

**BOROUGH OF DUNCANNON  
COUNCIL MEETING MINUTES  
June 20, 2017**

- Call to order:** Kraig Nace, President of Council called the meeting to order at 7:00 p.m. on June 20, 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 – Kevin Hoch, Finance Director – Robert Kroboth.
- Citizens Present:** Josh Parrish, Sophia Cappawana, Mike Wolf, Tonna Berenstein, Kevin Bissonnette, Samantha Bissonnette, Kathy Smith, Michael Helmbaugh, Maryann Landis, Dennis Shatto, Tyler Harrison, Jennifer Keller. Floyd Mutzabaugh, Paul Liddick, Dianne Vranesic.

**MINUTES** – Minutes were presented for the May 16, 2017 Council Meeting.

A motion was made by Mr. Williams to approve the meeting minutes for May 16, 2017 with corrections. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

**PUBLIC COMMENT**

**Kevin Bissonnette** – 700 N. High Street, Duncannon.

Mr. Bissonnette received a codes violation for having chickens in the Borough. He would like council to consider changing the ordinance. He provided a signed petition and information on the positive aspects of raising chickens and ordinances from other communities and cities where they are permitted.

**Dennis Shatto** – 204 Church Street, Duncannon.

Mr. Shatto reported that he had a sewer issue and that he was very happy with the rapid response from the borough operators.

**Jennifer Keller** – 518 N. Market Street, Duncannon.

Ms. Keller stated that she is in support of allowing chickens in the Borough.

**Floyd Mutzabaugh** – 518 N. Market Street, Duncannon.

Mr. Mutzabaugh stated that they also received a codes violation for having chickens in the Borough. He did get rid of his roosters and geese but would be in support of changing the ordinance to allow chickens in the Borough.

**Diane Vranesic** – 518 N. Market Street, Duncannon.

Ms. Vranesic stated that she is in favor of allowing chickens in the borough as they are beneficial to the environment. They eat ticks, fleas, and other pests.

### **PRESENTATION**

#### **Josh Parrish – Nature Conservancy**

Mr. Parrish was joined by Mike Wolfe of Appalachian Forest Consultants to present information regarding a Conservation program for the Duncannon Watershed. A written copy of the presentation was given to Council members. Mr. Parrish and Mr. Wolfe summarized the information and discussed the next steps to be taken by the Borough to proceed.

Mr. Parrish and Mr. Wolfe entertained questions from those present.

Mr. Croutharmel suggested getting a third opinion from an outside source, and independent forester with no ties to the borough. The Borough has been given conflicting information from two respected sources making decision making difficult.

### **APPOINTMENTS, CORRESPONDENCE, RESIGNATIONS, CITIZEN ACTION**

#### **Recognition of Paul Liddick -**

Mr. Nace stated that Mr. Liddick has worked for the Borough for over 30 years and presented Resolution #2017-5 Honoring Paul Liddick on his Retirement on May 31, 2017.

A motion was made by Mr. Nace to adopt Resolution #2017-5, Honoring Paul Liddick on his Retirement on May 31, 2017. The motion was seconded by Mr. Williams and passed with a unanimous voice vote.

In Honor of his many years of service and dedication, Mayor Cappawana presented Mr. Liddick with a proclamation that Wednesday, June 21, 2017 would be recognized as Paul Liddick Day in the Borough of Duncannon.

#### **Dennis Shatto – Consideration of sewer reimbursement.**

Mr. Dennis Shatto sent a letter asking for reimbursement of a bill from Drain Doctors for a sewer backup that was found to be a blockage in the Borough lines. The bill totaled \$222.50.

A motion was made by Ms. Young to reimburse Mr. Shatto \$222.50 for a Drain Doctors bill to be paid from the Sewer fund. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

The Borough is still in need of a resident to fill the vacancy on the Sewer Authority.

### **GENERAL REPORTS**

#### **BOROUGH ENGINEER – Mr. Greg Rogalski, Pennoni Associates**

A written report was provided.

A motion was made by Mr. Nace to approve the payment of \$3000.00 to the Department of Environmental Protection (DEP) for the Consent Order Agreement (COA) for sewer plant fines. The motion was seconded by Mr. Kirkhoff and passed with a unanimous voice vote.

Mr. Rogalski reported that the pilot demonstration of the screw press went well.

A motion was made by Ms. Young to ratify the bid advertisement for the influent pump replacement. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

Mr. Rogalski provided a summary of the bids received for the Chestnut Street water project.

A motion was made by Mr. Nace to Authorize Pennoni Associates to notify EK Services Inc. of New Cumberland that they are the lowest bidder with a bid of \$245,542.00 and should proceed with the Chestnut Street water project using ductile iron. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Surveying of the Butchershop Road culvert indicated that the culvert is the property of the Duncannon Borough.

A motion was made by Mr. Nace to authorize Pennoni Associates to move forward with the bid process for the Butchershop Road Culvert project bid process. Project to be completed using funds from Highway aid and/or Liquid Fuels as appropriate. Bids to be returned in the fall (Sept.-Oct.) of 2017 for project start in spring (March) 2018. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

#### **PUBLIC WORKS – Mr. Kevin Hoch, PA Environmental Solutions, Inc. (PESI)**

PESI provided a written report.

Mr. Hoch reported that the reservoir liner is in place and on-line. Without the leaks in the reservoir, the wells are more stable.

The first set of samples for lead and copper testing have been sent out and results should be available within two weeks. The second round of testing will take place in mid-July.

Customer issues reported to the Borough office will be copied and shared with PESI so that they can track and possible issues with the lines.

The screw press demonstration went well; the only issue was with the water pressure which is regularly an issue in the plant.

A check valve was sent out for repair/rebuild. The part is no longer available through the manufacturer.

Mr. Hoch would like to schedule the repair work to be done on the Elm St. manhole while the water levels are down.

Line maintenance will need more attention in the next few months as roots, etc. are invading the lines.

A motion was made by Mr. Kirkhoff to allocate up to \$500.00 to purchase chemicals for smoke testing of the sewer lines. Duncannon Crew to help as needed. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Mr. Williams suggested that the Borough look into the cost of a maintenance contract for the sewer lines. Possibly a contract that would have a certain distance of lines cleared each year.

Mr. Hoch stated that the manholes on water street need checked, but the bolts are broken. A generator or source of electricity will be needed to run the equipment needed to open the manholes.

**BOROUGH SOLICITOR – Mr. William Dissinger, Dissinger and Dissinger**

The Cable franchise agreement is up for renewal. Solicitor Dissinger prepared a counter offer to Blue Ridge Communications which they refused. He will continue negotiations.

Solicitor Dissinger will be working to update the security deposit procedure.

**FIRE PROTECTION – Chief Byron Worner**

No Report.

**BOROUGH MAYOR – Mr. John Cappawana**

Mayor Cappawana provided information from the Borough News Magazine regarding grant opportunities to Mr. Adams for the Revitalization Committee.

Mayor Cappawana provided information on the Junior Council Person Program and possible options for Codes Enforcement.

**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.

Mr. Courogen stated that the 'Fiddle and Film' event will take place at The Duncannon Area Park on Friday, June 23, 2017. He thanked Pennoni Associates and Riverview bank for their sponsorship of the event.

The second clean-up day has been scheduled for July 15, 2017.

The newsletter will be ready for print next week. If anyone has information they would like included please get it to Mr. Courogen as soon as possible.

Mr. Kirkhoff requested that sidewalk maintenance information be included in the newsletter.

Mr. Courogen will include an article in the newsletter to inform residents of improvements, repairs and upgrades made throughout the Borough.

### **APPROVAL OF TREASURER'S REPORT**

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

### **COUNCIL COMMITTEE REPORTS**

#### **FACILITIES & FLEET – Mr. Frank Eppley, Chairman**

Mr. Eppley reported that the Committee meeting for June had been cancelled for lack of agenda and that at this time there is nothing set for discussion in July.

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

Ms. Young reported that Mr. Kroboth is working on a statement of revenues and expenditures.

The 2014 Audit is finalized and the 2015 audit is proceeding. The 2016 audit will also need to be completed before the Borough can acquire financial backing for large projects.

Mr. Kroboth is preparing a mid-year fiscal report.

Ms. Young stated that a list of recommendations from the Early Intervention Program (EIP) report has been prepared along with a notation of the committee that should take each into consideration. Committees will be provided with the list.

A motion was made by Ms. Young to release the second quarterly payment of \$6250.00 to the Duncannon Fire Company. The motion was seconded by Mr. Croutharmel and passed with a unanimous voice vote.

#### **PARKS & RECREATION – Mr. Roger Williams, Chairman**

Mr. Williams reported that the 'Fiddle and Film' event will be held on Friday, June 23, 2017 at the Duncannon Area Park.

He stated that the Summertime Shine Car Show was a success and he appreciates all of the cooperation to help organize the event.

A motion was made by Mr. Williams to restrict parking on Friday, June 23, 2017 for the 'Fiddle and Film' event. Restrictions to include, no parking on Cherry Street from High Street to Prospect Avenue, no parking on Prospect Avenue from Cherry Street to Chestnut Street, and no parking on Chestnut

Street from Prospect Avenue to the Duncannon Area Park. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

Pay adjustment were tabled until next meeting.

**PUBLIC SAFETY – Mr. Darryl Croutharmel, Chairman**

The committee did not hold a meeting in June.

A motion was made by Mr. Croutharmel to adopt Resolution No. 2017-4, adopting the National incident Management System (NIMS). The motion was seconded by Ms. Young and passed with a unanimous voice vote.

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

Mr. Courogen reported that street signs have been ordered under budget with the grant from 3M. Almost all of the signs in the Borough will be replaced. Some new brackets have also been ordered along with 25 new poles.

An inventory of streetlights needed to complete Market Street will be done for the next meeting.

**REVITALIZATION & DEVELOPMENT– Mr. Christopher Adams, Chairman**

Mr. Adams reported that Home Depot offers a 'Fresh Paint' grant to tax exempt organizations.

A motion was made by Mr. Adams to approve the completion of applications for the 'Fresh Paint' grant for the Duncannon Area Park band shell and the Duncannon Fire Station. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

**UNFINISHED BUSINESS - NONE**

**NEW BUSINESS - NONE**

**PUBLIC COMMENT**

**Tonna Berenstein** – 9 Broadway Avenue, Duncannon.

Ms. Berenstein presented information on why chickens could be a benefit to the Borough. She did outline some specific points to be considered if there is to be a change made to the current ordinance. She was invited to share this information at the Revitalization Committee meeting as that committee will be spearheading this task.

**ADJOURNMENT** - The next regularly scheduled Borough Council Meeting is set for July 18, 2017 at 7:00PM. A motion was made by Mr. Kirkhoff to adjourn at 10:02PM on June 20, 2017. The motion was seconded by Ms. Young and passed with a unanimous voice vote.

Respectfully Submitted,

Kathy Bauer  
Duncannon Borough Secretary