

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
October 18, 2016**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on October 18, 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 – Mary Dissinger, Engineer – Vicki Aycock, PESI – Kevin Hoch, Todd Mace.
- Citizens Present:** Robert L. Finnen, Tim Auxt, Ebben Berenstein, Kathy Smith, Jim Ryan, Maryann Landis, Jackie Green, Paula Shearer, Lindsey Nyhart, Teja Lherisson.

MINUTES – Minutes were presented for the September 20, 2016 Council meeting.

Mr. Croutharmel made a motion to approve the meeting minutes for September 20, 2016 as presented. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

PUBLIC COMMENT

Bob Finnen – Mr. Finnen thanked Mr. Croutharmel and his committee for the time and effort they put forth to work through the police services contract with Penn Township.

Paula Shearer – Ms. Shearer of 109 N. High St. stated that she has been making complaints to the Penn Township Police Department (PTPD) as another resident of Duncannon has been violent and threatening her daughter. She stated the police have refused to intercede and allow it to continue.

Linsey Nyhart – Ms. Nyhart of 109 N. High St. stated that they have been filing complaints concerning a violent individual and the PTPD have done nothing.

Teja Lherisson – Ms. Lherisson of 105 N. High St. stated that the Chief of the PTPD is very unprofessional and allows a violent individual to hit, punch, and grab minors with no repercussions. She has filed complaints with PTPD concerning this individual. She also witnessed a driver pulled over for driving under the influence and let go per the instructions of chief Pickles.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Perry County Crime Stoppers – Sent a letter requesting a financial contribution.

HACC Foundation – Sent a letter requesting a financial contribution.

Resignation – Mr. Leonhard submitted a letter of resignation from his position on the Duncannon Borough Council. The letter will be taken into consideration at the close of the meeting.

Citizen Action – Orange Development had a water leak at the Schoolhouse Apartment building and is asking that the sewer portion of the bill be lowered as the water did not enter the sewer system.

A motion was made by Mr. Williams to approve a credit in the amount of \$1455.71 to Orange Development for the sewer portion of their bill. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Junior Council Member – Mr. Kirkhoff introduced Ms. Ebben Berenstein as a potential junior council member.

GENERAL REPORTS

BOROUGH ENGINEER – Ms. Vicki Aycok, Pennoni Associates

A written report was provided.

Engineer Aycok reported that the sewer plant evaluation has been done and a report is in process.

The permit for the reservoir liner has been received and Pennoni is prepared to begin the bid process at any time. With approval, the bid information could be out with bids returned by the end of November. Bids could be awarded at the December meeting for a spring liner installation.

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

PESI provided a written report.

Mr. Mace reported that there was a large water loss at the Schoolhouse Apartments.

Mr. Mace summarized the PESI report for council.

Mr. Leonhard asked if there was a preventative maintenance schedule at the wastewater treatment plant (WWTP). Mr. Mace stated that there is a schedule and a logbook of all maintenance at the WWTP.

BOROUGH SOLICITOR – Ms. Mary Dissinger, Dissinger and Dissinger

No report.

BOROUGH MAYOR – The Honorable Jack Conrad

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

Officer Babik of the Penn Township Police Department reported that a seatbelt grant has just concluded for children up to the age of 12 and a similar grant is beginning for teens.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

Mr. Courogen stated that the Duncannon Assembly of God Church would like to hold their annual 'Light the Night' event in conjunction with Duncannon trick or treat. They would like permission to close the street in front of the church on the evening of October 31.

A motion was made by Mr. Williams to close High St. from Clark St. to Cherry St. on October 31, 2016 from 4-9pm. The motion was seconded by Mr. Nace and passed with a unanimous voice vote.

Mr. Courogen suggested that a request for proposal (RFP) be prepared for a solicitor to handle the petition to the PUC.

A motion was made by Ms. Young to advertise for legal services for the purpose of petitioning the PUC for deregulation. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

As the past years finances are close to reconciliation, auditing will need to be completed. Mr. Courogen stated that Mr. Morgan suggested that we use the Robert Morris Company to complete the 2014 audit. Mr. Courogen would like to prepare an RFP so that other companies may be considered for completion of the 2015 and 2016 audits.

A motion was made by Mr. Nace to authorize the manager to prepare an RFP for the completion of the 2015, 2016 audits. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

The Finance meeting on November 3, 2016 will be a budget workshop.

The security of the wastewater treatment plant (WWTP) should be upgraded. Unusual occurrences are causing concern. The security of all of the Borough buildings should be evaluated. Cameras should be purchased and the wastewater treatment plant should be rekeyed.

A motion was made by Mr. Williams to investigate various options and costs to replace locks and place cameras at the WWTP and the Borough office building. The padlocks at the WWTP plant to be change immediately. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

Resolution 2016-6, a resolution of the Borough of Duncannon, Perry County, Pennsylvania, Requesting PA small water and sewer program grant from the Commonwealth financing authority was presented.

The dollar amount and the linear feet have increased.

A motion was made by Mr. Kirkhoff to adopt Resolution 2016-6 with an amended dollar amount and amended linear feet. The grant to include deteriorated sewer lines running through, and under Market, Water, and Elm Streets.

APPROVAL OF TREASURER'S REPORT

Mr. Croutharmel made a motion to accept the October 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

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

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley asked that three items be included in the 2017 Borough budget for the Facilities and Fleet committee; \$20,000.00 for a dump truck, \$5,000.00 for a roller, and \$10,000.00 for maintenance.

Mr. Williams reported that Penn Township has a used dump truck up for bid and he suggested that the Borough bid \$5,000 on it. The truck has a cracked fuel line that can be fixed and it does include a plow.

Mr. Williams made a motion that a bid for \$5,000.00 be offered to Penn Township for the 1995 Ford L8000 dump truck with plow. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

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

No report.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams reported that the Halloween parade will be held on October 22, 2016 at 6:30pm. New streetlights have been installed from Clark St. to the south end of town and therefore portable lights will not be needed for the event.

Winterfest will be held at the Clarks Ferry Tavern on Sunday, November 27th at 6:30pm and will include the tree lighting, crafts, and Santa.

The New Year's Eve Sled Drop will also take place at the Clark's Ferry Tavern.

Mr. Williams asked if the Duncannon Boy Scouts had been given the contribution for their recycling program this year as budgeted.

A motion was made by Mr. Williams to pay the Scouts the contribution for recycling as budgeted from the Refuse account. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

A motion was made by Mr. Nace to advertise a full time position for a finance/treasurer position. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

BREAK – 9:00 – 9:10

FIRE PROTECTION – Chief Byron Worner

Chief Worner asked that a statement be prepared stating workman's compensations stance on firefighters volunteering in other communities to be presented to the County.

The fire protection meeting will be held on Tuesday, October 25, 2016 at the Duncannon in-town firehouse.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

A new draft of the Police Services contract was received from Penn Township. It is essentially the old contract with a new dollar figure.

A motion was made by Mr. Croutharmel to offer Penn Township \$32,629.39 as full payment for the 4th quarter of 2016. The payment should not be made until proof of acceptance and an agreement that they will continue police services has been received. The motion was seconded by Mr. Kirkhoff and passed with a roll call vote. Yes votes: Croutharmel, Eppley, Williams, Kirkhoff. No Votes: Leonhard, Young, Nace.

The payment to the Duncannon Fire Company for the 4th quarter is due to be paid.

Ms. Young made a motion to make the 4th quarter budgeted payment to the Duncannon Fire Company. The motion was seconded by Mr. Croutharmel and passed with a roll call vote. Yes votes: Croutharmel, Eppley, Williams, Kirkhoff, Young, Nace. No vote: Leonhard.

An updated open burning ordinance was presented.

A motion was made by Mr. Nace to authorize the manager to send the ordinance to the solicitor for formalization and to advertise the ordinance for public hearing at the November meeting. The motion was seconded by Mr. Leonhard and passed with a unanimous voice vote.

STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

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

The crew is also working to replace faded one way signs in the Borough.

UTILITIES – Mr. Ronald Leonhard, Chairman

No report.

SPECIAL COMMITTEE REPORTS

REVITALIZATION & DEVELOPMENT – Mr. Croutharmel, Chairman

The revitalization committee is holding meeting in conjunction with the Penn Township Economic Development committee. Their goal is to define and determine ways to achieve actual economic development.

OPERATING AUTHORITY COMMITTEE – Mr. Robert Finnen, Chairman

The transition to an operating authority is in the hands of the solicitors.

The Joint Operations Advisory Committee (JOAC) has agreed to do the plumbing and electrical work to upgrade the utility pumps.

UNFINISHED BUSINESS

The JOAC is in need of a letter for Susquehanna Economic Development Association Council of Governments (SEDA COG) stating that a joint water operation is a possibility.

Council would like Mr. Finnen to ask Mr. Seigel what the impact of waiting until the Early Intervention (EI) report has been completed would be on the project. Mr. Finnen will ask Mr. Seigel to attend the next Council meeting to provide and share firsthand information.

NEW BUSINESS

The resignation letter of Mr. Leonhard was accepted and Mr. Courogen will advertise the open Council seat.

PUBLIC COMMENT

Tim Auxt – Mr. Auxt thanked Mr. Leonhard for his service. Mr. Auxt inquired as to when the 2017 budget would be ready for presentation. Mr. Courogen stated that a draft should be ready for November Council meeting.

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for November 15, 2016 at 7:00PM. A motion was made by Mr. Croutharmel to adjourn at 11:32pm. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary