

Palmyra Borough Council Workshop Meeting
Tuesday, January 12, 2016
6:00 PM

Borough Council President Pat Hennessy called the meeting to order at 6:00 PM in Council Chambers of the Palmyra Municipal Building, 325 S. Railroad Street, Palmyra, PA 17078. Other Council members in attendance included Brian Craig, Carissa Mellinger, Mark Smith, Beth Shearer, Joe Templin, and Ralph Watts. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera.

Administration Department

- a. New Municipal Building Project Status Update: Mr. Powl informed Council that he needed to contact the Construction attorney, Grainger Bowman, for the purposes of sending a letter to all parties stating that the Borough is very unhappy with the lack of progress to correct the HVAC issues. The letter will include a stipulation that bi-weekly job meetings need to be resumed in order for Mr. Powl to be informed of plans for finishing the work.
- b. Property Maintenance Issues: Mr. Powl provided the Light-Heigel Report for 12/05/15 through 01/07/16.
- c. Ordinances: Mr. Powl informed Council that Ordinance #768 - Motor Vehicles & Traffic - Handicap Parking Spaces will need to be updated as follows:
 - Section 350-26 (Special Purpose Parking Zones):
 - Remove – West Cherry Street – North side – 311 W. Cherry St.
 - Remove – South Lincoln Street – West side – 407 S. Lincoln St. (2-spaces)
 - Add – North Harrison Street – East side – 108 N. Harrison St.
 - Add – North Chestnut Street – West side – 605 N. Chestnut St
 - Add – North Chestnut Street – East side – 610 N. Chestnut St.
 - Add – North College Street – East side – 140 N. College St.
 - Add – South Harrison Street – West side – 127 S. Harrison St.
 - Add – North Grant Street – West side – 45 N. Grant St.
 - Add – South Railroad Street – East side – From a point 20-feet north of Plum Alley to a point 20-feet north thereafter.

Council asked for this item to be placed on the regular meeting agenda.

Mr. Powl also informed Council that the tax rate for Mechanical Devices and Amusement (juke boxes, pin ball machines, etc.) is still listed as \$15 and \$30 respectively in the Palmyra Code of Ordinance book. Mr. Powl stated that previously Council asked for these penalties to increase to \$25 and \$50 respectively. He explained that the Solicitor confirmed that since this is a tax, any changes must be done by ordinance and cannot be changed with the annual fee resolution. Council asked that the rates stay the same for 2016 and look into increasing them in conjunction with the tax rate levy ordinance that is required to be passed each December.

- d. Resolutions: #2016-11 – 2016 Fee Resolution - Mr. Powl stated that the Borough's fee resolution will need to be updated to include a degradation fee for street openings. He received recommendations from the Borough Engineer and will be incorporating them into the resolution.
- e. Reports:
 1. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the December 2015 report. The total balance over 180 days delinquent decreased from \$205,000 to \$156,000. Of this, \$35,000 is due to Mr. Brandt filing bankruptcy.
- f. Planning Commission - Subdivision & Land Development Plans: Mr. Powl explained that Steckbeck Engineering attended the Planning Commission meeting to explain the Citizens Fire Company

No. 1 Final Land Development Plan. He stated that Steckbeck used the Lebanon County SALDO to design the final land development plan instead of the Borough's, since the Preliminary Plan for the Municipal Complex that created the fire company lot was reviewed and approved under the County's SALDO. So there may be there may be a need to change things to comply with the Borough's SALDO, or ask for waivers. The zoning variances that were received for the Palmyra Municipal Complex Preliminary Plan for the lot are still valid, as a result of the Permit Extension Act so no zoning variances will need to be requested.

- g. Solicitor: There was nothing from the Solicitor.
- h. Zoning Hearing Board: No hearings scheduled for January.
- i. Non-Uniform Employee Policies & Procedures Manual Update: Council received a copy of the updated manual for comment. They will review and bring any comments to the regular January Council meeting.

Police Department, Fire Department, and Emergency Management

- a. Civil Service Test – Update: Ms. Pera advised Council that the background investigations were underway by the Police Department. She also provided a copy of the 2014/2015 report from the Civil Service Commission.
- b. Mayor Carpenter mentioned that he attended the Fire Company banquet on January 9, 2016.

Public Works Department

- a. Superintendent's Monthly Report: Mr. Powl informed Council that the Superintendent was out of the office for a few days and did not submit his report. He will forward the report via e-mail.
- b. Parks: Ms. Pera reported that the new Committee met with Borough Management and Eric Brinser of RETTEW to discuss the next steps for the completion of the park renovations.
- c. Refuse & Recycling: There was no report.
- d. Street & Alley Maintenance: Mr. Powl indicated that he hasn't heard back from the Cedar Palmyra Shopping Center regarding a status on the N. Duke St. & E. Arch Street public dedication. He will follow-up with them.
- e. Stormwater Management:
 - 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Both DEP Growing Greener Grants have been extended until June 30, 2016. Mr. Powl reported that the Borough Engineer is finalizing the excavation plan for the wetlands area. The grant is for the storm water detention basin and the wetlands area, so they should be able to bid the project for this area in order to meet the grant deadline. However, the Borough Engineer contacted DEP and was told that an extension is possible if the project is underway and weather is causing delays.
 - 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: A Notice of Intent to Award was issued to Custer Excavating. The Borough Engineer is waiting for a copy of their insurance and the project will be ready to commence.
- f. Sinkholes:
 - 1. 300 Block E. Cherry St / 100 Block S. Grant St: Mr. Powl informed Council that FEMA Region III – Philadelphia is still reviewing grant application. He has sent an email requesting an update, but has not received a response yet.

2. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update): Mr. Powl reported that the Notice of Intent to Award Notice issued to Mar-Allen Concrete Products, Inc. The grid pattern for grout has been marked and the contractor should be able to begin on this project in the next couple of weeks if the weather continues to cooperate.

g. Sewer System: There was no report.

h. Traffic Signals:

1. Earl Drive Traffic Signal Removal Update: The ARLE Grant awards are still on hold due to State budget impasse. The traffic signal has been turned off and the signal heads bagged. The software developer is working to remove the signal from the adaptive computer control system.
2. US 422 Adaptive Traffic Signal System: Mr. Powl indicated that the next conference call was supposed to be at the beginning of January, but he has not heard anything about a date.

Other Business

- Councilor Shearer mentioned that her notes referenced the need for PA One Call training and asked management if they recalled the issue. Ms. Pera responded that the note more than likely pertained to a discipline issue that Borough Council took action on at their last meeting.

Announcement

President Hennessy announced that Borough Council will conduct the regular monthly public meeting on Tuesday, January 26, 2016 beginning at 7:00 PM and a public workshop meeting on Tuesday, February 9, 2016 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned by unanimous consent at 7:00 PM. Council convened into Executive Session to discuss a real estate issue.

Respectfully submitted,

Roger E. Powl
Borough Manager