

Palmyra Borough Council Meeting
 August 23, 2016
 7:00 PM

Borough Council Vice President Mark Smith called the meeting to order at 7:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Council members in attendance included Brian Craig, Pat Hennessy, Carissa Mellinger, Beth Shearer, Joe Templin, and Ralph Watts. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Police Chief Stan Jasinski, and Mayor Fred Carpenter.

Public Comments

- Richard Lewis, 151 N. Franklin Street, complained to Council about the amount of dog feces in his neighbor’s backyard.
- Jane Quairoli, 134 Braeburn Way, inquired about the cell tower litigation, the ShadowStone agreement for storm water, the full-time Zoning Officer/Codes Enforcement position, and the loan draw for storm water.
- Bernie & Ann Kozlowski, 961 E. Maple Street, were in attendance to discuss the new injection well on E. Maple Street. They provided evidence that the water does not drain quickly and causes flooding.
- Jael Wolfe reported to Council that three kittens and one adult cat were trapped by PAWS in the 300 block of E. Cherry Street prior to demolition. She also reported receiving scam phone calls from the IRS.
- Maddie Reed, 233 E. Hazel Street – inquired about the total number of cars that use the intersection at East Oak Street, pothole repairs, and recent Town Square repair costs.
- Barry Powell, 41 N. Franklin Street – inquired about recent Town Square repair costs, and costs associated with the sinkhole repair at the 900 Block of E. Maple Street.

Consent Calendar

The following agenda items were acted upon by a single motion:

- a. Approve the minutes of the August 9, 2016 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period July 1 through July 31, 2016:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund
YTD Revenue	\$2,147,976	\$920,849	\$569,325	\$313,519	\$107,145
YTD Expenses	\$1,676,313	\$582,517	\$411,325	\$959,990	\$3,000
Difference	\$471,663	\$338,332	\$157,999	\$(646,471)	\$104,145
Fund Balance	\$1,694,553	\$860,710	\$432,934	\$804,997	\$2,263,457

	Liquid Fuels Fund	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund
YTD Revenue	\$206,663	\$27,400	\$43,916	\$7	\$40,363
YTD Expenses	\$20,664	\$25,500	\$25,378	\$3,253	\$0
Difference	\$185,999	\$1,900	\$18,538	\$7	\$40,363
Fund Balance	\$327,715	\$2,493	\$178,887	\$9,012	\$282,722

Motion: To approve the consent calendar. Motion by Pat Hennessy, second by Beth Shearer. Motion passed.

Action Items

a. Road Closure Request – 2016 Palmyra Holiday Parade:

Motion: To authorize the Palmyra Area Heritage Association (PAHA) to implement the following road closures necessary for the 2016 Palmyra Holiday Parade to be held on Saturday November 12, 2016 from 11:00 AM – approximately 2:00 PM.:

Parade Staging from 10:30 AM-12:00 PM: Close S. Railroad Street from Main Street to E. Maple Street, and W. Cherry Street from S. Railroad Street to Mark Street, and:

Parade Route: Beginning at 12:00 Noon at S. Railroad Street and E. Maple St. the parade will proceed East on E. Maple St.; turning North onto S. Green Street; turning West onto E. Main Street; turning South onto S. Horstick Ave., turning East onto W. Cherry St., and disbanding at the Palmyra Middle School at approximately 2:00 PM.

Motion by Pat Hennessy, second by Mark Smith. Motion passed.

b. Bid Award – Milling, Paving, and Full Depth Reclamation of Spruce Street:

Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Pennsy Supply, Inc., 1 Clear Spring Rd, Annville, PA 17003 in the amount of \$309,914.50 for the curb to curb milling, paving, and full depth reclamation and re-paving of Spruce Street between N. Grant St. and N. Forge Rd. Motion by Ralph Watts, second by Pat Hennessy. Motion passed.

c. Loan Draw Request #3 from \$3-Million Dollar Line of Credit for Capital Improvements:

Motion: To approve Loan Draw #3 from the \$3-million-dollar line of credit for capital improvements in the amount of \$2,274,689.70 in order to reimburse the Capital Reserve Fund for invoices from the 900 block of East Maple Street sinkhole mitigation, 900 block of East Cherry Street Injection Well, the 300 block of East Cherry Street Sinkhole mitigation, and the Spruce Street Reconstruction Project. Motion by Pat Hennessy, second by Joe Templin. Motion passed.

Reports

- a. President's Report: President Hennessy did not have a report.
- b. Financial Report: There were no questions concerning the July financial reports.
- c. Fire Department:
 1. Fire Services Commission Report: Councilor Shearer reported the Commission met on Wednesday, August 10, 2016 at 6:30 p.m. at the North Londonderry Township Office.

The new building project work hours have been established between 6:00 a.m. and 2:30 p.m. Monday through Friday. The contractor is currently working on the foundation, and a January 2017 completion date is proposed for the project.

Robert Buchter will be performing routine monitoring and observation of the construction project for CFC.

The capital campaign for the new fire station has raised approximately \$170,000.00 to date.

The 2015 Auditor's Report for Citizen's Fire Company No.1 has been submitted to both Palmyra Borough and North Londonderry Township.

A Vehicle Replacement Plan was provided to the Commission for review. The proposed plan is a draft time frame of future apparatus needs and funding alternatives. All agreed an increase in funding for apparatus is warranted and well overdue. The Commission will discuss this plan in more depth after the new fire station project is complete.
- d. Library Board Report: Councilor Watts provided a copy of the Library report for August.
- e. Police/Mayor's Report: Mayor Carpenter provided a copy of the July 2016 Monthly Report. He also announced that the Lebanon County Chiefs of Police established Monday, October 31, 2016 as Trick-or-Treat night between the hours of 6-8 PM.

Motion: Upon recommendation from the Palmyra Police Chief, and the Lebanon County Chiefs of Police, Trick-Or-Treat Night shall be held in the Borough on Monday, October 31st from 6-8 PM in conjunction with Countywide Trick-Or-Treat Night. Motion by Mark Smith, second by Pat Hennessy. Motion passed.
- f. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month. The next meeting is scheduled for Wednesday, September 7, 2016 beginning at 7:00 PM.
- g. Recreation Commission Report: President Hennessy provided a copy of the July report.
- h. Solicitor's Report: There was no report.
- i. Zoning & Codes Enforcement: Mr. Powl provided a copy of the following application. After review, Council decided not to take a position on the application.
 1. Zoning Hearing Board: (The following hearing is scheduled for the September 19th hearing date)
 - a. 623 E. Cherry Street – Kevin O'Shea:
Section 380-127 – Special Exception for Expansion or Alteration of a Non-Conforming Use (Convert existing Auto Detail Shop to a Beauty Salon)

j. Borough Manager's Report:

1. 2017 Budget:

a. Zoning Officer/Codes Enforcement Officer Cost Analysis: Mr. Powl provided Council with a cost analysis for a full-time officer. The increase to the budget would be approximately \$36,600 per year. He asked Council if they want him to include the position in the 2017 budget. Councilors Hennessy, Smith, Shearer, Templin and Watts all agreed to have to position added to the draft budget in order to make a final decision on the position. Council Craig went on record to express his opposition to this addition.

b. Eliminate Library Tax – Mr. Powl stated that he is looking for direction on a housekeeping issue with the 2017 Budget. Last year there was discussion about eliminating the library tax millage and associated Library Tax Fund and including the same level of funding for the Library within the 456 budget category of the General Fund. He inquired if this is still something that Council is considering. Council agreed to leave the library tax as a separate tax.

2. East Oak Street & S. Forge Rd (PA117) Intersection Vertical Alignment Improvement Project Update: Mr. Powl provided an engineering estimate from RETTEW for the vertical realignment of the intersection at the cost of \$63,837. Council discussed the issue and decided to place the item on the September 13th meeting agenda.

3. 300 Block E. Cherry Street Sinkhole Repair & Stormwater Management: Mr. Powl reported that complaints have been received about the Met-Ed pole in front of 234 E. Cherry Street moving/twisting. Met-Ed has assured the Borough that the pole has not moved or twisted. The recent power outage in the area was due to a transformer, not a sinkhole.

He also reported that the drilling for the new injection well is underway with initial reports showing that the well will take significant water. As a result, Dr. Seaton from ARM Group would like to drill a couple more wells within the demolition area to maximize any stormwater management facilities that may be built there.

4. Stormwater Injection Well #1 (Relocation from Spruce & Chestnut to Fireman's Park) – Mr. Powl indicated that another attempt will be made on two new locations in the park to drill for an injection well. The first three have failed and the progress of the park renovations is being affected.

5. Stormwater Injection Well #4 (Arch Street) – The well drillers will move to Arch Street once the drilling at Fireman's Park is complete. This should occur within a week.

6. Management Priority List: Councilor Smith asked for all the projects showing 100% completion to be removed from the list and a clean copy provided to Council. He then asked that this be placed on the September 13th meeting agenda.

7. Mr. Powl reported that the Rec Commission usually holds their chicken bar-b-que in the lane to the building from Walnut Street, but the new fire house construction is prohibiting access. They asked if they would be able to hold the event on S. Bowman Avenue between Walnut Street & Pine Street.

Motion: To allow the Palmyra Area Recs and Parks Commission to hold their chicken bar-b-que on September 28, 2016 on S. Bowman Avenue. Motion by Pat Hennessy, second by Joe Templin.

8. Mr. Powl provided a copy of the final audit report to Council. He asked if they would like Mr. Koontz from Brown Shultz Sheridan & Fritz to present the final report. Council agreed and asked that he be invited to the September 13th meeting.
9. Mr. Powl informed Council that cameras have been ordered for the refuse/recycling trucks. However, the Borough will need to purchase the computer equipment to store the video data. The estimate received for the equipment is \$10,984, which would be paid for out of the refuse fund.

Motion: To authorize the purchase of computer equipment necessary to complete the camera installation program at a cost of \$10,984, and to expense the cost to budget line item #09.427.750. Motion by Pat Hennessy, second by Ralph Watts. Motion passed.

Communications

There were no communications.

Other Business

There was no other business.

Announcement

Borough Council will conduct a public meeting on Tuesday, September 13, 2016 beginning at 6:00 PM and on Tuesday, September 27, 2016 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Brian Craig, second by Pat Hennessy. The meeting adjourned at 8:35 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager