

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
January 19, 2016**

**Members Present:** President Kraig Nace, Darryl Croutharmel, Frank Eppley, Ronald Leonhard, Roger Williams, Robert Wright, Christie Young, and Mayor Jack Conrad

**Members Absent:** None

**Others Present:** Solicitor –William Dissinger, Borough Manager – Lynn Roche, Engineer –Ron Brown, Penn Township Police – Chief Pickles  
PESI – Todd Mace

**Citizens Present:** Daniel Greene (Seda-COG), Jamie Schrawder (Seda-COG), Kevin Hoch (PESI), Mike Grogan, Sharon Morell, Kathy Smith, Mario Celi, Jeffrey Kirkhoff, MaryAnn Landis, Myron Roher, Keith Wolford, John Guarnera.

President Nace opened the meeting at 7:00PM on January 19, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

**Minutes: Williams/Croutharmel** - Motion to approve the December 15, 2015 minutes with corrections and the December 22, 2015 & January 4, 2016 Minutes as presented- **PASSED**

**Corrections:** Page 3, Engineer's Report line 2 – Remove second 'a proposal'. Page 4, Clark's Ferry Tavern line 4 – Add 'asked' after Mr. Hammaker. Page 5 Remove the Fourth line from the bottom, 'Mr. Eppley offered his affidavit of residency...' due to repetition.

**RECOGNITION OF CITIZENS –**

**Jeffrey Kirkhoff** – Mr. Kirkhoff stated his willingness to serve on the Finance and Utilities committees. He has a degree in Finance and works in the banking industry and has done financing for Boroughs in the past. He is willing to serve on any committee where he may be needed.

**Michael Grogan** – Mr. Grogan offered to serve on the Sewer Authority if there are openings. He has been a member of the Sewer Authority in the past. Mr. Williams stated that Mike Wolfersberger is also interested in serving on the Sewer Authority.

**Williams/Croutharmel** – Motion to appoint Michael Grogan and Michael Wolfersberger as members of the Sewer Authority. – **PASSED**

**CORRESPONDENCE –**

**Senator Teplitz** – Senator Robert Teplitz sent a letter informing the borough council that Duncannon has been awarded a \$750,000.00 (CDBG) Community Development Block Grant through the Pennsylvania Department of Community and Economic Development.

Jamie Schrawder of Ceda-COG had worked on the preparation of the grant application on behalf of the Borough. She will be turning the bulk of the project over to Daniel Greene of Ceda-COG as he works in the Perry County area. Ms. Schrawder reported that the original funding requested was an entitlement grant for the Chestnut Street line, and with the additional funding of the CDBG the

Borough will be able to complete the Chestnut Street line from the Standpipe to High Street, a new well source to eliminate a contaminated source, a booster/treatment station as one combined facility, and purchase generators for the system. The estimated total cost prepared in cooperation with the Borough Engineer and included in the grant application was \$1,118,210.00. Anticipated grant monies total \$949,030.00. That leaves \$169,180.00 to be paid by the Borough. \$100,000.00 of that is assigned to engineering and the remaining \$69,180.00 for construction. The project was prepared with Pennoni as the appointed Engineering Firm, Ceda-COG will need to know if they will remain with the project.

Daniel Greene summarized the proposed improvements to the water system. The priorities identified are improvements to include; Drilling a new well to provide an additional water supply and eliminate the use of contaminated well #2 for drinking water, construction of a new booster/treatment station to replace the obsolete pump station and move it up and out of the floodplain, provide more efficient operation by treating water closer to the actual supply, combining two structures into one, installation of generators for backup power in the event of an outage, and replacement of the Main underlying Chestnut Street from the Standpipe down to High Street. This will provide an additional water source, which will also aid with fire protection. Mr. Greene offer to field any questions from Council.

Engineer Brown asked if the new coatings for the Standpipe could be paid for with the grant monies. Ms. Schrawder stated that the scope of work that was approved cannot be easily changed. However, if there is funding leftover in the end it may be used. She stated that the next step in the process is an environmental review and that will take approximately 90 days. In the meantime, the Engineer can be working on the design and the documents. Then once the environmental review is complete the final review of the design and documents can be done and the project can be put out for bid. The construction phase will take about 4-5 months. Mr. Greene will set up a 'kick-off' meeting with the Borough Manager, the Engineer, and any other borough authority appropriate so that they are all on the same path. Engineer Brown stated that there will need to be some permitting needed and that will take some time. He feels the design and permitting phase will most likely take about 6 months. The first project deadline is not until 2018 therefore we have plenty of time. However, Ceda-COG would like to keep the project moving forward.

### **PROPOSALS - None**

### **REPORTS**

Mr. Nace stated that he is new to the position of Council President and while he has tried to become as prepared as possible, this is still a learning process. He is open to advice and suggestions.

**Mayor's Report** – Mayor Conrad reported that he attended the New Year's Eve Sled Drop, the Rec. Board meeting, and the Duncannon Appalachian Trail Community meeting. He performed a wedding ceremony and swore in the new Borough Council members. Mayor Conrad would like to set up a meeting/orientation meeting between the Borough Workforce and the Council, and a tour of the facilities.

**Police Report** – Chief Pickles reported that he had provided a written report for the month of December to Mayor Conrad. 3 new hires have been approved. The department has upcoming Grants that they received through Penn DOT (Department of Transportation).

**Secretary/Treasurer's Report – Written Report.**

**Young/Williams:** Motion to approve Secretary/Treasurer's report, subject to audit – **PASSED**

**Borough Manager's Report** – A written report was provided. Ms. Roche reported that the fence at the recycling center has been repaired by Apollo Fence Company. The utility manual was sent to Dissinger and Dissinger for review.

Mr. Leonhard asked if the timbering process included replanting of seedlings. Ms. Roche explained that this is a select cutting process and existing seedlings are left untouched.

**Bills to Be Paid/Ratified** –

**Eppley/Wright:** Motion to pay and ratify the bills including credit card expenses as presented.  
– **PASSED**

**Solicitors Report** – Solicitor Dissinger had no report. Mr. Leonhard asked which other municipalities in the area Dissinger and Dissinger represent. Solicitor Dissinger stated that they represent Newport Borough, Liverpool Borough, Carroll Township, Juniata Township, and Tyrone Township. Mr. Leonhard asked what would happen with representation if Duncannon would have a dispute with another Municipality that they represent. Solicitor Dissinger stated that he would recuse himself should that occur.

**Engineer's Report** – Engineer Ron Brown outlined projects slated for 2016.

- Repair of the reservoir leak. The leak needs to be located and repaired.
- Butchershop Road Culvert. This is in the permitting process at this time, no design work has been completed. The existing structure is cracking and failing.
- Market Street paving. Includes 1&1/2 inch milling and resurfacing.
- Chestnut Street water project. The environmental study needs to be completed and then design work can begin.
- The DEP (Department of Environmental Protection) assessment of the standpipe requires it to be recoated, inside and out. It would be convenient to have this done at the same time as the Chestnut Street project.

Pennoni had done a report last year that can be used as a resource for the current state of the Borough water systems. The report will be provided to the Facilities and Utilities Committee.

Mr. Williams stated that Penn Township would like to consider a joint water operations committee. Mr. Williams will set up a meeting with Penn Township to begin communications on the water system. Mr. Mace asked Engineer Brown to make sure a response had been prepared to the DEP letter regarding chlorine residuals in the stream. The letter had been forwarded to Greg Rogalski. Ms. Roche will follow up with all parties involved.

**PESI** – Written Report provided. Mr. Mace reported that there were no DEP violations on the water system for the month of November and December, 2015. The water loss is reported as 31%. Over 15% is a concern; however this number can be attributed to wells #4 & #1 being manually managed. The new telemetry from the OMNI site has been tested and should now be placed in wells #4 & #1. That will send alerts should there be a water loss. Because the reservoir is leaking and the wells are being run manually, hydrant flushing cannot take place. The booster pump electrical system will be

repaired as part of the Grant. The distribution system should be mapped to show all valves and hydrants so that they are easily accessible in the event of a major leak.

The wastewater system had no violations for the month of November. December test results are not back yet. A notice of violation was received from DEP stating that the effluent has exceeded the effluent limitations established in the NPDES (National Pollutant Discharge Elimination System) permit. PESI and the Borough have a very good working relationship with DEP; however their hand was forced by the EPA (Environmental Protection Agency). The wastewater treatment plant is over 30 years old and parts are wearing out. The automated equipment was restarting each time there was a power blink. These items are covered on the pending items list provided for upkeep of the Wastewater treatment plant. The valves are in need of immediate repair. Because they leak, the plant is being run manually. The influent valves are leaking and that is feeding nutrients into tanks where they do not belong. A response will be prepared for DEP. As most of the parts are outdated it is a long process to have them repaired. The valves are obsolete and therefore a representative is coming to the plant to determine what valves can be used for replacement. The bar screen parts are also obsolete and will be costly to purchase as they may need to be built to the specifications needed.

**Williams/ Croutharmel:** Motion to authorize Engineer Brown to get final pricing on a Bar Screen for the Wastewater Treatment plant as approved by the JOAC and to solicit quotes on the other pending items for review by the JOAC. Approve the purchase of valves (2 influent valves, 2 air valves, 2 check valves) for the emergency repairs needed at the Wastewater Treatment Plant not to exceed \$75,000 with concurrence of the JOAC. – **PASSED**

Ms. Young would like a prioritized list of needed repairs along with a monetary value for budgetary reasons.

PESI has made changes and those benefits will be passed on to the borough. Their monthly service charge has been lowered by 3% and hourly rates had been reduced by 5%. A formal letter indicating the changes will be forthcoming.

**Williams/Leonhard** – Motion to have PESI attend the monthly JOAC meetings. – **PASSED**

Mr. Grogan asked if he was permitted to go to the Wastewater Treatment Plant as he is now a member of the Sewer Authority. Solicitor Dissinger said that he can however he should defer to the plant operators authority for safety reasons. Ms. Roche will check to make sure that Authority Members are covered by Borough insurance while in the plant. She will get the information in writing and forward it to Mr. Grogan.

Mr. Leonhard asked if our water and sewage systems can handle the proposed Sunshine Hill project. Engineer Brown stated that the sewer study has been done and our system can handle the proposed housing. It is in the planning stages at this point, but Penn Township will replace the existing sewer lines from Eisenhower Blvd. to Cemetery Street and from Cemetery Street down to High Streets as part of the project. They have their own water system and therefore ours will not be affected.

**Codes Enforcement** – The position of Codes Enforcement Officer has been advertised and the application deadline is Friday, January 22, 2016.

**Duncannon Fire Company** – The Duncannon Fire Company annual report was provided.

## **UNFINISHED BUSINESS**

**Utility Policy Manual** – Ms. Roche will provide a copy to Mr. Leonhard.

**18 – 28 North Market Street** – 24 to 28 have been sold. The new owner has been to the office, but we have not received official paperwork reporting the property transfer. Ms. Roche will send any correspondence regarding these properties to Solicitor Dissinger for review.

**Commerce Bank/Metro Bank check** – Solicitor Dissinger will look into the status of the check.

**109 Cumberland Street** – Mr. Celi met with Ms. Roche and Engineer Rogalski on January 7, 2015. Written correspondence will be sent to Mr. Celi stating where he stands on the project and how to proceed moving forward.

**215 High Street** – A lien has been completed and filed.

**630 High Street** – Manager Roche stated that the borough is waiting for a pending transfer to be completed between Chase Bank and HUD.

**Resolution:2016-1** – A Resolution of the Borough of Duncannon for Removal of Signatures from all accounts for the Borough and adding New Signatures. This resolution was passed with a poll of Council and needs ratification.

**William/Wright**: Motion to ratify the poll vote of Resolution: 2016-1 – **PASSED**

**Engineer Services - Wright/Croutharmel** – Motion to advertise for Engineer Services for the Borough with a deadline for Request for Proposal (RFP) of February 12, 2016. Packets stating the requirements can be obtained at the Borough Office. – **PASSED**

**Borough Manager Position** – Mr. Wright stated that the Deadline for applications is February 1, 2016. The Personnel Committee will be responsible for reviewing the applications and interviewing applicants.

### **COMMITTEE REPORTS**

Mr. Nace provided a written report stating the Council Members on each committee and suggested responsibilities and goals. These are his ideas and may be amended and/or changed by the committees. The citizens that will be joining each committee will be determined at the February Meeting. A Revitalization and Development Committee has been added since last meeting and will be chaired by Mr. Croutharmel. The Recreation Board will have 2 openings as there have been resignations. As a course of due process, resignations are required to remove a member. This is a voting board, not a committee.

Mr. Nace also stated that the Fire Protection Meeting is set for 7:00 on the 23<sup>rd</sup> of February at the fire house in town.

**PUBLIC SAFETY** – No report.

**UTILITIES** – No Report.

**PARKS & RECREATION** – Mr. Williams had paid for the Sesquicentennial DVD's from his personal checking account and is asking for reimbursement.

**Wright/Croutharmel** – Motion to reimburse Mr. Roger Williams \$2171.56 for the purchase of the Sesquicentennial DVD's. – **PASSED**, Mr. Williams abstained.

**FINANCE, ADMINISTRATION, & COMMUNICATION** – No report.

**FACILITIES & FLEET** – Mr. Eppley would like the Borough to consider purchasing a chipper as we have been renting one or borrowing one for the last few years. Ms. Roche reported that we have been renting from BESTLINE at the cost of approximately \$800.00 per week.

**STREETS & INFRASTRUCTURE** – No report.

**PERSONNEL, LEGAL, & IT** – No report.

**REVITALIZATION & DEVELOPMENT** – No report.

### **NEW BUSINESS**

**Billing Software** – Ms. Roche provided a proposal for new billing Software from Continental Utility Solutions, Inc.

Annual maintenance for the current software is \$6,500.00. The purchase price for the proposed software is \$23,600.00 with annual support maintenance of \$1,500.00. They do offer a payment plan and therefore there may be potential in considering this new software and possibly look into other options as well.

**Chairman of the Vacancy Board** – The Board needs to appoint a Vacancy Chairman. The Vacancy chairman should be a citizen of the borough. Mr. Nace suggested Mr. Jeffrey Kirkhoff as an option and Ms. Young stated that Mr. Bob Finnen was willing to serve as well.

**Eppley/Williams** – Motion to appoint Jeffrey Kirkhoff as the Chairman of the Duncannon Vacancy Board. - **PASSED**

**Perry County Association of Township Officials** – The Perry County Association of Township Officials is holding a conference on February 27, 2016. The lunch and workshop will be held at Greenwood High School and the cost is \$15.00 per person. Mr. Nace has the registration form if anyone is interested.

**2016 Budget** - Ms. Young stated that the budget can be changed by line item if needed without reopening the entire budget. Mr. Nace would like to have each committee prepare budget items by September of 2016 for the 2017 budget.

**Police Services Contract** – Mr. Nace reached out to Penn Township and they are willing to discuss the Police Services Contract and consider changes.

**Croutharmel/Young** – Motion to request a meeting between the Public Safety Committee and the Penn Township Supervisors to discuss and negotiate changes to the Police Services Contract. – **PASSED** with a roll call vote. Yes votes; Croutharmel, Leonhard, Wright, Young. No votes; Eppley, Williams.

**2014 Audit** – The completed 2014 Audit was received today and provided for review.

**Snow Removal** – Penn Township has lost some of their manpower and Mr. Nace suggested that Mr. Wright, Chairman of the Streets committee contact them to see if we can be of assistance.

**Spring Clean-up** – Ms. Young asked if there was anything that needs to be done at this time to prepare for Spring Clean-up. Mr. Nace stated that there was some talk of collaborating with other municipalities to accept electronics.

**Personnel** – Mr. Nace stated that he had a performance evaluation for Paul Liddick.

Williams/ Croutharmel – Motion to increase the wages of Mr. Paul Liddick by 2 & 1/2 percent. –

**PASSED**

**Mr. Guarnera** – Mr. Guarnera stated that the sign in the window says that the meeting would begin at 7:30. Meeting times have been changed to 7:00PM. Mr. Guarnera said that at a meeting last year the EMS asked the Borough for funding for 2016. He asked how many of the current Borough Council Members work or are associated with the DEMS (Duncannon Emergency Medical Services). Ms. Young and Mr. Croutharmel are both employed by Duncannon EMS. Mr. Nace, Mr. Williams, Mr. Eppley are volunteers. Mr. Guarnera asked if it would be a conflict of interest for the current council members to vote on issues involving the EMS. Solicitor Dissinger stated that it is only an ethics violation if there is a direct benefit to the council member voting. He will take a closer look at the issue to be certain that there are no violations.

Mr. Wolford – Mr. Wolford asked how he could get copies of past meeting minutes. He was directed to stop in at the Borough Office and they would be provided for him.

**Adjournment** – **Croutharmel/Leonhard** – Motion to adjourn at 9:32PM on January 4, 2016. -

**PASSED**

Respectfully Submitted,  
Kathy Bauer  
Duncannon Borough Secretary