

Palmyra Borough Council Meeting
Tuesday, January 10, 2017
7:00 PM

Borough Council 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. Other Council members in attendance included Brian Craig, Carissa Mellinger, Jane Quairolì, Beth Shearer, Joe Templin, and Ralph Watts. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Chief Jasinski. Mayor Fred Carpenter was absent from the meeting.

Public Comments

There were no public comments.

Consent Calendar

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

- a. Approve the minutes of the December 13, 2016 Borough Council meeting.

Motion: To approve the consent calendar. Motion by Jane Quairolì, second by Ralph Watts. Motion passed.

Action & Discussion Items

- a. Road Closure Request – Palmyra Scholastic Winter Sports Victory Parade:

Motion: To authorize the closure of the roads necessary to accommodate the following parade route for possible 2017 PIAA District & State Championships won by Palmyra boys and/or girls basketball, and/or varsity swimming team to be held on Friday March 3, 2017 between 6:00 – 9:00 PM, with an alternate date of Saturday March 4, 2017 between 1:00 – 3:00 PM, utilizing the following parade route:

Parade Route: Beginning at Middle School Rear Parking Lot; north on S. Locust St; left onto W. Cherry St; right onto Horstick Ave; right onto Main St. (US422); right onto S. Green St.; right onto E. Maple St.; left onto S. Railroad St.; right onto W. Walnut St.; right onto S. Locust St., ending at Middle School Rear Parking Lot.

Motion by Jane Quairolì, second by Beth Shearer. Motion passed.

- b. Resolution #2017-01 – Appoint Member to Palmyra Municipal Authority:

Motion: To approve Resolution #2017-01, a resolution to appoint Brian C. Craig as a member of the Palmyra Borough Municipal Authority, whose term shall expire December 31, 2020. Motion by Jane Quairolì, second by Carissa Mellinger. Motion passed.

- c. Resolution #2017-02 – Appoint Member to Palmyra Municipal Authority:

Motion: To approve Resolution #2017-02, a resolution to appoint James E. Hartman as a member of the Palmyra Borough Municipal Authority, whose term shall expire December 31, 2021. Motion by Beth Shearer, second by Jane Quairolì. Motion passed.

- d. Resolution #2017-03 – Appoint Delegates to the Lebanon County Tax Collection Committee:

Motion: To approve Resolution #2017-03, a resolution to appoint Ron E. Fouche' and Lisa M. Daubert as the delegate and alternate delegate to the Lebanon County Tax Collection Committee for 2017. Motion by Jane Quairolì, second by Joe Templin. Motion passed.

e. Resolution #2017-04 – Appoint Voting Members to the Fire Services Commission:

Motion: To approve Resolution #2017-04, a resolution to appoint Beth Shearer (Council Rep), Roger Powl (Management Rep), and Jim Tesche (Resident) as the voting members on the Palmyra Fire Services Commission for 2017. Motion by Jane Quairolì, second by Mark Smith. Motion passed.

f. Resolution #2017-05 – Appoint Member to the Palmyra Zoning Hearing Board:

Motion: To approve Resolution #2017-05, a resolution to appoint J. Edward Kaylor as a regular member of the Palmyra Zoning Hearing Board, whose term shall expire December 31, 2019. Motion by Mark Smith, second by Beth Shearer. Motion passed.

g. Resolution #2017-06 – Appoint Member to the Palmyra Zoning Hearing Board:

Motion: To approve Resolution #2017-06, a resolution to appoint Travis Alexander as a regular member of the Palmyra Zoning Hearing Board, whose term shall expire December 31, 2017. Motion by Beth Shearer, second by Joe Templin. Motion passed.

h. Resolution #2017-07 – Appoint Member to the Palmyra Planning Commission:

Motion: To approve Resolution #2017-07, a resolution to appoint Carissa Mellinger as a member of the Palmyra Planning Commission, whose term shall expire December 31, 2017. Motion by Beth Shearer, second by Jane Quairolì. Motion passed.

i. Resolution #2017-09 – Appoint Member to the Palmyra Zoning Hearing Board:

Motion: To approve Resolution #2017-09, a resolution to appoint Susan Verhoek as an alternate member of the Palmyra Zoning Hearing Board, whose term shall expire December 31, 2017. Motion by Jane Quairolì, second by Beth Shearer. Motion passed.

j. Appointed Officials – Vacancies Remaining:

1. Palmyra Municipal Authority Board: (5-year terms)
 - Finish the 5-year term held by Pat Hennessy – expires 12/31/18
2. Vacancy Board Chairman: (1-year term as required by Section 901.C of the Borough Code)
3. Palmyra Area Rec. & Parks Commission (Council Representative): (3-year term)

k. White Oak Subdivision & Land Development Plan – Financial Security Reduction Request

Motion: To approve the recommendation by the Borough Engineer to authorize a reduction in the amount of \$90,439.15 to the Subdivision and Land Development Letter of Credit # 1001546 1006 issued by Branch Banking & Trust Company for White Oak leaving a new outstanding financial security balance of \$0. Motion by Jane Quairolì, second by Mark Smith. Motion passed.

Reports

a. President's Report: President Smith wished everyone a Happy New Year.

b. Financial Report:

1. Financial Statement: Year end 2016 accounting records have not been completed and closed out, therefore the financial statements will be provided at that January 24th meeting.
2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the report.

3. Loan Status Update: Mr. Powl provided a financial update on both the \$5 million and \$3 million dollar loans. Councilor Quairoli asked for the update and expressed her concerns over the total outstanding debt of \$8.9 million, which includes the cost of the new fire station.

c. Fire Department:

1. New Firehouse Update: The project continues to progress and is on time according to the last schedule that was provided.
2. Appliance List – Councilor Quairoli called into question the cost of the appliances for the new fire station. Chief Dugan explained that the fire department met with five appliance vendors and were able to reduce the cost of the appliances from the original estimate of \$20,000 to \$15,000 and arranged for free installation. Ms. Quairoli questioned the need for a \$8,000 gas range and Mr. Dugan explained that they consulted with others to determine that this size stove was necessary to prepare food for 14-people at one time. He explained that they are purchasing mid-grade quality equipment that is expected to last years versus low-end residential units that may only last five years because of the expected heavy usage by the volunteers.

d. Police Department:

1. Civil Service Commission: Ms. Pera reported that the Civil Service Commission passed a Resolution to amend the Civil Service Rules as it pertains to hiring a Lieutenant. The Resolution updated Section 3.6.B.2 to state “an applicant for the position of Lieutenant must have at least four (4) continuous years of service in a supervisory rank within a Police Department.” The Resolution also updated Section 4.8 to require background investigations for both Lieutenant and Chief candidates.

Councilor Quairoli immediately expressed her dissatisfaction for adding additional salary costs to the budget with the hiring of a Lieutenant and the inclusion of an SUV vehicle for the Police Department.

Ms. Pera reminded Council that the Civil Service Commission amended the Rules and Regulations based on Council’s directive to hire a Lieutenant that would be qualified to immediately test for the Chief position upon the retirement of Chief Jasinski. Chief Jasinski indicated that the new wording eliminates the possibility for any of the department’s current officers to apply for the Lieutenant position since no officer has 4 years of supervisory experience.

It was suggested to have the Civil Service Commission amend their Resolution to remove the supervisory rank and allow all officers with just four years of service to apply. Chief Jasinski indicated that four years of experience would be enough for someone to advance to the position of Lieutenant.

Ms. Pera asked Council to decide which direction they wished to take because the Civil Service process is labor intensive and if they decided not to hire a Lieutenant, then there would be no reason to continue with changing the Rules and Regulations.

Councilor Quairoli also mentioned the need to hire a full-time codes enforcement officer as another unnecessary measure of adding additional costs to the budget. Council decided to take a straw vote on which position they believe to be more important for the Borough.

To hire a full-time Codes Enforcement /Zoning Officer:

<i>Brian Craig</i>	-	<i>Yes</i>
<i>Carissa Mellinger</i>	-	<i>Yes</i>
<i>Jane Quairoli</i>	-	<i>No</i>
<i>Beth Shearer</i>	-	<i>No</i>
<i>Joe Templin</i>	-	<i>Yes</i>
<i>Ralph Watts</i>	-	<i>Yes</i>
<i>Mark Smith</i>	-	<i>No</i>

To hire a Lieutenant:

<i>Brian Craig</i>	-	<i>No</i>
<i>Carissa Mellinger</i>	-	<i>No</i>
<i>Jane Quairoli</i>	-	<i>No</i>
<i>Beth Shearer</i>	-	<i>Yes</i>
<i>Joe Templin</i>	-	<i>No</i>
<i>Ralph Watts</i>	-	<i>Yes</i>
<i>Mark Smith</i>	-	<i>Yes</i>

The straw vote was 4-3 in favor of hiring a Zoning Officer/Codes Enforcement Officer, and 4-3 against hiring a Police Lieutenant.

2. Borough Council reviewed and approved the request for FMLA leave for Brandon Sponaugle.

Motion: To approved the FMLA application for Brandon Sponaugle not to exceed six (6) weeks with the contingency to use all available vacation and family sick leave prior to the FMLA leave. Motion by Beth Shearer, second by Jane Quairoli. Motion passed.

- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month. The next meeting is scheduled for Wednesday, February 1, 2017 beginning at 7:00 PM.

- f. Public Works Department: Mr. Powl provided a copy of the December Report.

1. Borough Properties: (Municipal Building, Highway Garage, former Wastewater Treatment Plant)
- Mr. Powl reported that Steckbeck Engineering is working on the land development plan for the new garage to be located at the former Wastewater Treatment Plant.
2. Parks: (Heritage Park, Palmyra Memorial (Fireman's) Park, and Southeast Park)
 - a. DCNR Grant - Fireman's Park Project Update: Ms. Pera reported that the RETTEW inspector is reviewing the detention basin for rocks to be removed from the clay liner prior to the contractor finishing the topsoil layer of the basin.
3. Refuse & Recycling: Mr. Powl commented that all the cameras have been installed on the refuse and recycling trucks but, the software to view the video footage still needs to be installed on the camera system server.
4. Sewer System: There was nothing new to report.
5. Sinkholes:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St: McCrossin Foundations should be completing the grouting by January 20th, pending additional holes assigned by the engineers at ARM Group. Clean-up of the area will depend on the cooperation of the weather.
 - b. Shellbark Alley Drain/Well: (to the rear of 138 N. Chestnut St) – Mr. Powl reported that Morrison drillers are scheduled for January – weather permitting.
6. Stormwater Management:
 - a. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) DEP Growing Greener Grant extended until June 30, 2017 – Mr. Powl informed Council that the project bids are due on January 17th. Council should be able to award a contract at the January 24th Council meeting.

- b. Injection Well #1 Relocation Project Status Update: (Spruce & Chestnut Street) – Mr. Powl stated that the aquifer enhancement contractor is still repairing equipment. The engineer will begin looking for another company to provide this service.
 - c. Lebanon County MS4 meeting – 1/18/17 at North Lebanon Twp: Mr. Powl indicated that this meeting will more than likely be a session of which to talk about the negative aspects of the MS4 program. He advised Council that there is nothing they can do about the mandate until the federal government repeals the requirements. He also mentioned that he is scheduled to meet with the PARPC board that evening to discuss how the Phase A Stormwater Management System will impact the Ridge Road Park. Councilors Craig and Quairoli stated that they will attend the MS4 meeting. Mr. Powl explained that a representative from Rettew will also be present.
7. Street & Alley Maintenance:
- a. N. Duke St. & E. Arch Street - Public Dedication Status Update: Mr. Powl mentioned that the Solicitor and legal counsel for the Shopping Center are still working out details. Council asked Mr. Powl to have the Borough Solicitor inform the Shopping Center that they want a decision by their February 14th meeting.
8. Traffic Signals: There was nothing to report.
- g. Solicitor's Report: Mr. Powl provided Solicitor Cleary's report under Street & Alley Maintenance.
- h. Zoning & Codes Enforcement:
1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided the December 2016 from Ed Wenger of Light-Heigel & Associates.
 2. Zoning Hearing Board: There are no hearings scheduled for the January 9th hearing date.
 3. Mr. Powl reported that the Zoning Officer/Codes Enforcement Officer position was advertised and resumes are due by Friday, January 13th.
- i. Borough Manager's Report: Mr. Powl informed Council that he will not be in attendance at the February 14, 2017 meeting due to attending his son's graduation from Army Basic Training at Fort Jackson, South Carolina.

Other Business

- Councilor Quairoli complained about the police budget increasing by 4% due to the addition of the Lieutenant position and the SUV vehicle.
- President Smith informed Council that he will be unable to attend the January 24th meeting due to a work assignment.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, January 24, 2017 and on Tuesday, February 14, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Ralph Watts, second by Beth Shearer. The meeting adjourned at 8:35 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager