

Palmyra Borough Council Meeting
Tuesday November 14, 2017
7:00 PM

Borough Council President Mark Smith called the meeting to order at 7:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Other Council members in attendance included Brian Craig, Josh Holl, Carissa Mellinger, Jane Quairoli, Beth Shearer, and Joe Templin. Also in attendance were Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Mayor Fred Carpenter was absent from the meeting.

Public Comments

- Rob Brettler, 150 W. Walnut St, asked Council to consider passing an ordinance to designate an area around driveways as no parking. He cited code from the City of Philadelphia that establishes a 5-foot setback along driveway entrances. His request is a result of how the people park when attending sporting events at the school baseball field across from his house.
- Jael Wolf, 301 E. Cherry Street, inquired about the starting time of the contractors hired to install the stormwater detention basin across from her house. She also stated she received an anonymous letter concerning lack of proper police shift coverage.

Consent Calendar

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

- a. Approve the minutes of the October 24, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the October 2017 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

Action & Discussion Items

- a. Ordinance #779 - Animal Control Ordinance (Chapter 108) Update:

Motion: To enact Ordinance #779, an ordinance to amend and clarify regulations for the control of animals contained in Chapter 108 (Animals) of the Palmyra Borough Code of Ordinances. Motion by Mark Smith, second by Josh Holl. Motion passed by a 6-1 vote with Jane Quairoli voting against the motion.

- b. 910 E. Broad Street: New Public Works Garage Building – The following are the low bid results from Woodland Contractors, Inc.:

Base Bid	\$1,017,217	
Alternate #1	\$10,500	water & sewer line with trenching/backfill completed by the Borough
Alternate #2	\$78,313	electrical work for lighting, garage door openers, outlets, and life safety signage
Alternate #3	\$7,280	provide ceiling fans and electric power supply
Alternate #4	\$13,066	construct restrooms
Alternate #5	(\$12,781)	wood pole building versus all metal building
Alternate #6	(\$5,217)	remove thermal insulation from roof and exterior facing walls in Room #02 – bays

Council asked to review the plans and bids and discuss at the November 28th Council meeting.

- c. 2018 Budget: Council discussed various line items in the budget and the possibility of a tax increase. They decided to table the decisions on the budget until the November 28th Council meeting.

Reports

- a. President's Report: President Smith did not have a report.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provided the October 2017 report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the October 2017 report.
- c. Fire Department: The Fire Department did not have a report.
- d. Police Department:
 1. Civil Service – Patrol Officer Vacancy Update: Chief Jasinski reported that the background investigations were completed and he is prepared to provide the name of a candidate for Council to act.

Motion: To hire Jennifer Lynn Shoemaker as a full-time Patrol Officer for the Palmyra Police Department, with a starting salary of \$47,165 (\$22.68/hr.), contingent upon the successful completion of a medical and psychological examination. Motion by Jane Quairolì, second by Beth Shearer. Motion passed.

2. Palmyra Borough Police Association – Council recognized a letter they received from the Palmyra Police Association requesting the hiring of an Additional Officer. They asked Mr. Powl to add the costs of another officer to the budget and they would consider the impact to the budget at the November 28th Council meeting.
- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month. The next scheduled meeting is Wednesday, December 6, 2017 beginning at 7:00 PM.
- f. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the October 2017 report.
 2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)
 - a. Municipal Building: There was nothing new to report.
 - b. 910 E. Broad Street: Council did not decide on building the new building, but asked Mr. Powl to see if the Borough can occupy the property at 210 N. Forge Street until the end of March.
 - c. 40 E. Front Street: Mr. Powl reported that the Borough submitted the application for tax exempt status to the Lebanon County Assessment office.
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
 - a. DCNR Grant - Memorial Park Project Update: Ms. Pera reported that the walk through with DCNR went well and the Borough should be able to close out the grant in the next few weeks.
 - b. Memorial Park Field Lighting: Mr. Powl informed Council that he reached out to Musco Lighting for an estimate on the number of lights and the costs to properly light the Memorial Park fields. He commented that the lights are not complex and could probably be installed by our Public Works Department staff.
 4. Refuse & Recycling:
 - a. GLRA Board Report: Councilor Craig reported that there is no tipping fee increase for 2018.

5. Sewer System:
 - a. Sewer Pump Station #3: Mr. Powl informed Council that the back-up were pumps removed, re-built, and re-installed.

6. Sinkholes:
 - a. 140 S. Center Ave: Mr. Powl stated that the homeowner is reluctant to replace the curb and sidewalk. The Public Works Crew re-paved the damaged area in the street and placed an asphalt curb where the concrete curb should be to keep water off the property.

 - b. Ludwick Property (441 Plaza Drive - adjacent to Southeast Park to the east): A small sinkhole has be filled and will continue to be watched for additional settling.

7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl advised Council that the contractor has been working on setting the manhole over the injection well in South Ave, and will be working at installing pipe from the manhole towards Cherry Street.

 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl informed Council that School District Director of Business Affairs Darcy Brenner-Smith recently informed him that the Borough would also need to seek approval from The Hershey Company for the stormwater project since The Hershey Company maintained a reverter clause in the sales agreement with the School District for the Ridge Road Park property. This reverter clause would enable The Hershey Company to take the property back if they have a need to expand their distribution center adjacent to the Ridge Road Park property to the west. Mr. Powl and Ms. Pera, along with the Borough Engineer Max Shradley, met with Director of Procurement (Real Estate/Construction), Tim Leh, of The Hershey Company, and a representative from Evans Engineering, regarding the wetland project at Ridge Road Park. Mr. Leh explained during the meeting that The Hershey Company would not be in favor of the stormwater/wetlands project because it would be in the way of a potential future building expansion. He emphasized repeatedly that only "blades of grass" (i.e. athletic fields) was all that The Hershey Company ever intended to allow to be developed on the Ridge Road Park property. Mr. Leh also explained that the School District should have never signed off on the DEP Landowner Agreement form for the Borough's 2010 & 2011 Growing Greener Grant applications without first seeking approval from the Hershey Company. After receiving this potentially devastating news, Mr. Powl and Ms. Pera informed PARPC Director, Tina King, of the conversation since PARPC has developed a lease with the Palmyra Area School District to build park facilities on the property, and has plans to build concession and storage buildings on the property. Ms. King will be seeking further clarification on The Hershey Company decision/position in the very near future.

 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) The inlets for this project have been ordered.

 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: There has been no news on the waiver request.

8. Street & Alley Maintenance: There was nothing new to report.

9. Traffic Signals: Mr. Powl received some complaints from Council about the traffic signal at the intersection of Main Street & Railroad Street not cycling for the southbound traffic.

- g. Recreation Commission Report: Councilor Quairolì did not have a report.

- h. Solicitor's Report: There was no report.
- i. Zoning & Codes Enforcement:
 - 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the October 2017 report.
 - 2. Zoning Hearing Board – There are no hearings scheduled for November.
- j. Borough Manager's Report:
 - 1. Meeting with School District Superintendent – Mr. Powl informed Council that he and Ms. Pera met with the Superintendent and Assistant Superintendent to discuss the artificial turf athletic field project. Mr. Powl advised the Superintendent that the Middle School property is already over the maximum impervious surface requirements in the Zoning Ordinance and would need to go to the Zoning Hearing Board for approval of a variance. Mr. Powl offered to send the PA Municipal Planning Code requirements for the granting of variances to the Superintendent so that the School District can prepare their application accordingly. He cautioned them that if the Zoning Hearing Board denies the variances needed, then the turf field project at the Middle School location would be dead.

Other Business

- Councilor Quairoli asked Mr. Powl to research Act 172 to provide tax incentives to fire fighters.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, November 28, 2017 and on Tuesday, December 12, 2017 beginning at 7:00 PM.

He also announced that the annual Town Square Christmas Tree Lighting will take place Friday, November 24, 2017 at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairoli, second by Beth Shearer. The meeting adjourned at 8:56 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager