

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
May 17, 2016**

Members Present: Kraig Nace, Darryl Croutharmel, Frank Eppley, Roger Williams, Jeffrey Kirkhoff, Christie Young, Mayor Jack Conrad.

Members Absent: Ron Leonhard (medical reasons)

Others Present: Borough Manager – Chris Courogen, Solicitor –William Dissinger, Engineer – Ron Brown, Penn Township Police – Officer Mike, PESI – Kevin Hoch.

Citizens Present: Kathy Smith, Michael Bomberger, Mark Morgan, Jim Ryan, Mario Celi, Mary-Ann Landis, Byron Worner, Joshua Carver, Kevin Leibold, Sharon Morrell, & Sean O'Shell.

Mr. Nace opened the meeting at 7:00PM on May 17, 2016 with a moment of silence followed by the Pledge of Allegiance to the American Flag.

Minutes: Ms. Young made a motion to approve the April 19, 2016 minutes and the May 4, 2016 minutes with corrections, the motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Sean O'Shell – Mr. O'Shell stated that he had attended the April meeting of the Duncannon Borough Council to seek permission for Buddy Boy Winery to set up a stand at the Duncannon Appalachian Trail Community (DATC) festival. He stated that he made multiple attempts to communicate with Solicitor Dissinger with no success. Mr. Courogen stated that as the DATC does not hold a 501C they must apply for permits to serve alcohol at any festivals and events they may have. Mr. Courogen said they he had been in contact with the Liquor Control Board (LCB) and a possible solution is to make the festival a promotor of Pennsylvania products and a permit can be attained more easily. Mr. O'Shell also requested that the street closure for the DATC festival be changed to 8:30AM for the convenience of the vendors.

CORRESPONDENCE, PROPOSALS, & CITIZEN ACTION –

Vacancy Board – Mr. Kirkhoff will submit a formal resignation as he cannot hold a council position and the vacancy chair simultaneously.

Resignation – Mr. Tim Smith submitted a letter of resignation from the Zoning Hearing Board.

Mr. Nace made a motion to appoint Mr. John Rice to the Zoning Hearing Board. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

DCED, Early Intervention – A letter was received from the Department of Economic Development (DCED) congratulating the Borough on the approval of \$75,000 in grant monies for the department's Early Intervention program.

Orrstown Bank breakfast invite – Orrstown Bank sent an invitation for a breakfast to be held on May 18, 2016.

SEDA COG Environmental Review – SEDA COG provided a report with photographs summarizing their review of the Duncannon Borough water system booster station, well and generators.

SEDA COG request for JOAC – A representative from SEDA COG attended the Joint Operations Advisory Committee (JOAC) meeting for May, 2016 and sent a letter outlining what is needed for a joint water venture between Penn Township and Duncannon to be considered worthy of future grant monies.

Resignations – A letter was received stating that Tom Pyle's resignation from the Municipal Authority and Clarissa Pyle's resignation for the Planning Commission.

Mr. Williams made a motion to appoint Mr. Jeffrey Kirkhoff to the Municipal Sewer Authority. The motion was seconded by Ms. Young and passed with a voice vote, Mr. Kirkhoff abstained.

GENERAL REPORTS

BOROUGH ENGINEER - Mr. Ron Brown, Pennoni Associates

Mr. Brown provided a written report. Mr. Brown referred to a memo sent to Council on May 12, 2016 outlining the findings on potential options for replacement of the Butchershop Road culvert. The memo included types and prices of replacement options. Mr. Brown recommends bidding both the reinforced metal pipe and the reinforced concrete pipe and then determining the most cost effective solution. He estimates the project total at \$90,000.00 unless the guardrail needs replaced, driving the cost up to \$100,000.00. If the intention of the borough is to use liquid fuels money for this project, a meeting with PennDOT will be necessary. The project will require a five day road closure.

A memo from Pennoni was provided, dated May 5, 2016. The memo outlined the findings from the draining and inspection of the reservoir. 3 cracks were found in the bottom of the reservoir, 2 are joints sealed in 2008 and 1 is a structural crack. The cracks would have contributed to a large amount of water loss. Another memo from Pennoni dated May 17, 2016 was provided to council. This memo included liner options for the reservoir along with cost estimates. All estimates include installation. Mr. Courogen will contact other municipalities who have used these products to gauge satisfaction and reliability. The current plan is to complete this project in the fall, this plan hinges on agreement by the Department of Environmental Protection (DEP).

The JOAC proposed replacement of the sewer lines from Wheeler Field to Market Street on Elm Street. A memo dated May 5, 2016 was provided with detailed information and will be distributed to Council members by the Borough Secretary. Ms. Young inquired about the portion of Elm Street that had been dug up to repair a lateral. Mr. Courogen stated that the contractor has been sent a notice of violation, but there has been no reply. The date for compliance was Friday, May 13. Mr. Courogen has attempted to contact them via phone to stress the fact that compliance is a better option than the large fines that may be assessed.

PUBLIC WORKS OPERATOR – PESI (PA Environmental Solutions Inc.) –

Mr. Kevin Hoch provided a written report. The report summarized the water and wastewater system completed items and a prioritized list of items pending. Kevin stated that he is in close contact with Pennoni Associates to coordinate projects, specifically the reservoir project.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger & Dissinger

Solicitor Dissinger reported that the Metro Bank check and the utility pole damage claim are underway and under control. Mr. Dissinger stated that he has looked into the matter of Council members waiving payment and cannot recommend that option as it creates a difference in pay. Members are still entitled to the funds and therefore they should be reported.

FIRE PROTECTION – Chief Byron Worner

Chief Worner explained the County radio project. In 2017 all fire company radio will have to meet specifications set by the county or they will be considered obsolete. The fire company has been buying radios throughout the years as they too expensive for a one time purchase. The department has approximately 30 radios that they purchased at \$750.00 each. These radios will be considered obsolete and the replacement cost of \$3,000.00 per radio. Originally fire departments were told they would not bear the burden of these costs, but that is not the case. Duncannon Fire Company has applied for a forestry grant, but the grant is a five year grant and they did receive it two years ago. Chief Worner stated that they have made upgrades to the fire station signs, lighting and the concrete area in front of the doors. These improvements were made possible by a trust left to the fire company in a will. He reported that the fire reported to be at the Duncannon Post Office was actually a controlled burn across the street. The fire company would like a copy of the hydrant flow testing as soon as possible. An aerial demo will take place at the in-town firehouse on Tuesday, May 24, 2016 at 6:00PM. The in-house audit of the fire company financials has been completed and is now in the hands of their accounting firm for independent audit. The next Fire Protection Committee meeting is scheduled for June 28, 2016 at 7:00PM at the in-town firehouse.

BOROUGH MAYOR – Mr. Jack Conrad, Mayor

Mayor Conrad congratulated the Parks and Recreation committee for a very successful Sledfest event. Mr. Williams stated that the credit goes to Tonya Nace who organized the event. He was also concerned that the Utilities Committee has not met yet this year. The Mayor reiterated his negative view of the rescission of Ordinance #326 or 1999, Establishing Compensation for Council and Mayor.

POLICE PROTECTION – Officer Mike Kavadias of the Penn Township Police Department

Officer Kavadias provided written summaries for April and May of 2016. There have been complaints that drivers are speeding on Market St. and running stop signs. Officer Kavadias stated that they will have a larger presence in this area. Mr. Courogen said that pavement marking tape has been ordered for speed enforcement lines as the paint has been fading rapidly

CODES ENFORCEMENT – Anthony Klase

Mr. Klase provided a written report. He proposed some changes to the open burning ordinance and would like council to review and possibly update that ordinance. A copy of Mr. Klase's report was also given to the fire chief for review as well. Mayor Conrad stated that in the past, some residents had been told that their drain lines could not remain connected to the sanitary sewer lines. The

determining factor in this decision was a smoke test, and he was concerned that all lines had not been done. Mr. Williams stated that the smoke test is done at the manhole and it will not go into any lines that are set up with a flap for the sanitary sewer. Surface drainage must go into the storm drains, not the sewer lines.

Mr. Nace asked that a line item list of all codes enforcement actions that were handled by the Penn Township Police Department between the time Mr. DeChamplain passed away and Mr. Klase took over the position be compiled.

BREAK – 8:26PM – 8:41PM

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen provided a written report. Mr. Courogen reported that he met with both (PEMA) and FEMA to discuss the status for the reimbursement for the January snow emergency. The Borough may be entitled to \$1,700.00 more than we initially filed for. The estimated total to be reimbursed looks to be around \$22,576.00. There had been some receipts filed that were not detailed enough and they have to be resubmitted with the necessary information.

The spring clean-up was very successful. The electronics dumpster was not filled and we may be able to share that with another municipality in the future. Mr. Ryan from the Duncannon Record had written an article with options for electronics recycling that may be cheaper and will be considered in the future.

The fee schedule is in review. A fee for the Property Manager Ordinance should be set as soon as possible.

Mr. Courogen has a call into Building Inspection Underwriters of PA, Inc. (BIU) and hopes to work out a more efficient process to communicate the 'cut-in' card to the Borough. The Public Works Foreman is working to train another crew member in basic electrical work.

Logo design options were posted on Facebook and option 2 was the clear favorite. A small order of stationary has been ordered.

A draft of the Right-To-Know (RTK) Policy was provided in the packets. The policy is simplified and designates Mr. Courogen as the Borough RTK officer. The changes include using the states RTK form and doing away with the Borough form. The individual fees that are in the current policy have been removed and the state approved fees will be used.

Mr. Croutharmel made a motion to update the RTK policy as proposed. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Courogen gave an update on the 'Autistic Child' signs that had been approved at the April 19, 2016 meeting. PennDOT does not have an approved sign for this particular circumstance. They do have hearing and sight impaired signs in which the verb can be changed. However, sensitivity to the word impaired may be an issue. PennDOT suggested a 'watch children' sign. Mr. Courogen has been in contact with the family of the child and they are in agreement that the 'watch children' sign will be acceptable. The signs have been ordered and will be placed when received.

Mr. Courogen accepted a call from the Perry County Council of Governments (COG) stating that they require an individual appointed to serve as the primary delegate for the Borough as well as an alternate delegate.

Mr. Croutharmel exited the meeting at this time for an emergency call.

Mr. Williams made a motion to appoint Mr. Darryl Croutharmel as the Primary Delegate to the Perry County COG. The motion was seconded by Mr. Kirkhoff and passed by unanimous voice vote. Mr. Williams made a motion to appoint Mr. Jeffrey Kirkhoff as the alternate delegate to the Perry County COG. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

A request for a voting delegate and an alternate delegate was sent from Pennsylvania State Association of Boroughs (PSAB) as the annual conference is up coming. Mr. Leonhard and Mr. Kirkhoff will be attending that conference.

Ms. Young made a motion to appoint Mr. Jeff Kirkhoff as the voting delegate at PSAB and Mr. Ron Leonhard as the alternate delegate at PSAB. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A Memorial Day parade is traditionally planned for the Memorial Day weekend by the Duncannon VFW. At this time a permit has not been submitted.

Mr. Williams made a motion to approve a Memorial Day parade hosted by the VFW once a permit application has been submitted. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Mark Morgan of Susquehanna Accounting and Consulting Solutions, Inc. was present to answer any questions from Council regarding their proposal to provide a five-year plan and financial management study for the Borough. The proposal was included in Council packets. Mr. Morgan summarized the benefits of the Early Intervention program. They will take a complete look at both the fiscal and operating systems within the Borough to create a long range financial plan.

Ms. Young made a motion to accept the proposal prepared by Susquehanna Accounting and Consulting Solutions, Inc. to provide a five-year plan and financial management study for the Borough dated April 29, 2016. The motion was seconded by Mr. Nace and passed with a roll call vote. Yes votes: Kirkhoff, Young, Nace. No votes: Eppley, Williams.

Secretary/Treasurer's Report – Written Report.

Ms. Young made a motion to approve the Secretary/Treasurer's report, subject to audit. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Ratification & Approval of Bills – Written Report

Mr. Kirkhoff made a motion to pay and ratify the bills including credit card expenses as presented. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

STANDING COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank S. Eppley, Chairman

The Facilities and Fleet Committee has been looking for a replacement for the yellow dump truck. The manager has been registering for online auctions.

Mr. Eppley made a motion to appropriate \$20,000.00 for the purchase of a diesel dump truck at auction or private sale. The motion was seconded by Mr. Williams and passed by unanimous voice vote.

Mr. Eppley reported that he has now gone inside of the Maxwell property at 418 N. High St. and it needs a lot of work. He informed the owners that the Borough is not interested in purchasing the property at this time.

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

Ms. Young reported that preparation for the 2015 audit is underway. The Facebook page is up and running. The Borough water report is being prepared for distribution along with a Borough newsletter.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Sledfest was a success and thanked all who helped and participated. The Summertime Shine car show will be held on June 5, 2016 at Cooper Field. Mr. Williams stated that the Bucktails will be holding their reunion on August 5-7, 2016.

Mr. Williams made a motion to close Market Street from Clark Street to the Square and Cumberland Street from the Square to the firehouse for the Bucktails Reunion Parade on August 6, 2016. The motion was seconded by Ms. Young and passed with unanimous voice vote.

Ms. Young made a motion to hire Lindsey Melnick for the Duncannon Youth Summer Program at the rate of \$10.00 per hour, 10 hours per week, for 11 weeks. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Ms. Young made a motion to amend the road closure for the Duncannon Appalachian Trail Festival on June 18, 2016 from 8:00AM to 5:00PM. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

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

Melinda Willis will begin maternity leave on May 27, 2016. She will be paid by short term disability. Mr. Courogen asked Council to consider hiring a part time employee to help the office staff in her absence.

Mr. Nace made a motion to hire a part time office employee at the rate of \$10.00 per hour to be scheduled as needed. The motion was seconded by Ms. Young and passed by a unanimous voice vote.

Mr. Williams made a motion to hire a work crew employee for the summer if the need is determined by the Foreman. The motion was seconded by Mr. Nace and passed by a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Kirkhoff reported that the Public Safety Committee did not find it necessary to amend the leashing rules in Noye Park. The incident reported by Ms. Gerow at the April Council meeting was an accident and any ordinance changes would not have prevented it.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff reported that he is working to prioritize street signs for replacement. There are places where there are no signs and there may never have been signs. He would like recommendations for appropriate locations for new signs.

Mr. Courogen asked if there was a map showing the land ownership at the north end of the Borough near Apple Tree Alley. There are some unregistered vehicles parked in the area and they should be cited if they are on Borough property. The Apple Tree Alley project maps should include that information. Mr. Bomberger offered his assistance in finding the survey pins if needed.

UTILITIES – Mr. Ronald Leonhard, Chairman

The committee is continuing work on the Utility Policy Manual.

There has been no action on the Public Utility Commission (PUC) petition for out-of-Borough electric customers.

The staff is working to categorize the delinquent utility accounts to determine those that should be written off and those that be pursued for payment. Mr. Courogen requested Council approval to send the applicable accounts to collections.

Motion by Ms. Young to authorize the office staff to use a collection agency to collect monies from outdated and delinquent utilities accounts. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Mr. Williams reported that the Sewer Authority met and appointed Mr. Bob Finnen as Chairman and Mr. Kirkhoff as the Co-Chairman. A representative from SEDA COG was present at the May Joint Operations Advisory Committee (JOAC) meeting to discuss a possible joint water system. They stated that Penn Township may be able to receive grant funding for their water system if an agreement was made that a joint water operation will be considered by both municipalities.

Mr. Kirkhoff made a motion to advise SEDA COG that the Duncannon Borough is agreeable to considering and discussing an agreement for joint water operations with Penn Township. The motion was seconded by Mr. Williams and passed with a unanimous roll call vote.

SPECIAL COUNCIL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Darryl Croutharmel, Chairman

Nothing new to report.

UNFINISHED BUSINESS

Executive Session – Mr. Williams made a motion to enter executive session at 10:18PM to discuss potential litigation. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Council reconvened regular session at 10:32PM after discussing a potential legal issue.

Ms. Young made a motion to move forward with legal action to collect on account #1072009001. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

Public Comment - Joshua Carver & Kevin Leibold – Mr. Carver and Mr. Leibold are Prudential advisors working with the Doyle Hotel to create a business plan and estimate the cost of historic restorations. They are working in conjunction with the DATC. They are in the process of helping the DATC become designated as a 501C (non-profit) as that will help with donations. Mike Cherewka has offered his services for the 501C process and the Harrisburg Chamber of Commerce is working with the Pat and Vicki Kelly to create a business plan.

Sesquicentennial – Mr. Nace asked if a formal financial report has been provided. All monies paid and received were processed through the Flexibill system and a report should be generated through that system.

Rescission of Ordinance #326 of 1999, Establishing Compensation for Council & Mayor -

Mr. Nace made a motion to pass the Rescission of Ordinance #326 of 1999, Establishing Compensation for Council & Mayor. The motion was seconded by Ms. Young and failed with a roll call vote. Yes votes: Young, Nace. No Votes: Eppley, Williams, Kirkhoff.

109 Cumberland Street – Mr. Courogen reported that there has been significant progress on the permitting for 109 Cumberland Street. He will be meeting with Mr. Rogalski of Pennoni Associates to discuss the property and the permits.

NEW BUSINESS

Committee Changes – Mr. Nace stated that Mr. Kirkhoff asked that some changes be made in the committee assignments. Mr. Kirkhoff has a finance degree and works in that field, and would like to contribute to that committee. Mr. Nace will trade his position on the Finance Committee with Mr. Kirkhoff's position on the Public Safety Committee.

Mr. Nace reported that he will be attending a program in Youngsville, PA that will be covering the continuity of governmental operations in the event of a disaster. The Emergency Management Coordinator for the Borough is Mr. Paul Liddick, however there is no deputy in place. Mr. Nace asked Council to consider suggestions and considerations of citizens who may be willing to fill this role.

PUBLIC COMMENT - None

ADJOURNMENT - The Next Borough Council Meeting is set for June 21, 2016 at 7:00PM.

Mr. Williams made a motion to adjourn at 11:05PM on May 17, 2016. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Respectfully Submitted,
Kathy Bauer
Duncannon Borough Secretary

APPROVED