

**BOROUGH OF DUNCANNON
COUNCIL MEETING MINUTES
April 18, 2017**

Call to order: Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on April 18, 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 – Greg Rogalski, PESI – Todd Mace, Finance Director – Robert Kroboth.

Citizens Present: Kathy Smith, Jim Ryan, Maryann Landis, Tyler Harrison.

MINUTES – Minutes were presented for the March 21, 2017 Council Meeting.

A motion was made by Mr. Croutharmel to approve the meeting minutes for March 21, 2017 as presented. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

PUBLIC COMMENT - NONE

APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION

There has been no response to the call for a volunteer to fill the vacancy on the Municipal Authority.

Norfolk Southern sent a request for a letter of support in their plan to increase passenger rail service.

A motion was made by Ms. Young to direct the Manager to draft a letter of support for increase passenger rail service for Norfolk Southern. The motion was seconded by Mr. Croutharmel and discussion followed. The motion failed on a roll call vote, Mr. Eppley, Mr. Adams, Mr. Williams, and Mr. Kirkhoff dissenting.

The Borough was not chosen to receive the Small Water and Sewer Grant through the Department of Community and Economic Development (DCED).

GENERAL REPORTS

BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates

A written report was prepared by Mr. Greg Rogalski and provided to council members.

Mr. Rogalski stated that there has been a heavy presence from Department of Environmental Protection (DEP) at the reservoir and that will likely continue through the completion of the reservoir liner replacement project.

The Chestnut street water main project is moving forward and should go out for bid on May 2, 2017.

Bids were received for contract 2017-03, wastewater treatment plant influent pump replacement and installation. Mr. Rogalski has reviewed the bids and recommends acceptance of the bid from Blooming Glen Contractors WW for the amount of \$21,279.00.

A motion was made by Mr. Croutharmel to authorize Pennoni Associates to issue bid documents for the Chestnut Street water main replacement on or about May 2, 2017. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

A motion was made by Mr. Kirkhoff to accept the bid of \$21,279.00 from Blooming Glen Contractors WW for contract 2017-03, wastewater treatment plant influent pump replacement and installation. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

PESI provided a written report.

BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger

No report.

FIRE PROTECTION – Chief Byron Worner

A 2016 audit of the Duncannon Fire Company was provided for council members.

BOROUGH MAYOR – Mr. John Cappawana

No Report.

CODES ENFORCEMENT- Mr. Anthony Klase

Mr. Klase provided a written summary report.

BOROUGH SECRETARY – Mrs. Kathy Bauer

Mrs. Bauer asked that all statements of financial interest be filled out and returned to the Borough office as soon as possible.

BOROUGH MANAGER – Mr. Chris Courogen

A written report was provided.

Mr. Courogen shared information provided by the Pennsylvania State Association of Boroughs (PSAB) regarding the possible elimination of the Community Development Block Grants (CDGB) Program.

A motion was made by Mr. Kirkhoff to adopt Resolution 2017-3 opposing elimination of the federally sponsored CDBG program. The motion was seconded by Ms. Young and failed with a roll call vote, Mr. Croutharmel, Mr. Eppley, Mr. Adams, Mr. Williams, and Mr. Nace dissenting.

Mr. Courogen stated that a voting delegate and an alternate are needed for the PSAB conference.

Mr. Nace made a motion to appoint Ms. Young as the voting delegate and Mayor Cappawana as the alternate for the PSAB conference. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

APPROVAL OF TREASURER'S REPORT

A motion was made by Mr. Croutharmel to accept the Treasurers Report/Weekly Banking Review dated March 31, 2017, subject to audit. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

RATIFICATION AND APPROVAL OF BILLS

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

COUNCIL COMMITTEE REPORTS

FACILITIES & FLEET – Mr. Frank Eppley, Chairman

A motion was made by Mr. Kirkhoff to accept the Act One Surveyors proposal totaling 5,700.00 subject to legal review and the agreement that the borough will receive a digital copy of the final product. The motion was seconded by Mr. Adams and passed with a voice vote, Mr. Williams abstained.

The April committee meeting has been cancelled.

The work crew has been using a street roller borrowed from Penn Township. Penn Township is willing to sell the roller to the Borough for \$200.00.

A motion was made by Mr. Eppley to purchase the Penn Township street roller for \$200.00 form Highway Aid. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

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

Ms. Young reported that the management letter authorizing the 2014 audit has been signed.

As recommended in the Early Intervention Program (EIP) report Ms. Young recommends that the Borough cease taking cash payments. Cash will be taken through the month of May and cease June 1, 2017.

A motion was made by Ms. Young to discontinue the acceptance of cash payments in the Borough Office on June 1, 2017. The motion was seconded by Mr. Adams and passed with a unanimous voice vote.

Ms. Young recommended paying the first of 4 quarterly payments of \$6250.00 to the Duncannon Fire Company.

Ms. Young made a motion to pay 25% of the 2017 budgeted amount to the Duncannon Fire Company from the first quarter fire tax revenue. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

PARKS & RECREATION – Mr. Roger Williams, Chairman

Mr. Williams stated that Sledfest will take place on April 29, 2017 at the Old Sled Works. The committee will meet at the Borough office on April 28, 2017 for final preparations.

The Duncannon Rec. Board ‘Summertime Shine’ car show will be held on June 4, 2017 at Cooper Field.

Buddy Boy Winery will provide the Borough with a copy of their Insurance before the Duncannon Appalachian Trail Festival.

There has not been a determination as to whether a summer program for the Borough youth will be held in 2017.

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

A motion was made to terminate Sara Kinney from Borough employment effective March 29, 2017. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Paul Liddick provided a letter stating his intent to retire effective May 31, 2017.

A motion was made by Mr. Nace to authorize the manager to review the applications received for the billing clerk position and authorize the personnel committee to make a temporary hire until full council approval can be made. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman

Mr. Croutharmel reported that the EMS is no longer pursuing a Mobile Intensive Care Unit (MICU) in cooperation with Holy Spirit Hospital.

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

Mr. Kirkhoff stated that the work crew is creating a priority system for road projects.

A sign grant is available through 3M products and will be researched and considered.

REVITALIZATION & DEVELOPMENT – Mr. Christopher Adams, Chairman

Mr. Adams reported that the Revitalization and Development committee is considering creating a map with advertising space to distribute to travelers.

The Property Maintenance Code has been tabled due to the lack of support of enforcement by the court system.

The committee is researching the flood plain ordinance to see if there is any way to make it less of a burden on home owners.

A motion was made by Mr. Nace to authorize the solicitor to dismiss any open cases filed under the Windows and Doors Ordinance. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

UNFINISHED BUSINESS - NONE

NEW BUSINESS - NONE

PUBLIC COMMENT

Don Kauffman – Mr. Kauffman found a packet of hypodermic needles in front of his home and would like to see efforts made to combat the drug problem.

He would also like to see the flag at Cooper field replaced as the current flag is tattered and worn.

Kathy Smith – Ms. Smith was concerned that older borough residents would be negatively affected by the decision to discontinue the acceptance of cash payments.

ADJOURNMENT - The next regularly scheduled Borough Council Meeting is set for May 16, 2017 at 7:00PM. A motion was made by Mr. Williams to adjourn at 8:30PM on April 18, 2017. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer
Duncannon Borough Secretary