

Borough of Palmyra
Council Workshop Meeting Minutes
Tuesday, January 14, 2014

Borough Council President Jane Quairoli called the meeting to order at 6:00 PM. Other Council members in attendance included Joe Templin, Scott Mazzocca, Beth Shearer, Pat Hennessy, and Gary Laudermilch. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera.

Special Visitors

President Quairoli recognized Deputy Chief Travis Duncan from the Citizen's Fire Company to present an award to Borough Council and the Police Department.

Administration Department

- a. Council Vacancy: President Quairoli stated that she reached out to Bob Longenecker and Mark Smith to assess their interest on filling the two year vacancy. She also commented that Bob Dailey was interested in continuing his tenure of Council and recognized that he was in the audience.

Motion: To pass Resolution #2014-14 appointing Bob Dailey to Borough Council to serve a two year term until the first Monday in January 2016. Motion by Gary Laudermilch, second by Pat Hennessy.

Motions: To pass Resolution #2014-14 appointing Bob Longenecker to Borough Council to serve a two year term until the first Monday in January 2016. Motion by Beth Shearer, second by Jane Quairoli.

President Quairoli opened the floor for public comment.

- Bob Dailey, 109 W. Orchard Road, inquired why the process to appoint someone to Council was changed. He indicated that Council set a precedent to appoint individuals that were on the ballot. President Quairoli stated that she was unaware of how Council appointed individuals prior to her election. She stated that the only precedent that she knows Council has set was to interview candidates and select the best qualified.
- Maddie Reed, 221 E. Hazel Street, encouraged Borough Council to vote for Bob Dailey.

President Quairoli asked that the vote on these motions be taken in order and by roll call.

Motion to appoint Bob Dailey:

<i>Councilor Hennessy</i>	-	<i>Y</i>
<i>Councilor Laudermilch</i>	-	<i>Y</i>
<i>Councilor Mazzocca</i>	-	<i>N</i>
<i>Councilor Shearer</i>	-	<i>N</i>
<i>Councilor Templin</i>	-	<i>Y</i>
<i>Councilor Quairoli</i>	-	<i>N</i>

The vote was 3 – 3 thereby requiring the Mayor to break the tie. Mayor Carpenter voted against the motion.

Motion to appoint Bob Longenecker:

<i>Councilor Hennessy</i>	-	<i>N</i>
<i>Councilor Laudermilch</i>	-	<i>N</i>
<i>Councilor Mazzocca</i>	-	<i>Y</i>
<i>Councilor Shearer</i>	-	<i>Y</i>
<i>Councilor Templin</i>	-	<i>N</i>
<i>Councilor Quairoli</i>	-	<i>Y</i>

The vote was 3–3 thereby requiring the Mayor to break the tie. Mayor Carpenter voted in favor of the motion.

Bob Longenecker was appointed to fill the vacancy.

Motion: To appoint Bob Longenecker as the Borough's representative on the Palmyra Area Public Library Board. Motion by Pat Hennessy, second by Beth Shearer. Motion passed by a 5-1 vote with Gary Laudermilch voting against the motion.

- b. 2014 Budget - New Council Budget Amendment Process: (Section 1311 of the Borough Code) – Mr. Powl explained to the new Council members that they are not beholden to the budget that was passed by the previous Council. If they are interested in opening the budget, they will need to let him know what changes they want so an amended Budget can be prepared and presented at the 01/28/14 Council meeting. Also, the amended Budget would need to be approved for the required 10-day public inspection period at the 01/28/14 Council meeting, the Tax Levy Ordinance would need to be approved for preparation and advertisement by the Borough Solicitor at the 01/28/14 Council meeting, and an amended Budget and Tax Levy Ordinance would then need to be approved at the 02/11/14 Council Workshop meeting or at a special meeting held on or prior to 02/15/14.

Council expressed no interest in reopening the budget.

- c. Cell Tower – Mr. Powl presented the land plan for the cell tower to be located at the northeast corner of US422 & N. Lingle Ave. Council discussed the placement of the equipment at the base of the tower. Mr. Powl explained that a privacy fence would be placed around the equipment. Council agreed to notify Shentel to move forward with the cell tower.
- d. New Municipal Building Project Status Update: Mr. Powl provided a copy of the latest status report from Robert J. Buchter, PE, Construction Manager. Several items that required staff attention included the move coordination, access to the new building after the move, and furniture needs. Mr. Powl reported that staff met with Palmyra native Reuel Ryman of Tanner Furniture to complete an assessment of furniture needs. Tanner Furniture is on state contract which reduces the cost of furniture by 50% off manufacturer list prices. President Quairoli asked for a copy of the list of furniture. Mr. Powl will provide that to Council. He also reported that the move into the new building will be delayed until mid-March as Met-Ed is not scheduled to install the permanent electric to the new building until February 17th.
- e. Property Maintenance: Bill Baker from Light-Heigel did not have a report for Council. Councilor Hennessy inquired about 38 N. Lincoln Street, and Mr. Baker advised Councilor Hennessy that citations have already been filed.

Council also discussed various sign violators within the Borough and Mr. Baker responded that he is handling these issues on a case-by-case basis.

- f. Ordinances:
 - 1. General Code Project – Re-codification of the Palmyra Borough Code of Ordinances: (Outstanding Items): Mr. Powl explained the purpose of the re-codification project to the new Council members, and vowed to complete this project in 2014.
 - 2. Palmyra Draft Zoning Ordinance Update – Mr. Powl reported that the Planning Commission has asked Harry Roth to make a few final edits to Draft Zoning ordinance and Rettew is reviewing the ordinance to make sure it is compatible with the Palmyra Subdivision & Land Development Ordinance. It is hoped that the Planning Commission will soon be able to pass the Draft Zoning

Ordinance onto Council for the formal enactment process. Council will be required to hold a public hearing prior to adopting the new ordinance.

g. Reports:

1. Mr. Powl provided Council with the departmental monthly overtime percentage report.
2. Delinquent Sewer & Refuse Account Report: Council discussed the parameters for repayment plans on delinquent account balances. The previous Council set the maximum repayment term to six months. Staff advised Council that this amount of time increases the monthly repayment amount and many residents are just opting not to bother to pay, which then forces the Borough to pursue foreclosure procedures, which are very expensive and time consuming. Staff advised that better results could be obtained if the six-month term was increased to 12-18 months. Council agreed to increase the maximum repayment time frame to 18 months and granted staff the discretion to work with residents for a meaningful repayment plan, on the condition that every payment due date is met and that their current bills are kept current.

i. Subdivision & Land Development Plans:

1. Helm Subdivision Plan Financial Security Reduction Request – Mr. Powl explained the purpose of financial security as it relates to subdivision and land development plans. He indicated that the Helm subdivision plan is requesting a reduction to their amount of financial security on the project. Council asked that this item be on the agenda at the January Council meeting.

Police Department, Fire Department, and Emergency Management

- a. Affordable Healthcare Act – President Quairoli asked Mr. Powl to place this item on the agenda, but was happy to report that the Department of Treasury ruled that Volunteer Fire Departments are not subject to providing healthcare to their volunteers.
- b. New Fire Station – Mr. Powl provided Council with a copy of the North Londonderry Township Financing Proposal. He stated that the township is in favor of both municipalities building the new fire house and splitting the cost. Ownership of the building would be in the Borough's name. The financing estimate proposes a payment of \$146,150 per year per each municipality which translates into a \$47 increase in taxes per average assessed property. Council debated the idea of a fire tax versus an increase in general fund taxes.

President Quairoli mentioned that the fire company does not need a \$4.2-million dollar firehouse, and expressed concern over increased costs associated with paying Prevailing Wages if the municipalities bid and build the new firehouse. Travis Duncan, Deputy Fire Chief, stated that he doesn't believe it will cost that much since many construction bids are still coming in under pre-bid estimates due to the stagnant economy. He further explained that the fire company is looking to build a fifty year building which adds some cost to the front end of the project but will reap long term benefits with decreased energy and maintenance costs over the life of the new building that will be paid for in 20-years.

Councilor Laudermilch stated that if the Borough is going to build the fire house, then it should be moved to the corner lot at South Railroad and West Walnut Streets. He indicated that he does not believe the Library will be back in five years.

Council agreed to think about the various options available and continue the discussion at the January Council meeting.

Public Works Department

- a. Mr. Powl distributed the Superintendent's Monthly Report. Councilor Laudermilch complained about the snow plowing on Bowman Street. He received a complaint that the snow was plowed onto the sidewalk. Mr. Powl responded that he talked with the property owner and advised him to wait until the plows come through the streets prior to cleaning off the sidewalks. He also reminded the highway crew to stay at least 3-feet away from the curblin, and to watch their speed so as not to push snow onto the sidewalk. Council discussed the issue of plowing and agreed that residents are better off waiting until the streets are cleared before cleaning sidewalks. This eliminates the need to clean sidewalks twice. President Quairol mentioned that she believes Palmyra's streets are some of the best streets she has driven on immediately after winter weather events and commended the Highway Department for their efforts.

- b. Stormwater Management:
 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) – Mr. Powl reported that staff met with the representatives from Hillwood to discuss the possibility of bringing a 30-inch diameter stormwater pipe through their property and using the quarry for the final discharge point. They indicated that they are only the property managers now as the property was sold and there are three parties that would have to be in agreement with using the quarry – the owners, the tenant, and the mortgage company. However, they offered to approach all parties on behalf of the Borough. In exchange for granting the Borough permission to install the stormwater pipe, Hillwood would like the relocation of sewer Pump Station #3 to be considered by the Borough.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: Mr. Powl indicated that RETTEW is looking to include wetlands into this detention area in order to utilize the DEP grant funds available to the Borough
 3. Ridge Road & N. Grant Street Detention System Project Status Update: Mr. Powl stated that the Borough continues to wait for Len Chimel to submit a sketch plan of his proposed development in order to determine if the detention system, as currently designed, is acceptable to Mr. Chimel for the portion of the proposed detention basin to be installed on his property.
 4. Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Stormwater to Killinger Creek: Mr. Powl commented that that proposal will be ready to advertise in the next few months.
 5. South Avenue Drainage (Between S. Railroad & S. Chestnut St) – Mr. Powl advised Council that the Highway Superintendent is working to acquire the necessary inlets and drains in order to begin this project.

- d. Sinkholes:
 1. 300 block E. Cherry St – Mr. Powl advised Council that the Borough needs to take some form of action on these sinkholes and the Solicitor will be in attendance at the January Council meeting to outline the various options available to the Borough.
 2. 100 Block S. Grant St (to the side of 300 E. Cherry St) – Mr. Powl mentioned that some settling has occurred in this area which opened two smaller holes, which were immediately repaired by the Highway Department.
 3. Mr. Powl stated that a new hole opened in the 900 Block E. Walnut St that has also been repaired by the Highway Department.

- e. Sewer System:
 1. Pump Station #2 Relocation Project Update: Mr. Powl stated that the new Pump Station went online as of Thursday, November 7, 2013. The items remaining to be completed include finish

grading and seeding all areas disturbed after excavation and demolition; pave area around new pumping station as shown on drawings; fence area around new pumping station; demo existing pumping station, and seal outer edge of the G&R fiberglass structure to prevent water from penetrating into the structure. The project has been delayed since PPL still has not removed the electrical service from old Pump Station #2

Mr. Powl also stated that the backup generator at Pump Station #2 stopped working in the cold weather, so the sewer engineer is working with the manufacturer to determine a cause of the problem and any repairs necessary.

2. Mr. Powl advised Council of an issue relating to the sewer lateral at 56 W. Walnut St. Apparently, many years ago, the Borough allowed the sewer lateral at 71 W. Pine Street to be connected into the sewer lateral for 56 W. Walnut Street prior to entering a downstream manhole. This has been causing sewer to back up into the basement of 56 W. Walnut Street intermittently over the past few years. Mr. Powl stated that this type of connection should never have been allowed and the Borough will be moving the manhole back and extending the main sewer line in order for each sewer lateral to connect directly to the main line.
- f. Grant Street Traffic Signal Removal: Mr. Powl advised Council that PennDOT has been provided with all the information from the traffic study and we must now await PennDOT's decision on whether the traffic signal will be allowed to be removed.
- g. Cherry Street & S. Railroad Street Traffic Study Cost Estimate (for possible new signalized intersection) – Mr. Powl asked Council if they are interested in conducting a traffic study at this intersection to determine if a traffic signal is warranted. He provided a copy of the accident statistics that Chief Jasinski collected for this intersection. There were fifteen accidents at the intersection in a ten year period. Council agreed that the number of accidents did not warrant making any changes.
- h. Other:
 - Mr. Powl reminded Council that they need to find a “resident at large” representative to serve on the Fire Services Commission.

Other Business

- Councilor Laudermlch advised staff that there is a broken pole in the alley behind Miller & Bixler Auto on S. Windsor Street with no utilities attached to it. He would like to know if the pole can be removed. He also inquired if S. Windsor Street from W. Main to W. Cherry Street could be made one-way heading south.

Announcement

President Quairoli announced that Borough Council will conduct the regular monthly public meeting on Tuesday, January 28, 2014 beginning at 7:00 PM and a public workshop meeting on Tuesday, February 11, 2014 beginning at 6:00 PM.

Motion to Adjourn

Motion to adjourn by unanimous consent. The meeting adjourned at 8:34 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager