

Palmyra Borough Council Workshop Meeting
Tuesday, December 8, 2015
6:00 PM

Borough Council President Jane Quairoli called the meeting to order at 6:00 PM in Council Chambers of the Palmyra Municipal Building, 325 S. Railroad Street, Palmyra, PA 17078. Other Council members in attendance included Pat Hennessy, Brian Craig, Gary Laudermilch, Beth Shearer, Joe Templin, and Ralph Watts. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera.

Announcement

President Quairoli announced that the Borough was given a grade of 'A' by the Lebanon Daily News for transparency of records. The newspaper reviewed all municipalities for accessibility of meeting minutes, meeting agendas, and detail of the minutes. The Borough received the second highest rating in Lebanon County. She thanked Borough Management. Mr. Powl thanked President Quairoli and explained that Staff would be working to place the meeting agendas on the Borough's website prior to meetings in the near future. This effort is all that is needed to join North Lebanon Twp in the 'A+' category.

Administration Department

- a. 2016 Budget: President Quairoli asked if any Councilor was willing to reconsider eliminated or reducing the \$100,000 transfer to the Capital Reserve fund for 2016 in order to reduce the impending tax increase since the County has announced a 40% tax increase in 2016. Councilor Shearer asked Mr. Powl's opinion concerning the transfer to the Capital Reserve fund. Mr. Powl commented that Council will have future problems to fix, but cannot do such without a savings account. Mr. Powl reminded Council that the Draft Budget proposed 2.95 mills as a worst case scenario and that Council may not need to go that high with the millage in order to meet the needs of the Preliminary Budget. Councilor Shearer asked if a 2.85 millage rate would still allow a transfer of \$100,000 into the Capital Reserve fund. Mr. Powl confirmed that he believed it would.

Motion: To reduce the tax millage from 2.95 to 2.85 for the 2016 calendar year. Motion by Beth Shearer, second by Brian Craig.

President Quairoli opened the floor to public comment.

- *Maddie Reed, 221 E. Hazel Street, asked for reconfirmation that the 2.85 millage rate would include \$100,000 into the Capital Reserve fund. Mr. Powl provided that confirmation.*

President Quairoli called for a roll call vote:

<i>Brian Craig</i>	-	<i>Yes</i>
<i>Pat Hennessy</i>	-	<i>Yes</i>
<i>Gary Laudermilch</i>	-	<i>Yes</i>
<i>Beth Shearer</i>	-	<i>Yes</i>
<i>Joe Templin</i>	-	<i>Yes</i>
<i>Ralph Watts</i>	-	<i>No</i>
<i>Jane Quairoli</i>	-	<i>Yes</i>

The motion passed by a 6-1 vote.

Mr. Powl reiterated that the 2016 Final Budget must be approved at the December 22, 2015 regular Borough Council meeting or at a special meeting conducted on or before December 31, 2015. He asked if there were any other changes to discuss since there will not be adequate time to make changes to the Budget if something is proposed to be changed at the meeting on the 22nd. Council agreed that there were no further changes to discuss.

- b. New Municipal Building Project Status Update: Mr. Powl updated Council on the HVAC issues and informed them that Robert Buchter has requested 'as built' drawings for the project. Councilor Hennessy reported that the parking lot was full on Saturday, November 21st for the Christmas parade and two cars parked on the grass at the southwest corner of the lot. There was also a vehicle parked on the west end of the building in the area designated for authorized vehicles only. He recommended that Borough Council consider posting the parking lot for municipal business only. Council decided to wait to consider this issue until after the fire house is constructed.
- c. Property Maintenance Issues: Mr. Powl provided a copy of the Light-Heigel Report dated 11/06/15 through 12/04/15.
- d. Ordinances:
 - 1. Ordinance #767 – President Quairoli inquired why the 2016 Real Estate Tax Ordinance was advertised at 2.25 mills. Mr. Powl confirmed that this was a mistake and that he will contact the Solicitor about the error.
- e. Resolutions:
 - 1. Resolution #2015-17 will be on the December 22nd meeting agenda to appoint members to the Palmyra Zoning Hearing Board
- f. Reports:
 - 1. Delinquent Sewer & Refuse Account Report: Ms. Pera informed Council that the information staff has been providing regarding the sewer/refuse delinquency report is not accurate according to Edmunds Associates, the billing software company. She intends to contact the company to discuss what method of reporting the Borough should be using.

Ms. Pera also informed Council that Mr. Brandt, 50 W Main Street, has filed Chapter 13 bankruptcy, which will remove his outstanding balance from the account. She is preparing to attend the 341 hearing for the bankruptcy.
- g. Planning Commission - Subdivision & Land Development Plans: Did not meet this month.
- h. Solicitor: There was nothing from the Solicitor.
- i. Zoning Hearing Board: No hearings are scheduled this month.
- j. Non-Uniform Employee Policies & Procedures Manual Update: Mr. Powl provided a copy of the updated manual for Council to review. He indicated that the manual is five years old and new laws have been passed that affect the compliance of the manual. The manual was reviewed by Attorney Miller prior to being presented to Council for action. Council will discuss the manual further at the January 12, 2016 Workshop meeting.
- k. Other: Mr. Powl reminded Council that they need to find a Vacancy Board Chairman for 2016.

Police Department, Fire Department, and Emergency Management

- a. Civil Service Test – Update: Ms. Pera reported that oral exams are scheduled for December 21st at the Borough office. The Civil Service Commission will be meeting on December 14th at 4 PM for the purpose of appointing oral examiners.
- b. New Firehouse Project Status Update: Mr. Powl reported that Steckbeck Engineering has submitted the land development plan for review and approval by the Borough.

Public Works Department

- a. Superintendent's Monthly Report: Mr. Powl provided a copy of the November 2015 report. Councilor Hennessy asked that truck #7 have the utility body tool box door fixed by the December 22nd Council meeting.
- b. Parks:
 1. Fireman's Park Project Update: Mr. Powl informed Council that he received a cost estimate from the contractor for athletic field excavation, grading, and seeding. The thought was that it would be more efficient in both time and money to have the excavation done immediately instead of simply stockpiling the dirt and waiting until someone either volunteers to excavate, or the Borough bids the task separately. The cost estimate was \$45,000 and could be handled as a change order with the current contractor. President Quairolì commented that she does not want to see any tax dollars going towards the Borough's park project. Council discussed and decided against the excavation project for the athletic fields.
- c. Refuse & Recycling: There was nothing to report.
- d. Street & Alley Maintenance:
 1. There was nothing new to report on the N. Duke St. & E. Arch Street public dedication status.
- e. Stormwater Management:
 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl reported that both DEP Growing Greener Grants have been extended until June 30, 2016.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: The project has been advertised for bids with a bid opening scheduled for Friday, December 18th.
 3. Engineering Study - Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Stormwater to Killinger Creek: Nothing new to report on this study.
- f. Sinkholes:
 1. 300 Block E. Cherry St / 100 Block S. Grant St: FEMA Region III – Philadelphia is still reviewing the grant application.
 2. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update): ARM Group submitted plans for the new injection well to EPA for approval. The Borough crews are to install inlets, piping, manhole over new well, and Terre-Kleen hydrodynamic separator vault. Bids for compaction grouting have been advertised and will be opened Monday December 21st at 1:00 PM.
 3. 900 Block E. Pine St: (in un-named north/south alley) – This sinkhole has been repaired and the Public Works Superintendent is watching it.
- g. Sewer System: Mr. Powl reported that the IT contractor has converted the Borough's older laptop to use for recording sewer lines. Previously, the Borough's sewer camera equipment allowed the operator to view the inside of the main sewer lines, but could not record the video for future reference.
- h. Traffic Signals:
 1. Earl Drive Traffic Signal Removal Update: Mr. Powl reported that ARLE Grant awards are still on hold due to State budget impasse. The signal is still operating in "flash mode," but PennDOT would prefer the signal to be turned off and the signal heads bagged. Council asked Mr. Powl to have the signal turned off and signal heads bagged.

2. US 422 Adaptive Traffic Signal System: The next conference call is scheduled for the beginning of January

Other Business

- Councilor Laudermilch expressed his concerns about Ebersole's Excavators not cleaning up after themselves while installing new water lines, and that traffic control is not being done properly. Chief Jasinski advised that he would observe the traffic control measures in the coming days to ensure safety at the Ridge Road - N. Railroad Street intersection.
- Mayor Carpenter asked if there is any way possible to get a left hand turn signal arrow at the intersection of Forge and Main Streets. Mr. Powl responded that the traffic studies that were done as part of the US422 signalization project showed that warrants were not met in order to have a dedicated turning arrow at Forge Road, and also at Duke Street. He explained that the Lebanon County MPO is trying to make funds available to study the turning movements at these cross streets in the future.
- Councilor Hennessy inquired if Ebersole Excavating would be responsible to repair any damage to the microsurfacing on Broad Street caused by their equipment scooping up stones for their installation of new water lines project on Railroad Street.

Announcement

President Quairoli announced that Borough Council will conduct the regular monthly public meeting on Tuesday, December 22, 2015 beginning at 7:00 PM, the required biennial Reorganization meeting on Monday, January 4, 2016 beginning at 7:00 PM, and a public workshop meeting on Tuesday, January 12, 2016 beginning at 6:00 PM

Motion to Adjourn

The meeting adjourned at 7:28 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl
Borough Manager