

Borough of Palmyra
Council Workshop Meeting Minutes
Tuesday, February 11, 2014

Borough Council President Jane Quairoli called the meeting to order at 6:00 PM. Other Council members in attendance included Joe Templin, Scott Mazzocca, Beth Shearer, and Pat Hennessy. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Gary Laudermilch joined the meeting at 6:20 PM.

Special Visitors

Dave Tyndall, Chairman of the Zoning Hearing Board, was present to discuss an appeal filed with the Lebanon County Court of Common Pleas by David Warner, owner of 110 N. Chestnut Street. Mr. Warner submitted a zoning hearing application to subdivide his rental duplex into two separate properties. The Zoning Hearing Board members denied the request because Mr. Warner did not prove a hardship. Borough Council previously voted to allow the Borough Solicitor to represent the Borough on behalf of the Warner's appeal. Mr. Tyndall reminded Borough Council that the board members are appointed by Council and they volunteer their time to participate in the Zoning Hearing Board. They plan to stand by their decision and believe that upon review by the Court of Common Pleas will show that they made the correct decision based on the testimony. He asked if Council was going to back their Zoning Hearing Board.

Mr. Powl informed Council that Mr. Warner filed a motion in the Court of Common Pleas and was granted a hearing on February 24, 2014 to allow additional testimony regarding the zoning variance application. He mentioned that the Borough Solicitor indicated the courts should never have allowed him to file his motion because it violates the Municipal Planning Code. Mr. Powl advised Council that he attended the Zoning Hearing Board meeting on behalf of the Borough and agreed that Mr. Warner did not provide evidence of a hardship.

Council President Quairoli explained that Council was anxious to return the property to two units for the tax base and apologized for sending a message that they did not support the Zoning Hearing Board. Council agreed to request the Borough Solicitor attend the February 24, 2014 hearing to support the Zoning Hearing Board decision.

Administration Department

- a. New Municipal Building Project Status Update: Mr. Powl provided Council with a copy of the Construction Manager Project Status Report. He also updated Council with the items that have required staff attention. One of those items pertains to the IT closet in the Police Department. The Dept. of Homeland Security requires a separation of police equipment from the Borough's IT equipment. Moore Engineering designed all the IT equipment to be placed into the Police Department IT Room requiring anyone that enters that closet to be certified by the Dept. of Homeland Security. Mr. Powl informed Council that Moore Engineering was told about the requirement to separate the IT equipment at the very beginning of planning the IT spaces. They did not listen to the Borough's requests and planned it incorrectly. Therefore, any change orders that come as a result of this error will be the responsibility of Moor Engineering.

Mr. Powl also mentioned that he is trying to obtain a date from Met-Ed regarding the time delay for installing power to the building. The recent ice storm and subsequent snow storms will affect the construction schedule. He believes we may not be able to move until very late March or early April.

The asbestos removal bids for the old municipal center will be opened on February 21st. The bid award will be on the February 25th Council agenda for approval.

Mr. Powl informed Council that all the modifications to the lease between the Borough and Lebanon County for the MDJ office space have been made. The County Commissioners will be acting on this lease at their February 20, 2014 meeting. The lease will be on the February Council agenda for approval.

c. Ordinances:

1. Mr. Powl advised Council that letters were mailed to the residents of the first block of South Windsor Ave advising them of the ordinance proposing to change the street to one-way southbound. Residents were advised to attend the February 25th Council meeting to voice their support or concerns.
2. Mr. Powl stated that Chris Knarr of RETTEW is reviewing both the Palmyra Draft Zoning Ordinance and the Subdivision and Land Development Ordinance to determine if they complement each other. The Planning Commission will review this at their next meeting.

d. Resolutions:

1. Resolution #2014-15 - Disposal of Borough Owned Property – Mr. Powl indicated that there are items at the Waste Water Treatment Plant that are no longer needed and staff would like to offer them for auction using E-bay. The new Borough Code update allows the Borough to use this site for the disposal of property. Council agreed to have the resolution on the February 25th agenda.

e. Reports:

1. Departmental Monthly Overtime % Report: Council discussed the need to keep receiving this report and agreed that it was not necessary to provide it anymore.
2. Delinquent Sewer & Refuse Account Report: Council agreed to keep this report in the packet as it provided pertinent information.

f. Subdivision & Land Development Plans:

1. Lennard C. & Pamela J. Sheriff Final Subdivision Plan:
 Plan Engineer: Matthew & Hockley Associates

Plan Submitted	First Planning Commission Meeting After Submission	90-day Review Period Expires	Last Borough Council Meeting Prior to Expiration
11/13/13	12/4/13	3/4/14	2/25/14

Mr. Powl informed Council that this plan was submitted, but was determined to need a zoning variance before the Planning Commission can make a recommendation. The Planning Commission suggested that the Plan Engineer request a time extension for the review of the plan and submit an application for zoning variance or the plan will be denied. This information was relayed to the Plan Engineer.

- g. Zoning Hearing Board: The Board approved the request to convert the Palmyra Brethren in Christ Church to an Assisted Living Facility at their Monday, February 10, 2014 hearing.

Police Department, Fire Department, and Emergency Management

- a. Mr. Powl informed Council that the Borough's IT Consultant, Alan Feldman, conducted an IT Audit for the Police Department, which did not provide good news. There are hardware issues, firewall issues, and outdated software. The Police Computer System requires an upgrade to meet the needs of the Police Department as well as provide for new required security protocols. Mr. Powl indicated that the Borough has an agreement with Mr. Feldman that automatically provides new equipment every three years, 24/7 Help Desk Support, off site back-up of files, website hosting, and includes all required maintenance and 24/7 monitoring of all systems. He is proposing to provide the same service to the Police Department along with new equipment in order for all patrol officers to have a computer at their workstation. Currently the officers share one computer. The cost of the upgrade is \$27,000 per year. Mr. Powl advised Council that he needs approval to transfer less 2013 year-end surplus funds to the capital reserve account and put the \$27,000 into the Police budget.

Council discussed the upgrades to the Police computer requirements. Mr. Powl advised them that the original plan was for the Borough to receive upgraded computers and move the old computers to the Police Department. However, that was removed from the budget when Mr. Powl was requested to reduce the budget by an additional 5%.

Council agreed to transfer the funds into the Police budget.

- b. Civil Service Commission Eligibility List: Ms. Pera explained that Chief Dugan of the Annville Twp Police Dept. contacted the Borough to see if there is interest in partnering with Annville Twp on conducting the civil service tests necessary to develop a civil service eligibility list necessary to hire new police officers. Ms. Pera explained that an intermunicipal agreement will need to be created and approved by each municipality prior to moving forward with the new civil service consortium. Council discussed the merits of the request and agreed that any shared service should lead to a cost savings and instructed Mr. Powl to have the Borough Solicitor prepare the necessary intermunicipal agreement.
- c. Mayor Carpenter raised a concern for the sidewalks being blocked by the contractor working on the CVS project. He said they have been cited for not shoveling the sidewalk. Mr. Powl indicated he would contact CVS on this issue.
- d. Councilor Longenecker reviewed the most recent Fire report and inquired why the fire company responds to so many medical assists. Mr. Powl indicated that this is how the County dispatches the emergency responders. Mayor Carpenter offered to contact the County EMA to have them stop blowing the siren for medical assist calls.

Public Works Department

- a. Superintendent's Monthly Report: Mr. Powl distributed the January report. Councilor Hennessy inquired about the status of road salt. Mr. Powl indicated that the Borough has an adequate supply for the 12-inch snowstorm forecast for Thursday, February 13th and has an order in for additional supply that will be delivered as soon as the stockpile at the Port of Baltimore is replenished.

Mayor Carpenter announced that he will be calling a snow emergency beginning at 3:00 PM on Wednesday, February 12th in order to have all vehicles removed from the snow emergency routes.

- b. Parks:
 1. Ms. Pera announced that the Borough received information regarding an estate gift from Richard and Charlotte Bowman. The gift is in excess of \$500,000 and will go to the Palmyra Garden Club to be used for beautification of Borough parks. The trustees will be contacting the Palmyra Garden Club directly.

- c. Street & Alley Maintenance: There was no update.
- d. Stormwater Management:
 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.)
 - Rettew is currently working with Hillwood engineers to determine how the new stormwater line will convey increased stormwater run-off to the Hillwood quarries.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update:
 - Project should be ready to bid within 60-90 days.
 3. Ridge Road & N. Grant Street Detention System Project Status Update:
 - Project hinges on approval by the adjacent property owner Len Chimel, who is working on developing his tract of land.
 4. Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Stormwater to Killinger Creek:
 5. South Avenue Drainage (Between S. Railroad & S. Chestnut St):
 - On hold due to winter weather
- e. Sinkholes: Mr. Powl mentioned that the following areas are stable, but a new sinkhole opened up at Philadelphia Mixers which was entirely on private property.
 1. 300 block E. Cherry St
 2. 100 Block S. Grant St (to the side of 300 E. Cherry St)
 3. 900 Block E. Walnut St
- f. Sewer System: Mr. Powl indicated that the contractor is still waiting for PPL to remove the electrical services from old Pump Station #2. Once removed, the contractor will need to complete the following items: Finish grading and seeding all areas disturbed after excavation and demolition; Pave area around new pumping station as shown on drawings; Fence area around new pumping station; Demo existing pumping station, and; Seal outer edge of the G&R fiberglass structure to prevent water from penetrating into the structure. Project still delayed by PPL, who has not removed the electrical service from old Pump Station #2.
 2. 56 W. Walnut St - Sewer Main Extension project is on hold due to the winter weather.
- g. Grant Street Traffic Signal Removal: Mr. Powl informed Council that PennDOT has revoked the permit for the traffic signal after reviewing the Borough's traffic study. The signal will need to be on flash or bagged for a 90-day period before it can be removed. He indicated that neither RETTEW's traffic engineer nor anybody at PennDOT has experience with actually removing a traffic signal, so a meeting with all parties is being set-up to discuss the procedure for doing so.

Announcement

President Quairolì announced that Borough Council will conduct the regular monthly public meeting on Tuesday, February 25, 2014 beginning at 7:00 PM and a public workshop meeting on Tuesday, March 11, 2014 beginning at 6:00 PM.

Motion to Adjourn

Motion to adjourn by unanimous consent. The meeting adjourned at 8:13 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager