

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

Call to order: Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on November 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, PESI – Kevin Hoch, Finance Director – Robert Kroboth.

Citizens Present: Sophia Cappawana, Diane Vranesic, Benjamin C. Jones, Josh Parrish, Kevin Bissonnette, Jim Ryan, Paul Smith, Tyler Harrison, Jackie Green, Brooks Mountcastle, Byron Worner.

MINUTES – Minutes were presented for the October 17, 2017 Council Meeting.

A motion was made by Ms. Young to approve the meeting minutes for October 17, 2017 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Diane Vranesic – 518 N. Market St., Duncannon.

Ms. Vranesic is in favor of allowing chickens in the Borough and would like to see the Ordinance passed.

Paul Smith – 4 Second St., Duncannon.

Mr. Smith is in favor of approval of the Nature Conservancy Conservation Easement.

Brooks Mountcastle - Appalachian Trail Conservancy.

Mr. Mountcastle has witnessed the work of the Nature Conservancy in other areas and urged the Council to approve the Nature Conservancy Conservation Easement. He stated that they have done very well with land preservation and control of invasive species.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Duncannon Fire Company – Boot Drive for Adopt-a-Family.

A motion was made by Mr. Williams to approve the Duncannon Fire Company's special events permit for a boot drive benefiting Adopt-a-Family. The event is scheduled for November 24, 2017 from 7:00AM to 7:00PM. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PSAB (Pennsylvania State Association of Boroughs) Annual Conference – June 10-13, 2018.
The annual conference will be held at the Hershey Lodge and is titled. “Put Your Heart Into Governing.” Monies have been budgeted for education purposes if any council members are interested in attending.

Perry County Planning Commission Memo–

Planning commission services are available for an annual fee.

Dissinger & Dissinger Fax –

Solicitor Dissinger sent correspondence clarifying the Sunshine Act as it relates to Borough Council members.

DEP (Department of Environmental Protection) –

The permit was received for the water main on Chestnut Street.

GENERAL REPORTS

BOROUGH ENGINEER –Pennonni Associates

Mr. Rogalski provided and summarized a written report to council.

Mr. Rogalski added that the Stone Mill Estates developers have agreed to an upgrade to the sewer lines on Clark Street. The agreement is in the preparation stages.

Well one is offline due to spikes in the PH levels. The mixing area will need to be moved further from the pump.

A motion was made by Mr. Nace to authorize Pennoni Associates to prepare permit application paperwork for the modification of the building at well one. Work to be completed by the Borough work crew. 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. Mr. Hoch summarized the report.

Mr. Hoch added the water loss percentage is being investigated. Low meter reads are being reviewed.

The digester pumps have been winterized.

The SBR (Sequencing Batch Reactor) was not decanting properly. A spare was put on and worked fine. Kevin stated that historically if one goes out, the next will follow shortly thereafter. He is getting quotes for another spare. Mr. Kirkhoff stated that it would be wise to have two on hand for back-up purposes.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger had no report.

Mr. Nace asked for the status of two past items of discussion; the missing Escrow check and the reimbursement for the crash on Market Street.

Duncannon Fire Company – Chief Byron Worner

Chief Worner had sent an e-mail on November 15, 2017 summarizing his request for a .65 mill fire tax.

BOROUGH MAYOR – Mr. John Cappawana

Mayor Cappawana has received a letter of interest for a Junior Council member position.

He spoke to the fourth graders at Susquenita Elementary School about his work as the Mayor of Duncannon.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

Mr. Kirkhoff addressed the ‘Lost Dog’ signs that have been an issue of contention within the community. He stated that he had asked the Borough Manager to have them removed as they have been up for quite some time and they are on practically every pole in the borough.

The signs will be removed by the Duncannon Borough work crew.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided and summarized.

Mr. Courogen added that AMP (American Municipal Power) of Ohio needs a letter designating them as our Agent for electric negotiations. We are in a contract with them until 2021.

Mr. Nace stated that PPL (Pennsylvania Power and Light) had a rate decrease last month.

A motion was made by Mr. Nace to forward the AMP of Ohio agreement designating them as the Boroughs agent in procuring electric to the solicitor for review. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Courogen thanked everyone for their patience during the completion of the Chestnut Street water project.

PCOG has reconstituted their appeals board. An appeal can be made to PCOG for an upfront fee of \$1000.00. Some funds may be returned if the actual cost is lower.

The Manager has been in contact with representatives from ASDA Wildlife. They have some ideas on how to control the buzzards. If the buzzards have migrated for the winter, the control measures will be held off until spring.

A motion was made to by Ms. Young to approve review of proposed employee benefit plans by the Borough Manager and plan renewal, cost not to exceed \$2516.76 per month. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Courogen plans to prepare a small newsletter and will include budget information and review Code Red information.

Mr. Courogen thanked Robert Kroboth for his one year of service with the Borough.

APPROVAL OF TREASURER'S REPORT

A motion was made by Ms. Young to accept the Treasurers Report/Weekly Banking Review dated October 31, 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. Kirkhoff and passed with a unanimous voice vote.

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that the general review of the electrical system at the shop has not been completed as the personnel to do so are not available.

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

The proposed budget for 2018 was presented for review.

A motion was made by Mr. Croutharmel to advertise the proposed 2018 budget with the following changes; the fire tax will be set at .00058 and the general real estate tax will be set at 3.42 mills. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise Ordinance #409 of 2017 with the following changes; The 2018 real estate tax rate is 3.42 mills for general purposes and .58 for fire protection purposes. Changes subject to solicitor review. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise Ordinance #410 of 2017 with a quarterly increase of \$15.00. Advertisement of the ordinance is subject to solicitor review and approval. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Ms. Young to advertise Ordinance #411 of 2017 with a change from \$15.00 per month to \$30.00 per month for base water fees. Advertisement of the ordinance is subject to review by the solicitor. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

A motion was made by Ms. Young to adopt Resolution 2017-7 amending the general fee schedule to set a new refuse collection fee. The Resolution increases the refuse collection fee by \$3.00 per

month to \$21.00. Dumpster fees also increase by \$3.00. Resolution will become effective the first billing cycle of 2018. The motion was seconded by Mr. Kirkhoff and passed with a 5-2 roll call vote, Mr. Croutharmel and Mr. Nace dissenting.

A motion was made by Ms. Young to release the 2017 recycling contribution to the Duncannon Boy Scout Troop 64. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

The Nature Conservancy Conservation Easement option agreement was provided for discussion.

Mr. Josh Parrish and Mr. Ben Jones were present and available for any questions from Council.

Mr. Eppley stated that he was not in favor of the easement option for many reasons and provided supporting literature for council consideration.

BREAK – 9:20PM to 9:30PM

Mr. Eppley summarized his position on the easement option and information provided.

Solicitor Dissinger informed Council and guests of the time and preparatory process involved to create an easement document that protected the Borough and its assets from unwanted changes to the watershed area.

A motion was made by Ms. Young to approve the agreement granting the Nature Conservancy the option to purchase a conservation easement on the 'Watershed' lands, payable at the time a completed title search showing good and marketable title by a reputable insurance company has been obtained and upon final solicitor review. The motion was seconded by Mr. Adams and passed with a 5-2 roll call vote, Mr. Eppley and Mr. Williams dissenting.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that Winterfest will be held on the Tavern Green from 5:00 – 7:00PM on Sunday, December 3, 2017.

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

A motion was made by Mr. Nace to extend the employment of the part-time work crew employees by 60 days. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

No meeting was held in November. The next meeting is scheduled for December 1, 2017 at 6:00PM.

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

A motion was made by Mr. Kirkhoff to authorize Pennoni Associates to install a monitoring system on the Locust Street retaining wall. Cost not to exceed \$1,500.00. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to approve the Henkel's and McCoy proposal of \$10,505.43 to create the utility pole inspection program. The motion was seconded by Mr. Nace and passed with a unanimous voice vote.

The committee is also working to develop a long range capital projects plan.

Mr. Nace asked for a status report on the storm drain at High and Martha Streets.

REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman

A motion was made by Mr. Adams to adopt Ordinance #408 of 2017 Allowing Backyard Chickens in the Borough with the following changes; 10 chickens allowed, wire mesh size 1 & 1/2 inch diameter, and perches are required. The motion was seconded by Ms. Young and passed with a 5-2 roll call vote, Mr. Eppley and Mr. Williams dissenting.

UNFINISHED BUSINESS - NONE

Mr. Nace inquired into the stainless steel shut-off valves that have not been used. Mr. Courogen stated that they will be used in the new building for well one and the booster pump.

Mr. Nace asked Council to consider a way to honor former Mayor Jack Conrad.

Wagner Dreese will be in the office working on the 2016 on Thursday, November 30, 2017.

NEW BUSINESS - NONE

PUBLIC COMMENT - NONE

A motion was made by Ms. Young to adjourn at 10:52PM. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

The next regularly scheduled Borough Council Meeting is set for December 19, 2017 at 7:00PM.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary