

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 15, 2014**

- Members Present:** President Duane Hammaker, Fred Lauster, Michael Bomberger, Frank Eppley, Gerald Bell, Roger Williams, Kraig Nace.
- Members Absent:** Mayor Jack Conrad-excused.
- Others Present:** Solicitor – Susan Smith, Borough Manager – Lynn Roche, Engineer Ron Brown from Pennoni Associates.
- Citizens Present:** Sean Sauro – Perry County Times, Tim and Kathy Smith, Tommy and Clarissa Pyle, Paul Shearer, and Sean O’Shell.

President Hammaker opened the meeting at 7:30 pm on April 15th, 2014 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Roll Call was done and everyone was present with the exception of Mayor Jack Conrad who was excused.

Public Hearing: Ordinance #397 amending Ordinance #362 as codified at Chapter 38 Pensions for the Borough of Duncannon.

Ms. Susan Smith, Solicitor has not received contracts from PMRS providing for the adoption of the 2013 contract and future contracts. The public hearing was closed at 7:34p.m.

Minutes: Approval of the March 18, 2014 minutes was done with a motion made by Jerry Bell and seconded by Mike Bomberger. Fred Lauster abstained.

Approval of the March 28, 2014 minutes was done with a motion made by Jerry Bell and seconded by Frank Eppley. Fred Lauster abstained.

Approval of the April 11, 2014 minutes was done with a motion made by Jerry Bell and seconded by Frank Eppley.

Recognition of Citizens:

Paul Shearer spoke about the removal of the wall to have more parking at his garage and he will retain his area. Mr. Eppley spoke about this project being previously discussed putting baravades at the wall. Retainers will be needed for this project.

Mrs. Kathy Smith spoke about concerns over a letter that was received from PMRS concerning her contributions to the pension and to make sure that the pension amount would be correct going through till April 23, 2014.

Mrs. Clarissa Pyle spoke about her concerns about the gift cards that were received here for the staff on March 18, 2014 and that she would like to have her gift card given back to her. She also mentioned to have an audit done. She also questioned why PMRS said they were notified that she was no longer employed by the Borough. A discussion occurred.

Correspondence

Letter from Lou Barletta- requesting use of the Borough Building. Kraig Nace made the motion And Fred Lauster seconded the motion. The motion was approved.

Duncannon Volunteer Fire Relief Company – 2013 Annual Report

President Hammaker said everyone should have received a copy of the Duncannon Volunteer Fire Relief Company's 2013 Annual Report in their Council Packets.

Dennis Meiser was called in to look at trees at 317 North High Street by the Shade Tree Commission. Dennis Meiser stated that the trees are diseased and need to be removed. Mr. Bomberger requested a cost estimate of the trees to be removed. Matter referred to the Manager for further follow-up.

Resolutions and Contracts

Resolution 2014-6 For Appointment of Mr. Harry Hamilton, Jr. for Temporary Tax Collector in absence of Ms. Barbara Hamilton.

Resolution #2014-6 for appointment of Harry Hamilton as the Temporary Tax Collector dates February 10, 2014. The county of Perry has a master bond which covers all of the Tax Collectors and their deputies for each borough or township within Perry County. A motion was made to adopt Resolution 2014-6 by Roger Williams and seconded by Kraig Nace. The motion was approved unanimously.

Mayors Report-None.

Police Report-None. Kraig Nace asked if Penn Township Police are still covering the Borough 24/7 and President Hammaker replied yes.

Secretary's Report – written report

Treasurer's Report – written report

Bell/Williams: move to accept the Treasurer's Report subject to audit – PASSED

Manager's Report Update:

Mrs. Roche noted she & Mr. Michael Criley visited the wall and Mrs. Roche discussed with Mr. Ron Brown a plan to repair the wall.

President Hammaker asked the manager to get pricing for the repair of the wall and pass it on to Mr. Eppley's Committee. Update on 5 Second Street and the property at 6 Second Street and the owner of the property would like to be compensated for their pole. Mr. Bomberger stated that the Borough should leave the pole at 6 Second Street to leave alone and run service to only 5 Second Street. A motion was made by Mike Bomberger to have Henkel & McCoy put a new pole in service for the electric at 5 Second Street and seconded by Fred Lauster. The motion passed unanimously.

Mrs. Roche stated on April 2, 2014 that a leaking valve as noticed in front of the firehouse. Sediment went thru the system and work began yesterday to repair it. Bridge work on the Market Street Bridge Project will begin around June 15. School will be closed when Market Street will be closed.

Bills To Be Paid/Ratified

Eppley/Bell: motion to pay and ratify the bills including credit card expenses as presented – PASSED

Engineer's Report – Follow-up on I & I report and hoping to finish this month. Long Range Plan of water distribution system. Pennoni Associates met with Eichelberger. The sanitary sewer plans have been drawn up and went out to bid. Pre-bid meeting will be held on April 30 and the bid opening will be on Thursday, May 8, 2014.

The DEP Inspection Report-asked Mrs. Roche if there is a deadline to respond back to DEP. No record of when the standpipe was last cleaned and inspected per Mr. Brown. This should be done annually. A meeting to go over the DEP report will be occurring shortly with Pennoni Associates and also PESI.

A discussion occurred about Flood Plain Management.

Mr. Nace asked about the water report and if it is done annually. Mr. Williams asked if Pennoni Associates is doing Rt. 274 survey of the manholes. Mr. Brown stated no and that Pennoni is only doing the Borough's. Mr. Williams said that Penn Township is having their meter recalibrated. Mr. Williams stated that he will talk to Mr. Auxt.

PESI Operations Report – Written report submitted. Mr. Nace noted that there are no numbers for the water being treated. Mrs. Roche stated that she will check with PESI.

Codes Enforcement – Street sweeping has started and 5 tickets issued have been issued. 2 vehicles removed from the Borough by Fuller. A boat was also removed by Fuller at 900 Market Street. A dog complaint was received at March 30, 2014 and was assisted by Penn Township Police. A complaint was received about 731 North High Street concerning a sidewalk that is buckled due to a tree roots. Mrs. Smith stated that this needs to be passed onto the Shade Tree Commission. 317 Church Street is vacant. The owner of the property, Dorothy Troutman, is deceased and the building is vacant. A letter was sent to the son, Barry Troutman. The building is dilapidated.

Questions

Paul Smith asked about the leaf collection which he has had leaves out for 7 months and they have not been collected. President Hammaker stated that this matter would be handled by the Borough office. Mr. Nace thanked Mr. Smith for his information.

Bomberger/Bell: motion to enter Executive Session for personnel matters - PASSED

Entered Executive Session at 2110 hrs.

Bell/Williams: motion to enter Regular Session – PASSED

Entered Regular Session at 2123 hrs.

Solicitor's Report – Ms. Smith reported since the last Council meeting she was asked to look at the Borough Employee's gift issue briefly today. She looked at the PMRS Pension issue, RTK (Right to Know) requests.

Ms. Smith looked into Personnel Matters and 2 special meetings relating to this topic. Ms. Smith is still working on the PMRS Pension Process and should be completed soon.

The Parking Ordinances are now all consolidated. Discussed about the Storm Emergency

ordinance. This ordinance is to be finalized and given to Mr. Frank Eppley's storm emergency ordinance and needs to set what the fine would be for violation of the ordinance.

Mr. Nace asked about the Escrow check. Ms. Smith state that she is still working on this matter. Mr. Nace asked if anything verbally or an action in Executive Session can be handled outside or discussed. Ms. Smith said No.

Mr. Eppley asked a question about a utility supplier.

UNFINISHED BUSINESS

Delinquency/Terminations Policy

President Hammaker asked if this is still in process. Ms. Smith replied, "Yes."

18 – 28 N. Market Street Properties

Ms. Smith said this issue is still being worked on.

2009 Edition of the International Property Maintenance Code

Mr. Eppley asked about General Section 301 and President Hammaker said for Mr. Eppley highlight and mark these points for discussion. Ms. Smith stated that you can pick and choose sections to incorporate.

Appointments for Tommy Pyle & Darryl Croutharmel were done at the January Borough Council Meeting. Tommy Pyle replaced Josh George and Darryl Croutharmel replaced Bob Finnen. Both of their terms expired in 2016.

COMMITTEE REPORTS

ADMINISTRATION, FINANCE & IT

Mr. Bomberger reported that snow removal spent over budget by 300%. Over budget by 200%.

A motion was made by Mr. Bomberger to give the Duncannon Fire Company ½ of the annual contribution. The motion was seconded by Kraig Nace. The motion was approved unanimously.

Mr. Bomberger also made a motion for the Boy Scout Troup to receive the whole donation from the refuse account of \$2500.00. The motion was seconded by Fred Lauster. The motion was approved unanimously.

Mr. Bomberger stated that the Real Estate tax money has started to come in.

FLEET, FACILITIES & UTILITIES

President Hammaker said Mr. Lauster has been appointed to this committee to fill the seat that was held by Bill Corsnitz.

Mr. Fred Lauster stated that the Booster Station was not in the inspection report.

PARKS & RECREATION

Mr. Williams reported that he spoke with Mr. Bomberger about Associated Products in Mechanicsburg to have Porta Potty's available during the summer at Cooper Field. The first potty will be delivered on May 1, 2014.

Mr. Williams spoke with Sharon may on April 26 about the upcoming Relay for Life. A motion was made by Roger Williams and seconded by Kraig Nace to allow the Relay for Life to collect money in town. The motion passed with Mr. Bomberger opposing.

Questions

Mr. Bomberger asked if the Borough would have any liability against the Borough for allowing this to occur.

Roger Williams made a motion to allow the Appalachian Trail Committee to close the streets from Ann to High Street from 11:00a.m. to 5:00p.m. on June 21, 2014. Kraig Nace seconded the motion and the motion passed.

Mr. Williams said that he would like the keys to the park.
Mr. Lauster said he has the keys to the park.

PERSONNEL

Mr. Bell made a motion to accept the resignations from Kathy Smith, Clarissa Pyle and Lisa Shearer.

QUESTIONS

Mr. Nace asked to see the other 2 resignation letters since he had Kathy Smith's letter.

Mr. Bomberger stated that the current benefit year is pro-rated. Sick time is only given when someone retires. You received pro-rated vacation and personal time.

Mr. Nace said he feels that an exit interview should have been done since the Borough is losing 75% of their inside staff.

Mr. Bomberger said that Mrs. Smith will still be in a paid status during her 2 weeks.

Executive Session for Personnel Matters. Entered at 20:57p.m.

Entered in Regular Session at 21:32p.m.

President Hammaker stated that personnel issues in Executive Session. A motion was made by Mr. Bell and seconded by Mr. Eppley to accept the three resignation letters. A roll call vote was done and passed by the tie being made by President Hammaker.

PUBLIC SAFETY & STREETS

Traffic & Parking Ordinance about no parking signs.

Mr. Eppley needs to talk with Mr. Holman about weight restriction for Butchershop Rod due to culvert collapsing.

Questions

Mr. Eppley asked about Church Street having no parking signs on.

Mr. Nace reported to Mrs. Roche that there is a sink hole at a manhole at the Susquehanna Apartments.

INFRASTRUCTURE ASSESSMENT

No March meeting.

Website information was given to Mrs. Roche.

Mr. Nace asked if there was an updated copy of the PA Borough Code and Mrs. Roche stated that she will get one for Mr. Nace.

Mr. Bomberger said that the current flexibill program will not accept on-line billing. It is available to be added but is expensive.

SPECIAL SESQUICENTENNIAL COMMITTEE

President Hammaker reported the next meeting will be April 24th, 2014 at the Duncannon Borough Building at 7:00 pm.

NEW BUSINESS

Ordinance #397. A motion as made by Roger Williams and seconded by Jerry Bell to adopt Ordinance #397. A public hearing will be advertised for next month's meeting for the storm emergency ordinance. The ordinance will then be placed on the Agenda for May 20, 2014 under new business.

Clarks Ferry Tavern

President Hammaker reported that there was a meeting that was well attended on April 6, 2014. Ms. Smith gave a presentation on the background of the Clarks Ferry Tavern. Ms. Smith stated that the archeology group wanted to know if they can have dirt removed by the Borough Staff and Borough Equipment.

President Hammaker asked Mr. Williams how the Easter Egg coloring went. President Hammaker removed himself from the Recreation Board and asked that Fred Lauster be put back on.

Bell/Williams: motion to adjourn at 2353 hrs. – PASSED

Respectfully Submitted,
Lynn Roche
Duncannon Borough Manager