

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
January 17, 2017**

Call to order: Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on January 17, 2017. 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, Roger Williams, Jeffrey Kirkhoff, Christie Young, Christopher Adams, & Mayor John Cappawana.

Others Present: Borough Manager – Chris Courogen, Solicitor – William Dissinger, Engineer – Vicki Aycock, PESI – Kevin Hoch, Todd Mace, Finance Director – Robert Kroboth.

Citizens Present: Tim Auxt, Bob Finnen, Kathy Smith, Bill Seigel, Nancy Gavin, Mike Wolfersberger, Marita Kelley, Maryann Landis, and Jackie Green.

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

A motion was made by Mr. Eppley to approve the meeting minutes for December 20, 2016 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

PUBLIC COMMENT

Nancy Gavin – Ms. Gavin inquired into the race that was held on New Year’s Eve. She requested that when events of this type are held that the participants be asked to park in a specified area. The spaces on the square were blocked for the entire event leaving no customer parking for businesses.

Ms. Gavin also stated that the two hour parking on the square is not enforced and that is also a problem for businesses.

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

Mr. Edward Ream provided a letter of resignation from his position as Vacancy Chair of the Duncannon Borough. Mr. Ream is moving out of the borough.

An informational brochure was received from the State Association of Boroughs regarding their annual conference in Hershey.

Dennis Meiser will attend the February council meeting with timbering information.

A renewal for the State Mayor’s Association Membership was received.

A motion was made by Mr. Nace to approve membership for Mayor Cappawana to the State Mayor's Association. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

GENERAL REPORTS

BOROUGH ENGINEER – Ms. Vicki Aycock, Pennoni Associates

Ms. Aycock presented a written report.

Ms. Aycock also reported that bids will be solicited for the installation of the liner in the reservoir.

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

PESI provided a written report.

Mr. Mace stated that the 3,779,799,000 on the water report should read 3,779,799.

Mr. Mace also stated that the phosphorus levels seem to be dropping to within acceptable limits.

PESI provided council with a new Water & Wastewater Operations Professional Services Agreement for 2017.

Mr. Courogen suggested that an amendment be made to the current contract to accept a second operator until the new contract can be reviewed.

A motion was made by Mr. Williams to accept a second operator at the wastewater treatment plant as an amendment to the current contract on a month to month basis until proper review of the proposed 2017 contract. The motion was seconded by Mr. Eppley and passed with a unanimous voice vote.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No Report.

Mr. Courogen stated that three proposals were received from Solicitors interested in representing the Borough in the Public Utilities Commission (PUC) petitioning.

A motion was made by Mr. Nace to turn the Proposals for legal services regarding the PUC petitioning over to Solicitor Dissinger for review. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

BOROUGH MAYOR – Mr. John Cappawana

No Report.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

No report.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided.

In addition, Mr. Courogen reported that the Borough has received \$18,000.00 in winter storm reimbursement from the Federal Government. The state did not contribute the 25% expected.

Lead testing kits will be available for residents to test the water in their homes. The kits will be available at the borough office at the cost of \$20.00. A survey will be included with the testing kit to help in identification of tier one properties.

Mr. Courogen will be attending a meeting in Marysville on Jan. 31, 2017 regarding a proposed natural gas pipeline.

Snow emergency routes are signed appropriately and old faded signs will be replaced.

The sewer committee prepared and sent a response to the Department of Environmental Protection (DEP) regarding violations at the wastewater treatment plant.

A letter was received from a resident asking that a handicapped parking space be removed from the 200 block of High Street as there are two within a small area.

Mr. Williams made a motion to remove the handicapped parking designation sign from the 221 N. High Street curb space. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The Duncannon Appalachian Trail Committee (DATC) provided a request for street closures for their annual festival.

Mr. Williams made a motion for the closure of High Street from Cumberland Street to Plum Street from 8 a.m. to 5 p.m. on June 17, 2017 for the DATC Festival. The motion was seconded by Mr. Croutharmel and passes with a unanimous voice vote.

Mr. Courogen and Mr. Greg Rogalski met with a representative from DEP on Friday, January 13, 2017 to discuss the lead found in the water. DEP would like the borough to identify all lead service lines and replace 7% per year until completed. The service lines need to be researched through maps and records to determine problem areas where available. If records are not available, digging and inspection may be required.

Ms. Marita Kelly, Director of the Early Intervention program and Mr. Bill Seigel of SEDA COG spoke on the issue of a proposed water system connection with Penn Township.

An informational conference will be organized and advertised. The conference will be open to Duncannon Borough Council Members and Mayor, Duncannon Municipal Authority Members, Penn Township Authority Members, Penn Township Supervisors, and residents.

APPROVAL OF TREASURER'S REPORT

Ms. Young made a motion to accept the Treasurers Report/Weekly Banking Review dated December 31, 2016 subject to audit. The motion was seconded by Mr. Croutharmel 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 Ms. Young and passed with a unanimous voice vote.

BREAK – 9:28 p.m. to 9:38 p.m.

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

Mr. Eppley reported that the work crew has had the truck purchased from Penn Township inspected and it is ready to use with the cinder spreader.

Each vehicle in the fleet will need to be numbered and identified as a Borough vehicle.

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

The 2014 Audit is set to begin on Friday, January 20, 2017.

The Certificates of Deposit (CD's) will be closed out and new investment options will be considered.

Workman's Compensation reimbursements have not been requested from Wheatfield and Penn Township's since 2013.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Sled Fest will be held on April 29, 2017 and will require street closures.

Ms. Young made a motion to close Apple Tree Alley from Rachel Street to Clark Street from 6 a.m. to 5 p.m. on Saturday, April 29, 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

The Duncannon Rec. Board Car Show is scheduled for June 4, 2017 at Cooper Field.

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

No report.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

The Emergency response plan for the Borough is being discussed by the committee. They did reach out to the Pennsylvania State Police for input, but they have not yet received a response.

UTILITIES, STREETS & INFRASTRUCTURE – Mr. Jeffrey Kirkhoff, Chairman

A list of street signs in need of replacement or initial placement is in preparation.

NEW BUSINESS

Draft copies of the Early Intervention Program report were distributed to Council Members.

PUBLIC COMMENT - NONE

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for February 21, 2017 at 7:00PM. A motion was made by Mr. Croutharmel to adjourn at 10:27pm on January 17, 2017. The motion was seconded by Mr. Epley and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary

APPROVED