

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
September 20, 2016**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on September 20, 2016. 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, Ron Leonhard, Roger Williams, Jeffrey Kirkhoff, Christie Young,
- Officials Absent:** Mayor Jack Conrad (health reasons)
- Others Present:** Borough Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Ron Brown, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Robert L. Finnen, John Rice, Tim Auxt, Kathy Smith, Vicki Aycock, Judith Hart, Jim Ryan, Kevin Hoch, Todd Mace, Susan Cliber, Maryann Landis, Tim Worner, Michael Traxler, Mike Grogan, Jackie Green.

MINUTES – Minutes were presented for the August 8, 2016 special Council meeting and the August 16, 2016 Council meeting.

Mr. Williams made a motion to approve the meeting minutes for August 8, 2016, and August 16, 2016 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Judith Hart – Ms. Hart provided Council members with a packet of information including Borough bank statements from November and December of 2015 and June of 2016. Using these documents she inquired as to where the figure of \$9,000.00 that was given as the balance in the Borough accounts at the June 30, 2016 meeting had been determined.

Susan Cliber – Mrs. Cliber stated that the change in Borough office hours had not been properly advertised and that an effort should be made to inform the public.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Information was received from the Harrisburg Regional Chamber regarding a conference for elected officials on Thursday, Oct 13, 2016. Anyone interested in attending can get the information from Mr. Nace.

Mr. Nace reported that there is one position open on the Planning Commission.

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Ron Brown, Pennoni Associates

A written report was provided by Engineer Brown. He added that the permit had been obtained for the lining of the reservoir. He reported that the National Pollutant Discharge Elimination System (NPDES) Permit for the wastewater treatment plant (WWTP) has been extended by the Department of Environmental Protection (DEP). Engineer Brown estimates that the Borough will need to purchase 300 lbs. of phosphorus credits this year.

PUBLIC WORKS – Mr. Todd Mace, PA Environmental Solutions, Inc. (PESI)

PESI provided a written report. Due to the lack of rainfall and the low water table, Mr. Mace suggested voluntary water restrictions are put into effect for Borough residents.

Mr. Mace made a motion to direct the Manager to publicize and inform Borough residents to carry out voluntary water restrictions. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

BOROUGH SOLICITOR - Mr. William Dissinger, Dissinger and Dissinger

Solicitor Dissinger suggested that the petitioning to the Public Utilities Commission (PUC) be placed in the hands of an attorney more versed in the process.

FIRE PROTECTION – Chief Byron Worner

No report.

BOROUGH MAYOR – The Honorable Jack Conrad

The police summary report for August was provided. Chief Pickles reported that Cpl. Meyers has left the Penn Township Police Department (PTPD) for a position elsewhere.

A written report was provided by Anthony Klase, Duncannon Borough Codes Enforcement Officer.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen reported that the request for reimbursement for snow removal application has been redone and resubmitted.

An updated general fee schedule was presented.

Ms. Young made a motion to approve resolution 2016-2, adopting the general fee schedule as presented. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Courogen stated that authorization was needed to purchase a sequencing batch reactor (SBR) actuator for the WWTP. Three quotes have been received. He recommended purchasing from L.B. Water at the cost of \$6705.00.

Mr. Croutharmel made a motion to purchase an SBR actuator from L.B. Water at the cost of \$6705.00. Purchase to be paid from the Sewer Account and then split with Penn Township. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Courogen stated that Mark Morgan of the Early Intervention program suggested a loan of \$50,000.00 to the Sewer Account from the Timber Account.

Ms. Young made a motion to transfer \$50,000 from the Timber Account to the Sewer Account. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The Duncannon Lions Club has asked for two rocks from the demolished railroad bridge.

Mr. Williams made a motion to give two large rocks from the railroad bridge demolition to the Duncannon Lions Club. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Courogen provided information regarding the 2017 Minimum Municipal Obligation (MMO) for Borough pension plans.

APPROVAL OF TREASURER'S REPORT

Mr. Croutharmel made a motion to accept the September 2016 Treasurers report subject to audit. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

Ms. Young made a motion to approve and ratify the bills. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PRESENTATIONS

Mr. Josh Parrish – Mr. Parrish of the Working Woodlands Program presented an assessment of the Borough watershed forest condition.

Mr. Dennis Meiser - Mr. Meiser summarized his 40 years as consulting forester for the Duncannon Borough and the practices put in place to make future timber sales possible in the watershed.

Mr. Williams made a motion to have Mr. Meiser formulate a proposal for a 2017 timber cut for presentation at the December 2016 Borough Council meeting. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Robert Finnen – Mr. Finnen presented information regarding the transition from a non-operating sewer authority to an operating authority.

Mr. Croutharmel left the meeting at 9:05 to respond to an Emergency Medical Services (EMS) call.

Discussion regarding financial implications and responsibilities followed the presentation.

Mr. Williams made a motion to initiate the process to transition to an operating authority for sewer, transition to be completed by March 31, 2017. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

BREAK – 10:31-10:35

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that he is working on a committee budget for 2017.

Mr. Eppley attended the Fire Protection committee meeting on August 30, 2016.

Mayor Conrad sent a list of items to be considered by the committee.

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

Ms. Young stated that an e-mail was sent to the chairman of each Borough committee requesting information so that work may begin on the 2017 budget.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams stated that the Halloween parade would take place on October 22, 2017 and he needed permission for road closures.

A motion was made by Mr. Williams to close Market St. from Rachel St. to Clark St. at 5:00pm on October 22, 2017. In addition to close Market St. from Clark St. to the Square at 6:00pm until parade end and closure of the square from 4:00 to 10:00pm. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Williams reported that the Duncannon Lions Club will be providing a \$1000.00 donation to sponsor the Duncannon Halloween parade and asked the Borough Manager to prepare a thank you from the Borough.

A fundraising event is in the planning stages for the Parks and Recreation Board. The event will be held on December 3, 2016 at the Duncannon EMS building. The event will be a night of music including three bands and dinner. The cost will be \$25.00 per couple, \$15.00 for a single, and \$10.00 for the bands only (no dinner).

The tree lighting and Winterfest will be held at the Clark's Ferry Tavern on December 11, 2016 at 6:00pm.

Mr. Williams was asked to find people interested in helping with the 200th Anniversary of Perry County celebration. He attended the first meeting and would like to find others interested in helping.

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

Thomas Feldman submitted his resignation from the Borough workforce and completed his last day of Borough employment on Sept. 2, 2016. He moved on to employment in a family business.

Michael Bell passed his Commercial Drivers License (CDL) exam. Mr. Nace asked council if reimbursement should be considered.

A motion was made by Mr. Nace to reimburse Michael Bell for 50% of the cost of CDL certification. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

In Mr. Croutharmel's absence, Mr. Nace stated that each Council member had been provided with a prepared ordinance and contract regarding the Penn Township Police agreement for consideration.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

Mr. Kirkhoff reported that the stop sign at the corner of Lincoln and Second streets should be replaced.

UTILITIES – Mr. Ronald Leonhard, Chairman

Mr. Leonhard reported that new street lighting will need to be purchased and he suggested LED (light-emitting diode) lighting be considered.

Mr. Williams made a motion to allocate \$4,000 from the electric fund for the purchase of LED lights and fixtures to upgrade street lighting. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

SPECIAL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT –

There has been nothing new regarding the status of 215 N. High Street.

The committee is looking into what rights the Borough may have as far as upkeep of the river access points is concerned.

UNFINISHED BUSINESS

There have been no new developments in the Joint Operations Advisory Committee (JOAC) water project discussions with Penn Township.

Mr. Kirkhoff will be meeting with a counselor at Susquenita High School to share information regarding the Possibility of creating a Junior Council member position.

NEW BUSINESS

Mr. Nace stated that the PNC Bank on the square would be closing in mid-October.

Mr. Williams reported that he is hopeful that a farmers market may begin operation on the tavern green in the spring.

PUBLIC COMMENT

Kathy Smith – Mrs. Smith asked if Council had any new information regarding the proposed Norfolk Southern Tower.

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for October 18, 2016 at 7:00PM. Mr. Kirkhoff made a motion to adjourn at 11:34pm on September 20, 2016. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED