

Palmyra Borough Council Meeting
January 26, 2016
7:00 PM

Borough Council President Pat Hennessy 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, Carissa Mellinger, Beth Shearer, Mark Smith, Joe Templin, and Ralph Watts. Also in attendance were Mayor Fred Carpenter, Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Stan Jasinski.

President Hennessy announced that Borough Council held an executive session at the conclusion of the January 12th Workshop meeting to discuss real estate issues as permitted by the Pennsylvania Sunshine Act. Official action resulting from discussions held during the Executive Session will occur later during this meeting.

Special Visitors

- a. Mayor Carpenter presented the following awards:
1. 2015 William & Nancy Kepler Community Service Award to Donald J. Brubaker.
 2. 2015 Police Officer of the Year Award to Officer Scott J. Dojka.

Public Comment Period #1

- Maddie Reed, 221 E. Hazel Street, inquired if the Borough would be doing more snow removal to clean up after Winter Storm Jonas dumped 30-inches of snow on the area.
- George Early, 136 N. Harrison Street, complained that the refuse crews took the lid off of his yard waste can and threw it away.
- Mike McNamara, 311 E. Cherry Street, asked if the alleys behind the houses affected by the sinkhole could be plowed in conjunction with Cherry Street because they can't park on the street.
- Jael Wolf, 301 E. Cherry Street, asked if they alleys behind the houses affected by the sinkhole could be bumped up in priority on the street plowing list.

Upon the completion of public comment, President Hennessy called for an Executive Session for the discussion of personnel issues. The meeting was suspended at 6:27 PM.

The meeting reconvened at 6:57 PM.

Upon return from the Executive Session, Borough Council made the following motion:

Motion: To confirm the suspension of Scott Plouse for seven (7) days without pay for violating the Borough's work rules relative to the reporting of accidents involving Borough vehicles. Motion by Mark Smith, second by Beth Shearer. Motion passed by a 6-1 vote with Pat Hennessy voting against the motion

Consent Calendar

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

- a. Approve the minutes of the January 12, 2016 Borough Council Workshop meeting.
- b. Approve the minutes of the January 4, 2016 Borough Council Reorganization meeting.
- c. Approve the minutes of the December 22, 2015 Borough Council meeting.
- d. Approve payment of all bills listed on the December 2015 Bill's List.
- e. Approve the Treasurer's Report for the period December 1 through December 31, 2015:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund
YTD Revenue	\$2,706,609	\$1,477,973	\$765,668	\$6,099	\$17,670
YTD Expenses	\$2,558,507	\$1,361,632	\$850,340	\$69,665	\$20,330
Difference	\$148,102	\$116,341	\$(83,533)	\$(63,566)	\$(2,660)
Fund Balance	\$1,189,449	\$664,524	\$286,540	\$1,451,468	\$2,145,596
	Liquid Fuels Fund	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund
YTD Revenue	\$199,222	\$27,813	\$44,082	\$33	\$40,598
YTD Expenses	\$182,394	\$28,500	\$25,594	\$0	\$0
Difference	\$16,828	\$(687)	\$18,488	\$33	\$40,598
Fund Balance	\$141,716	\$395	\$160,349	\$12,258	\$242,359

Motion: To approve the consent calendar. Motion by Beth Shearer, second by Joe Templin. Motion passed.

Action Items

a. Ordinance #768 - Motor Vehicles & Traffic - Parking Regulations Update:

Motion: To authorize the Borough Solicitor to prepare and advertise Ordinance #768, an ordinance updating the following parking regulations:

Section 350-22 (Parking Prohibited at All Times):

- *Remove – North College Street – East side – From a point 200-feet south of West Front St to a point 80 south thereof.*

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.*

Motion by Mark Smith, second by Beth Shearer. Motion passed.

- b. White Oak Display and Design, L.P. – Letter of Credit Reduction Request #1: (400 E. Spruce Street)

Motion: To approve the recommendation by the Borough Engineer to authorize a reduction in the amount of \$386,467.50 to the Irrevocable Letter of Credit, leaving a new outstanding financial security balance of \$90,439.15 to cover the costs of the items remaining to be completed in conjunction with the White Oak Display & Design Preliminary/Final Land Development Plan. Motion by Joe Templin, second by Beth Shearer. Motion passed.

- c. Non-Uniform Employee Policies & Procedures Manual Update: Council discussed the need to tweak language concerning healthcare and to make the reporting of vehicle accidents involving Borough owned vehicles more closely aligned with the PA Vehicle Code. Council asked that an updated copy showing requested changes be provided for the February Workshop meeting.

Reports

- a. President's Report: President Hennessy reported that he attended the Fire banquet on January 9th. He also reported that he and Mayor Carpenter toured the Borough streets after Winter Storm Jonas to evaluate the snow removal efforts.
- b. Financial Statement: Council reviewed the financial statement as of December 31, 2015. Councilor Smith asked about that status of Council members receiving pay and Mr. Powl responded that only Councilor Templin and President Hennessy will continue to be paid until their term expires then, they or their replacements, will no longer receive pay like the other five members, who just took the Oath of Office.
- c. Fire Services Commission Report: Did not meet this month.
- d. Library Board Report: Councilor Craig provided a copy of his Library report showing that Library foot traffic is up, however, circulation has declined. He commented on the community meetings that were held by the Palmyra Area Public Library to determine their next steps in determining their final new location. He will continue to provide updates to Council as they are available. Councilor Shearer inquired how the Library could seek an increased annual contribution from South Londonderry Twp.
- e. Police/Mayor's Report: Mayor Carpenter provided a copy of the December 2015 Monthly Police Report. He also explained that had he wanted to invoke a travel ban throughout the Borough during Winter Storm Jonas, he does not have the authority to include a travel ban on State owned roads. Ms. Pera advised Council that the Police Department is still working on the background investigations. Once completed, a certified list of names will be presented to Council.
- f. Planning Commission: Borough Manager Powl. The next meeting is scheduled for Wednesday, February 3, 2016 beginning at 7:00 PM.
- g. Recreation Commission Report: President Hennessy provided a copy of the January report.
- h. Solicitor's Report: There was no report.
- i. Zoning Hearing Board: No hearings were conducted this month.
- j. Borough Manager's Report:
1. New Municipal Building Project Status Update: Mr. Powl reported that the Commissioning Agent was onsite today to complete the number of outstanding items as they related to the original design of the HVAC system. The only outstanding items are the stained floors in the

lobby and Council Chambers and the landscaping. Both of which will be completed at a later date.

2. Mr. Powl provided a State of the Borough report to Council for the three operating funds.
General Fund for 2015 – Revenue was 3.3% below Budget, and Expenses were 8.6% below Budget.
Refuse Fund for 2015 – Revenue was 2.5% below Budget, and Expenses were 7.5% below Budget.
Sewer Fund for 2015 – Revenue was 11.7% below Budget, and Expenses were 21.7% below Budget.

Announcement

President Hennessy announced that Borough Council will conduct a public workshop meeting on Tuesday, February 9, 2016 beginning at 6:00 PM and its regular monthly public meeting on Tuesday, February 23, 2016 beginning at 7:00 PM.

Other Business

- Councilor Templin asked for an update on Fireman’s Park. Ms. Pera informed him that she was out the prior week and was not able to meet with Glen-Gery about pavers. She will have more of an update for the Workshop meeting. Mr. Templin also asked that discussion on a potential name change of Fireman’s Park to “Palmyra Memorial Park” be placed on the February Workshop agenda for further discussion, and Council agreed.

Public Comment Period #2

- Jael Wolf, 301 E. Cherry Street, commented that it was rude for Council to hold an Executive Session in the middle of the meeting because everyone in the audience had to wait.
- Donald Brubaker thanked Council for recognizing him with the Kepler award.

Motion to Adjourn

Motion to adjourn by Ralph Watts, second by Beth Shearer. The meeting adjourned at 8:44 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager