROUGH ENGINEER –Pennon Associates

Mr. Rogalski was unable to attend but provided a written report to council.

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

PESI provided a written report. Mr. Hoch summarized the report and stated that influent pump #1 has been delivered and installed. A test run will take place on Friday, Sept. 22, 2017.

Preconstruction meetings are taking place for the Chestnut Street water project. Work is set to begin October 2, 2017. Valves on High Street will be checked by PESI before project start.

Smoke testing equipment is ready and testing will take place, weather permitting.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger reported that the trash Request for Proposal (RFP) has been sent out and that bids are due back on October 2, 2017.

Solicitor Dissinger met with Josh Parrish of the Nature Conservancy to discuss and amend the watershed easement. Mr. Parrish will update the terms for the Borough to consider.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana is working to initiate the Junior Council member program in the Borough.

The planning of a Mayor's picnic will continue in the spring.

Mayor Cappawana attended a meeting of the Pennsylvania State Association of Boroughs (PSABs) on September 7, 2017. He was the rare representative from a small municipality and feels that the inclusion will be very beneficial to the Borough.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

Mr. Klase is working on a cockroach issue within the Borough, and working to determine what, if any actions can be taken.

Issues continue to arise with properties that have burned within the Borough. Solicitor Dissinger stated that an ordinance can be adopted that will 'capture' fire insurance monies so that owners cannot collect the money and walk away from the property.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized.

Mr. Courogen added that three vendors have visited the office regarding the Information Technology (IT) request for proposal (RFP).

The RFP for trash hauling is out and bids must be back by October 2, 2017.

The Borough has applied to take part on the Community Rating System (CRS) for floodplain management.

The Chestnut St. water project is set to begin on October 2, 2017. The Lincoln St. one way designation will be lifted and residents will be notified.

There were no electric shut-offs for the month of August.

APPROVAL OF TREASURER’S REPORT

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated August 31, 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 Ms. Young to approve and ratify the bills as presented. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

General Report – Fire Protection – Chief Byron Worner

Chief Worner reported that all pump apparatus have passed testing.

The property at 706 N. Market St. had a second fire. The Fire Marshall was called in for investigation. The State police had visited the property a day before the fire as boards had been removed from the back of the house leading the owner to believe someone may be inside.

Mr. Adams informed Chief Worner that he has been in contact with someone at Norfolk Southern regarding the possibility of a dry hydrant.

A cooperative effort to plan a carnival for Duncannon is underway.

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that he is working with Mike Criley to form a long term plan for maintenance.

A new riding mower will need to be budgeted for the 2018 fleet. An estimated cost will be provided to the Finance committee.

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

A motion was made by Ms. Young to authorize the Borough Manger to retain accounting support for 2016 audit preparation. Accountant Mike Filanowski will be retained as an independent consultant at a cost not to exceed \$9,000.00. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Ms. Young reported that a round three grant application can be submitted by the Borough and suggested a study on the Borough utilities and rate structures.

A motion was made by Ms. Young to Authorize the Manager to submit the application for phase three of the Early Intervention grant through the Pennsylvania Community & Economic Development (DCED) for funding to study Borough utilities and existing rate structures. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Ms. Young reminded all council members to provide any budget request for 2018 to the Finance Committee as soon as possible.

Mr. Williams suggested updating the lighting in the backroom of the Borough building as it is used for various meetings and voting will be held here in November. Mike Wolfersberger and Mike Grogan estimated the cost for the upgrade at a cost of less than \$600.00 and volunteered to replace the lights.

A motion was made by Mr. Williams to allocate up to \$600.00 to replace the lighting in the backroom of the Borough office building with LED lighting. The motion was seconded by Ms. Young. The motion was withdrawn by Mr. Williams.

A motion was made by Mr. Croutharmel to allocate up to \$600.00 to replace the lighting in the backroom of the Borough office building with LED lighting. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that he has provided a budget wish list for 2017 to the finance committee.

The Halloween parade will be held on Saturday, October 28, 2017. Flyers have been distributed and the information has been posted to the website.

The Cove Mountain Community Theater group has volunteered to sing at Winterfest.

The plans for the New Year's Eve Sled Drop are well underway.

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

A motion was made by Mr. Nace to terminate the Borough employment of one public works employee effective immediately. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

The employee evaluation of the Borough Manager has been completed.

Mr. Nace recognized Foreman Criley for his dedication. He showed up at a moment's notice to the fire on Market Street in the case there may be a need for his services.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel reported that the committee discussed the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) requirements and completed National Incident Management System (NIMS) paperwork.

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

A motion was made by Mr. Kirkhoff to ratify the purchase of two streetlight arms at the cost of \$32.50. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to adopt Resolution 2017-6, Setting the Procedure for Disposing of Old Street Signs. The motion was seconded by Mr. Williams and passes with a unanimous voice vote.

Street signs will be available for purchase on Monday, September 25, 2017 at the Duncannon Borough Office. Cash will not be accepted.

Mr. Kirkhoff reported that the electronics recycling was a success and the dumpster was completely filled.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

The committee is working on a draft ordinance allowing chickens in the Borough to present to Council for consideration.

UNFINISHED BUSINESS

Mr. Eppley asked if a date was set for the Council approved timber cut. Mr. Courogen will contact Matt Meiser for an update.

NEW BUSINESS - NONE

PUBLIC COMMENT

Mike Wolfersberger – Mr. Wolfersberger asked if lights could be ordered immediately for the backroom upgrade. Mr. Courogen will work with Mr. Wolfersberger to order the lighting.

Byron Worner – Mr. Worner stated that the intersection of Market St. and Rachel St on the north side is inundated with mud and stones after any rain storm. Curbing would help to alleviate the problem.

Mike Grogan – Mr. Grogan inquired into the status of the Elm St. manhole and the bolts for Water Street manhole covers.

A motion was made by Ms. Young to adjourn at 9:20PM. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

The next regularly scheduled Borough Council Meeting is set for October 17, 2017 at 7:00PM.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED