

Palmyra Borough Council Meeting  
 October 27, 2015  
 7:00 PM

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

Announcements

President Quairola announced that Borough Council held an executive session at the conclusion of the October 13<sup>th</sup> Workshop meeting to discuss personnel issues as permitted by the Pennsylvania Sunshine Act. Any official action resulting from discussions held during the Executive Session will occur at an open public 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 October 13, 2015 Borough Council Workshop meeting.
- d. Approve the minutes of the September 22, 2015 Borough Council meeting.
- e. Approve payment of all bills listed on the September 2015 Bill's List.
- f. Approve the Treasurer's Report for the period September 1 through September 30, 2015:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund
YTD Revenue	\$2,291,575	\$1,079,784	\$587,132	\$3,140	\$14,212
YTD Expenses	\$1,896,506	\$1,065,157	\$553,810	\$42,717	\$20,330
Difference	\$395,069	\$14,628	\$33,322	\$ (39,578)	\$(6,118)
Fund Balance	\$1,432,988	\$562,810	\$403,394	\$1,475,456	\$2,142,138
	Liquid Fuels Fund	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund
YTD Revenue	\$184,499	\$27,573	\$43,979	\$25	\$40,446
YTD Expenses	\$167,710	\$25,000	\$22,823	\$0	\$0
Difference	\$16,789	\$2,573	\$21,157	\$25	\$40,446
Fund Balance	\$141,677	\$3,655	\$ 163,018	\$12,250	\$242,207

*Motion: To approve the consent calendar. Motion by Pat Hennessy, second by Joe Templin. Motion passed*

### Action Items

- a. Public Hearing: Ordinance #764 – Re-Codification of Borough of Palmyra Code of Ordinances:
1. President Quairoli made the following announcements:
    - a) The purpose of the public hearing is to afford the public the opportunity to comment on the following revisions proposed to the Palmyra Subdivision & Land Development Ordinance, as required by Section 505(a) of the PA Municipalities Planning Code, that will be enacted as part of Ordinance #764, approving Re-Codification of the Borough of Palmyra Code of Ordinances: Revised definitions, features required to be shown on plans, design standards and requirements governing karst geology and sinkholes, and standards for design and installation of parking and loading areas.
    - b) The public hearing was advertised in the Saturday October 10<sup>th</sup> & 17<sup>th</sup> editions of the Lebanon Daily News.
    - c) Ordinance #764 was advertised in the Wednesday October 7<sup>th</sup> edition of the Lebanon Daily News.

President Quairoli opened the floor to public comments. There were no public comments.

*Motion: To close the public hearing. Motion by Pat Hennessy, second by Beth Shearer. Motion passed.*

3. Council discussed the review comments and recommendations by the following planning agencies which included a) Lebanon County Planning Department deferred to the discretion of Borough Council, and b) Palmyra Planning Commission made a recommendation to Borough Council at their September 3, 2014 meeting to enact the revisions proposed for the Palmyra Subdivision & Land Development Ordinance (SALDO).

*Motion: To enact Ordinance #764, an ordinance to approve, adopt, and enact the re-codification of the Borough of Palmyra Code of Ordinances by providing for the repeal of certain legislation not included therein; saving from repeal certain legislation not included therein, and; providing penalties for tampering with the Code. Motion by Pat Hennessy, second by Joe Templin. Motion passed.*

- b. 2016 Draft Budget - Mr. Powl presented the draft preliminary budget to Council for their review. He indicated that the budget includes everything that Council requested (funding for the new firehouse, hiring of an additional Police Patrol Officer, the replacement of a Police patrol vehicle, additional debt service for a loan to cover costs associated with the Cherry Street sinkhole repairs, E. Maple Street sinkhole repair, and the reconstruction of Spruce Street). Based on that direction from Council, the millage for 2016 would need to be increased from the current 2.20-mills to 2.95-mills, or three-quarters (3/4) of a mill. That would translate into the average assessed property receiving an increase of \$11.17 per month, or \$134.04 per year. President Quairoli suggested that Council take a look at the budget to see if there are any areas in which cuts can be made. Councilor Hennessy and Councilor Watts indicated they were pleased that the tax increase is not as high as they anticipated and are fine with the budget as presented. Councilor Templin commented that other municipalities are feeling the same issues with taxes, but there are issues in this community that have to be addressed. Councilor Craig suggested eliminating the contribution to the Capital Reserve Account for 2016 and putting the library tax under the General Fund. President Quairoli stated that she needs additional time to review the budget in greater detail and asked for more discussion at the November Workshop meeting.

Mr. Powl highlighted the intention to begin manufacturing salt brine for anti-icing application on Borough streets. The budget reflects updating three trucks with the ability to apply the solution on the streets. It will allow the roads to clear quickly and the Borough will not need to use as much salt

on the roadways, thereby reducing the costs of winter clean up. He explained that salt prices have increased over 10% since last year and now costs \$74.15 per ton.

Mr. Powl reported that the refuse collection fee will need to be increased to \$57.00 per quarter in 2016 in order to generate the additional revenue needed to meet the refuse/recycling vehicle replacement schedule. This fee has not been increased since 2007 when the rate went from \$45 to \$55.

Mr. Powl explained that he is also requesting funding for a tracked mini-excavator machine in the Sewer Fund to facilitate more efficient sewer main repairs in the very often tight confines of the Borough's alley right-of-ways. He explained that Public Works Superintendent Plouse received three proposals and Bobcat submitted the best proposal at a cost of \$51,788.

#### Reports

- a. President's Report: President Quairoli asked Councilors to let Councilor Shearer know if they plan to participate in the Christmas parade on November 21<sup>st</sup> and if they will need a car to ride in.
- b. Financial Statement: Council reviewed the financial statement as of September 30, 2015.
- c. Fire Services Commission Report: Did not meet this month
- d. Library Board Report: Councilor Craig did not attend the meeting.
- e. Police/Mayor's Report: Mayor Carpenter provided a copy of the September 2015 Monthly Police Report.
  1. Civil Service Test Update: Ms. Pera announced that 20 applications were received for civil service testing, four (4) applicants did not show for the physical agility test on October 18<sup>th</sup>, two (2) applicants did not pass the physical agility test. Fourteen (14) sat for the written exam and all passed.
  2. 2016-2019 Police Contract: Mr. Powl reported that both sides are satisfied with the contract. He commented that the Police Association agreed to extend the current contract with updates to some of the contract language so that it is more easily understood by all parties.

*Motion: To authorize the Borough Council President to execute the 2016-19 Police Contract that was collectively bargained between the Borough and the Palmyra Borough Police Officers' Association. Motion by Pat Hennessy, second by Beth Shearer. Motion passed.*
  3. Mayor Carpenter announced that he spoke with a representative from the Lebanon County Auxiliary Police regarding the need for Fire Police during the Christmas parade. They are able to provide 2 or 3 people to assist and will be meeting to discuss if others are available on November 21, 2015.
- f. Planning Commission: Did not meet this month. The next meeting is scheduled for Wednesday, November 4, 2015 beginning at 7:00 PM.
- g. Recreation Commission Report: Councilor Hennessy assumed the report was distributed, but Council indicated they did not receive anything. He will look into the issue surrounding distribution. He also commented that the Commission is considering the possibility of changing the composition of the Commission board from nine members to seven. He will keep Council apprised on any decisions.

h. Zoning Hearing Board: No hearings were conducted this month.

1. Resolution #2015-15 – Appoint Ryan P. Kelly to the Zoning Hearing Board:

*Motion: To approve Resolution #2015-15, a resolution appointing Ryan P. Kelly as a regular member of the Palmyra Zoning Hearing Board to serve the remainder of the term vacated by Dave Tyndall, expiring December 31, 2015. Motion by Pat Hennessy, second by Beth Shearer. Motion passed.*

2. Mr. Powl reported that the oral argument for the Cell Tower Appeal has been continued from October 30th to November 24<sup>th</sup> at 1:30 p.m. by Judge Kline at the Lebanon County Court of Common Pleas.

i. Borough Manager's Report:

1. New Municipal Building Project Status Update: Mr. Powl informed Council that the HVAC assessment will soon be wrapped up and the original landscaper was fired and a new one hired to finish the project. Unfortunately the grass seed that was planted by the new landscaper won't be noticeable until Spring 2016.

#### Announcement

President Quairolì announced that Borough Council will conduct a public workshop meeting on Tuesday, November 10, 2015 beginning at 6:00 PM and its regular monthly public meeting on Tuesday, November 24, 2015 beginning at 7:00 PM.

#### Other Business

- President Quairolì questioned why there was no need for an intermunicipal agreement for the firehouse. Mr. Powl explained that the loan agreement created requires each municipality to guarantee 50% of the loan, so no other agreement was required.

#### Motion to Adjourn

*Motion to adjourn by Pat Hennessy, second by Beth Shearer. The meeting adjourned at 7:56 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager