

Palmyra Borough Council Meeting  
Tuesday, December 12, 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, Carissa Mellinger, Jane Quairoli, Beth Shearer, and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Josh Holl was absent from the meeting.

Public Comments

- Barry Powell, 41 N. Franklin Street, shared his concerns with the budget.
- Don Barry, 701 N. Grant Street, asked about information showing the rate of return for the Codes Officer position.

Consent Calendar

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

- a. Approve the minutes of the November 28, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the November 2017 Bill's List.

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

Action & Discussion Items

- a. Bid Award – Construction of New Public Works Garage (910 E. Broad Street): Council discussed the six different alternates for the project.

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Woodland Contractors, Inc, 1316 King Street, Lebanon, PA 17042 in the base bid amount of \$1,017,217 plus Alternate #2 in the amount of \$78,313 for electrical work for lighting, garage door openers, outlets, and life safety signage. Motion by Brian Craig, second by Carissa Mellinger. Motion passed by a 4-2 vote with Jane Quairoli and Joe Templin voting against the motion.*

- b. 2018 Preliminary Budget: Mr. Powl presented a copy of the preliminary budget to Council based on their instructions from previous discussions. The budget does not require a tax increase in 2018. However, the outlook for 2019 may be of concern. Mr. Powl also informed Council that Public Works Superintendent Scott Plouse has serious concerns for not replacing one of the retiring public works laborers in 2018. He does not believe he will have adequate staff to complete snow removal and lawn maintenance properly due to the need to staff the refuse & recycling trucks every day. Council did not change their position, and will monitor the situation during 2018 to re-evaluate the position for the 2019 budget.

- c. Ordinance #781 – 2018 Real Estate Tax Ordinance:

*Motion: To authorize the Borough Solicitor to prepare and advertise Ordinance #781, the 2018 Real Estate Tax Ordinance, to set the real estate tax rate pursuant to Section §1310.1 of the Borough Code for the Year 2018 at the following rates:*

*Real Estate Tax = 2.85 mills; Public Library Tax = .06 mills*

*Motion by Beth Shearer, second by Brian Craig. Motion passed by a 5-1 vote with Jane Quairoli voting against the motion.*

d. Ordinance #782 – 2018 Sewer Rates:

*Motion: To authorize the Borough Solicitor to prepare and advertise Ordinance #782, an ordinance to amend Chapter 288 (Sewers) of the Code of Ordinances of the Borough of Palmyra to increase the rates charged for domestic sewage from the current \$73 per quarter to \$88 per quarter, effective January 1, 2018 and update strength of waste surcharge for commercial and industrial users. Motion by Jane Quairoli, second by Brian Craig. Motion passed.*

e. Resolution #2017-26 - 2018 Refuse Rates: Councilor Quairoli commented that she remembers the residents who attended the meetings when outsourcing the refuse collection program to a private hauler was discussed, and those residents explained that they wouldn't mind paying a higher rate to keep the Borough staffed refuse service.

*Motion: To approve Resolution 2017-26, a resolution to increase the Refuse Rates from the current \$57 per quarter to \$61 per quarter, effective January 1, 2018. Motion by Jane Quairoli, second by Mark Smith. Motion passed with a 4-2 vote. Brian Craig and Carissa Mellinger votes against the motion.*

Reports

a. President's Report: President Smith did not have a report.

b. Financial Report:

1. Financial Statement: Mr. Powl provided a copy of the November 2017 report.

2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the November 2017 report.

c. Fire Department: Mr. Powl announced that the Fire Department held the elections for officers and the current officers were reelected.

d. Police Department: Mayor Carpenter did not have a report.

e. Planning Commission - Subdivision & Land Development Plans:

1. Patel Final Subdivision Plan – 201-203 N. Lincoln Street:

*Motion: To approve the recommendation made by the Planning Commission to reject the Patel Final Subdivision Plan. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.*

f. Public Works Department:

1. Superintendent's Monthly Report: Mr. Powl provided a copy of the November 2017 report.

2. Borough Properties: There was no new information to report on the Borough properties.

3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)

a. DCNR Grant - Memorial Park Project Update: Ms. Pera provided copies of the project certification letter from the Borough Engineer and the DCNR letter approving the improvements in accordance with the Contract Scope of Work and grant agreement.

b. Memorial Park Field Lighting: Mr. Powl commented that Musco Lighting should have their budgetary estimate for new LED field lighting ready for review at the December 26<sup>th</sup> meeting.

4. Refuse & Recycling:
  - a. GLRA Board Report: Councilor Craig reported that GLRA purchased new equipment and hired a new auditor.
5. Sewer System:
  1. ASK Foods, Inc. – A request was received from The ARRO Group, the engineering firm for ASK Foods, Inc., for additional sewer capacity. The request was to add a total of 300 lbs. per day – 150 lbs. for the east and west ASK plants. Ms. Pera informed Council that the Borough currently holds a capacity of 2000 lbs., per day with North Londonderry Township and uses more than 1600 lbs. per day of this amount. Council agreed not to give up their entire reserve, but asked staff to speak to North Londonderry Township about the max loads of the plant and if there is room to purchase additional capacity. Depending on the answer, the Borough may be willing to provide half of the request and allow ASK to purchase the rest.
6. Sinkholes: Mr. Powl explained that there has been no new or old sinkhole activity to report.
7. Stormwater Management:
  - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl explained that progress has been slow due to the amount of rock that had to be hammered and removed from the excavation trenches in the north/south alley between South Ave & Cherry St. Work on excavating the new detention basin has begun.
  - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl informed Council that a meeting took place on Monday December 11<sup>th</sup> at the School District Board meeting room with representatives from the Recreation Commission, municipalities, School District, and a retired representative of The Hershey Company to discuss the wetlands project. It is hoped that when information from the meeting is taken back to The Hershey Company, that they will agree to allow the stormwater project to proceed.
  - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) Mr. Powl reported that the inlets needed for the project have been ordered.
  - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl stated that DEP is reviewing the request, and asked for the coordinates for the Borough's stormwater outfall locations, which were provided by Rettew.
8. Street & Alley Maintenance: There was no report.
9. Traffic Signals: Mr. Powl reported that C.M. High completed the fall preventative maintenance.
- g. Recreation Commission Report: Councilor Quairoli did not have a report.
- h. Solicitor's Report: Solicitor Cleary
  1. Act 172 – Volunteer Firefighter Tax Relief Ordinance: Mr. Powl shared an e-mail from the Solicitor outlining the various decisions that Council will need to make before implementing Act 172. Council discussed the options and decided to table the discussion for further review.
  2. Resolution #2017-25 – Opposition to PA House Bill 1620 – Wireless Infrastructure Deployment:

*Motion: To approve Resolution #2017-25, a resolution expressing Borough Council's opposition to PA House Bill 1620. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.*
- i. Zoning & Codes Enforcement: Mr. Powl provided a copy of the Zoning Officer/Codes Enforcement Officer report for November 2017.

1. Zoning Hearing Board: Hearing scheduled for Monday December 18<sup>th</sup> at 5:30 PM - 984 E. Walnut Street - Steven & Gloria Mann. The hearing is continued from the October 16<sup>th</sup> hearing.
  - Variance Sec. 380-76.B(1) (Maximum Fence Height) - To construct a 6-foot high fence in a front yard area where the maximum fence height is 3-feet.

j. Borough Manager's Report:

1. Vacancies: Mr. Powl advised Council that they need to find replacements for two (2) Zoning Hearing Board members, one (1) Planning Commission member, and the Vacancy Board Chairman. Councilor Craig agreed to hold the Vacancy Board Chairman in 2018 because he will no longer be a member of Council.
2. Ms. Pera provided a copy of recommended changes to the Borough Personnel Manual to follow the new U.S. DOT changes for CDL license holders. The change relates to updating the drug urinalysis test to reflect opioids rather than opiates.

Other Business

- Councilor Shearer announced that there will be a vacancy on Borough Council in January when Councilor Craig resigns to take his newly elected position as Register of Wills for Lebanon County.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, December 26, 2017, and will conduct the required biennial Reorganization meeting on Monday, January 1, 2018 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn by Jane Quairola, second by Beth Shearer. The meeting adjourned at 8:32PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager