

Palmyra Borough Council Workshop Meeting
Tuesday, January 13, 2015
6:00 PM

Borough Council President Jane Quairoli 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 Pat Hennessy, Gary Laudermilch, Joe Templin, Brian Craig, and Beth Shearer. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera.

Administration Department

- a. Council Vacancy Interviews: Council received resumes from Bob Dailey, Al Sechman, Ralph Watts, and Carissa Mellinger. Mr. Sechman withdrew his name from consideration and Bob Dailey was out of town due to work obligations. Council conducted interviews with Ralph Watts and Carissa Mellinger. Council asked the following questions of each candidate:

Mayor Carpenter:	If not chosen for this vacancy, would you consider serving on another committee?
Councilor Laudermilch:	How did you hear about the vacancy on Council, and how many Borough Council meetings have you attended in the past four years?
Councilor Shearer:	What are your primary goals for the Borough?
Councilor Craig:	How will your experience serve the Borough?
President Quairoli:	Are you prepared to put the time into the position? What do you believe are the strengths of the Borough?
Councilor Hennessy:	If appointed, will you make decisions in the best interest of the community? Will your party affiliation have an impact on your vote?

Council will nominate and appoint one of the three candidates at the January 27th Council meeting.

- b. New Municipal Building Project Status Update:
1. Remaining Items for Completion: Mr. Powl outlined the following outstanding items:
 - Fine grading & lawn seeding to occur in Spring of this year
 - Firearms room workbench & cabinetry installation completed.
 - Police Processing Room cabinetry changes installed. Ventilation hood to be installed by Borough.
 - Antenna mast roof penetrations are still pending installation.
 2. HVAC Issues Update: Mr. Powl advised Council that the architect has hired Brooks-Wright, a commissioning agent from Philadelphia, to assess the HVAC system as designed and installed in order to determine the issues causing the HVAC system to not work properly. He assured Council that the Borough is not paying for this study.
 3. Other: Building Inspection – Mr. Powl informed Council that an inspection was conducted on the new building in order for the Borough to receive an Occupancy Permit. Unfortunately, there were a couple issues that prevented the inspectors from issuing a final permit. The paving outside of the two doorways on the southwest corner of the building have a 5% slope. Code only allows for a 2% slope. Also, the pit for the garage grease interceptor is full of water and will have to be pumped out and sealed to be made water tight. Both issues were brought to the attention of the contractor. Until they are corrected, the Borough was issued a temporary occupancy permit.
- c. Property Maintenance Issues: Mr. Powl provided a copy of the Light-Heigel Report from 12/15/14 to 1/09/15. Council commented that the new format of the report was much easier to read.

d. Ordinances:

1. Ordinance #758 - Mr. Powl mentioned that the property owner on the west side of the un-named north/south alley between Plum Alley & W. Cherry Street has requested that the alley be vacated. Mr. Powl informed Council that the alley was never opened. Council agreed to vacate the alley and asked Mr. Powl to move forward with the necessary ordinance.
2. Borough of Palmyra Code of Ordinances Project Update (General Code Publishers): Mr. Powl stated that General Code Publishers should be sending a draft Code of Ordinances book to the Borough in March 2015.

e. Resolutions:

1. Letter dated January 7, 2015 from the Lebanon County Commissioners regarding the decertification of the existing Tourist Promotion Agency with the intent of establishing an independent non-profit agency to promote tourism in Lebanon County was provided to Council. The Commissioners are requesting Council pass a Resolution in support of the change. Council did not like that there was only one individual out of 21 on the new board to represent the Borough, and that person is not a resident of the Palmyra area. They chose not to take action on the Resolution at this time.

f. Reports:

1. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the 2014 delinquency report to Council. Council expressed their delight that the outstanding balances continue to decrease.

g. Planning Commission - Subdivision & Land Development Plans: Mr. Powl informed Council that the Commission has reviewed the following plans:

1. White Oak Display Final Land Development Plan (400 E. Spruce Street):
2. Grace Meadows Apartments (E. Spruce Street) - Storage Shed Additions:
3. Lennard C. & Pamela J. Sheriff Final Subdivision Plan (521 & 523 W. Cherry St):

He indicated that recommendations were made by the Planning Commission for Council's consideration at the January 27th Council meeting.

h. Zoning Hearing Board: Mr. Powl reported that the Board considered the application for Bethany United Methodist Church, 20 E. Cherry St. in regards to replacing their sign. The Board approved variances of the following:

- Variance of Section 16.03.M = minimum 15-feet from road right-of-way line (curb). Ten feet approved.
- Variance of Section 16.04.E(1) = maximum 16 square feet of sign area. 22.1 square feet approved.
- Variance of Section 16.04.E(2) = minimum 25-feet from road right-of-way line (curb). Ten feet approved.

Mr. Powl also advised Council of an ongoing situation regarding the cell phone tower application. According to the PA Municipalities Planning Code (MPC), the Zoning Hearing Board Solicitor has 45-days from the hearing date to issue a written decision. The Solicitor did not issue a written decision on the application of Shenandoah Mobile, LLC Shentel Communications for a cell tower at 843 W. Main Street within that 45-day period, therefore, the application is considered a deemed approval. Mr. Powl has been contacted by the attorney representing Shentel Communications, who will be pursuing the deemed approval. Mr. Powl advised Council that the Solicitor for the Zoning Hearing Board is appointed by that Board and there is no culpability on behalf of Council. He indicated that he is informing Council and the public of this issue to dispel any accusations of conspiracy for the cell tower to be installed since Borough Council originally supported the cell tower application.

- i. Draft Zoning Ordinance: Mr. Powl provided each Councilor with a binder containing the final Draft Zoning Ordinance. He informed Council that the ordinance will need to be approved by the March 24th Council meeting. He will need to place an advertisement in the March 7th & 14th editions of the Lebanon Daily News for the required public hearing that would need to be conducted prior to Council taking any formal action on the Draft Zoning Ordinance at the March 24th Council meeting. Jim Hartman, Planning Commission Chairman, is willing to come to a Council meeting to answer any questions.

President Quairoli commended the Planning Commission for their diligence in getting this document to the draft form during the past few years. She asked Council to be prepared to discuss sections of the ordinance at a time during each of the next few meetings.

Police Department, Fire Department, and Emergency Management

- a. Police Contract expires 12/31/15: Mr. Powl asked Council to consider starting contract negotiations as soon possible with the Police Association. President Quairoli and Vice President Hennessy have agreed to serve on the committee, along with Mr. Powl. Councilor Laudermilch indicated his desire to serve on the committee. President Quairoli asked Mr. Powl to inquire with labor attorney Mike Miller on how many Councilors can serve on the negotiation committee.
- b. President Quairoli mentioned that the meeting with the Fire Department is February 11, 2015 at 6 PM. Council discussed whether the meeting should be advertised to allow a quorum of Council or if there should just be a committee of three Councilors. It was agreed that the Fire Department would only invite their Executive Board and Council will be represented by President Quairoli, Vice President Hennessy, Councilor Shearer, and Borough Manager Powl.

Public Works Department

- a. Superintendent's Monthly Report: Mr. Powl provided a copy of the December report.
- b. Parks:
 1. Fireman's Park Project Update: Ms. Pera advised Council that staff continues to work with the engineers to finalize the plan for submission to DCNR.
- c. Street & Alley Maintenance:
 1. Curb inspections were conducted for W. Oak Street paving project. Letters are being prepared to be sent to affected property owners.
- d. Stormwater Management: Mr. Powl updated Council on the DEP Growing Greener grant. He indicated that there is a good possibility the Borough may lose the grant money because attempts to utilize the funds for alternative projects outside the original scope have been denied by DEP. He also informed Council that he received a call from Len Chimel concerning the Ridge Road & N. Grant Street Detention System Project before Christmas, but he has been unable to secure a meeting date with Mr. Chimel.
- e. Sinkholes: Mr. Powl reported that he set up a meeting with the ARM Group to discuss the test monitoring well data and the next steps for compaction grouting in the 300 Block E. Cherry St and 100 Block S. Grant St. He also signed the proposal with ARM Group for the study of the 900 Block E. Maple St., which should be proceeding within the next few weeks, depending on weather conditions.

Mr. Powl also informed Council that a small hole has opened at 840 E. Main Street (Wells Fargo Bank), but it is outside the sewer easement and will need to be fixed by the property owner.

Councilor Hennessy stated that he believes it is time to initiate the property maintenance code against the property owners on East Cherry Street. President Quairoli asked Mr. Powl to see if he can schedule another meeting with the property owners in order for them to update the Borough on their intentions.

Other Business

There was no other business.

Announcement

President Quairoli announced that Borough Council will conduct the regular monthly public meeting on Tuesday, January 27, 2015 beginning at 7:00 PM and a public workshop meeting on Tuesday, February 10, 2015 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned at 7:48 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl
Borough Manager