

Palmyra Borough Council Meeting
Tuesday, February 13, 2018
7:00 PM

Borough Council President Beth Shearer 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 Don Barry, Josh Holl, Jane Quairoli, Mark Smith, and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Carissa Mellinger was absent from the meeting.

Announcements

Council President Shearer announced that Council held an executive session after the January 23rd Borough Council meeting to discuss personnel issues, and prior to this evening's meeting to consult with the Borough Solicitor on a potential litigation issue as permitted by the Pennsylvania Sunshine Act. Any official action resulting from discussions held during the Executive Session will occur at a future public meeting.

Public Comment Period #1

There were no public comments.

Consent Calendar

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

- a. Approve the minutes of the January 23, 2018 Borough Council meeting.
- b. Approve payment of all bills listed on the January 2018 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Mark Smith. Motion passed.

Action & Discussion Items

- a. Ordinance #783 - Motor Vehicles & Traffic - Parking Regulations Update:
Discussion on and if appropriate:

Motion: To enact Ordinance #783, an ordinance updating the following parking regulations: Section 350-26 (Special Purpose Parking Zones):

1. Add – 24 S. Locust Street – West side – Parking for Handicap
2. Add – 137 N. Chestnut Street – West side – Parking for Handicap
3. Add – 257 N. Railroad Street – West side – Parking for Handicap
4. Add – 617 N. Railroad Street – West side – Parking for Handicap
5. Add – 320 N. Railroad Street – East side – Parking for Handicap
6. Remove – 36 N. Chestnut Street – East side – Parking for Handicap
7. Remove – 108 N. Harrison Street – East side – Parking for Handicap

Motion by Jane Quairoli, second by Josh Holl. Motion passed.

Reports

- a. President's Report: President Shearer praised the Public Works crew for the snow removal of the prior week.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the December 31, 2017 & January 31, 2018 reports. There were no comments or questions.
 2. Delinquent Sewer & Refuse Account Report: President Shearer commented that the January balances of 2018 were much lower than the January balances of 2017. Council thanked staff for their collection efforts.

c. Fire Department: Council discussed the sale of the old firehouse to Bob Moyer Communications. They were happy to see another business open in the Borough. Mayor Carpenter asked if the old firehouse siren could be repurposed as a tornado warning siren.

d. Police Department:

1. "Safe Trading Station" – Palmyra Police Dept/Municipal Building: Mayor Carpenter indicated that the Safe Trading Station request opens the Borough to liability because a police officer will need to be on hand for a "safe trade" and there is no guarantee that one will be available when needed due to call volumes. He recommended the Borough not participate.

e. Zoning & Codes Enforcement:

1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl introduced Michelle A. Bowman, Zoning and Codes Enforcement Officer to Council. She provided them with a copy of the January 2018 report. Council commended her for the excellent job she is doing.

2. Zoning Hearing Board: No hearings are scheduled for the February 26th hearing date.

3. Enforcement Action – 650 N. Chestnut Street:

Motion: To authorize the Borough Solicitor to proceed with an action at law and in equity in Lebanon County Court against the owner and/or other persons responsible for the conditions of 650 North Chestnut Street seeking an order directing the defendants to come into compliance with the Borough's Zoning Ordinance and remove the unlicensed and/or uninspected vehicles that are being stored on the property in violation of Section 380-38.K of the Zoning Ordinance in addition to any other relief the Borough is entitled to under the law. Motion by Jane Quairola, second by Mark Smith. Motion passed.

f. Planning Commission - Subdivision & Land Development Plans: Mr. Powl reported that the February 7th meeting was re-scheduled to Thursday, February 15th at 7 PM due to a snow event. The Commission will continue the review of the Mavis Discount Tire (Goddard Development Partners, LLC) – Final Land Development Plan for 940 E. Main St.

g. Public Works Department:

1. Superintendent's Monthly Report: Mr. Powl provided a copy of the January 2018 report.

2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)

a. Municipal Building: Mr. Powl contacted Haller Enterprises to schedule the repair of the HVAC system.

b. 910 E. Broad Street: Mr. Powl provided a chart of colors for the new public works building. The architect recommended white roof, beige walls, and terra cotta trim & downspouts. Staff recommended terra cotta walls with white trim & downspouts and a white roof to match existing buildings on the property, and for ease of future maintenance. Council agreed with the staff recommendation.

c. 40 E. Front Street: There was nothing new to report.

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

a. Memorial Park Project Update: Mr. Powl informed Council that RETTEW has finished the plans for the new dumpster corral at the park. The corral that was built was an old

specification from a prior project manager and RETTEW never upgraded the plan. The agreement is for RETTEW to purchase the materials and our crew will build the corral that will be identical to the dumpster corral outside of the Municipal Building.

Mr. Powl also mentioned that the new Asst. Public Works Superintendent has a lot of experience with paving and asked Council if they would be receptive to paving the parking lot with our own crew for the cost of materials and possible rental equipment so that the park renovations will be complete. Council was receptive and asked for a cost estimate for further discussion.

Ms. Pera told Council she met with a young man entering the final stages of Boy Scouts merit badges before beginning his Eagle Scout project. He is interested in doing something at Memorial Park because he and his friends love the new park renovations. She will continue to work with him until he identifies a project to pursue.

- b. Memorial Park Field Lighting: Mr. Powl discussed the need to upgrade the electrical panel at the park to accommodate field lighting fixtures. The park will require a 480-volt/3-phase electricity supply system for the lights to operate efficiently. Met-Ed has determined that they will need to install one additional transformer. The estimate for this upgrade is about \$5,000. In addition, the existing circuit breaker panel will need to be changed to accommodate the upgrade and staff is waiting on an estimate for this electrical work.
 - c. Heritage Park Pavilion Tables: Mr. Powl informed Council that two tables were damaged by vandals. One top was bent and the other broken. A new top was ordered for the broken table and will be installed in the Spring. The cost of the new table top was approximately \$360, which is far less than the Borough's insurance deductible of \$1,000. The Public Works Superintendent intends to repair the bent table top in the Spring. The broken top will be repaired and kept as a spare for future vandalism.
4. Refuse & Recycling:
- a. Mr. Powl reminded Council that they need a new Palmyra Borough representative to serve on the GLRA Board to replace Brian Craig. Ms. Pera also advised Council that letters were sent to the residents that will be affected by the collection route change in April 2018. Additional reminders will be sent before April.
5. Sewer System:
- a. Mr. Powl reported that a heavy rain event on January 22nd led to a sewer back-up at 914 E. Cherry Street. The incident has been reported to the insurance company and they are working with the property owner to clean up the damage. The property owner was advised to install a back-flow preventer since their lateral is on a dead-end line and the grade of the sewer line is very flat.
6. Sinkholes:
- a. 25 N. Franklin Street: Mr. Powl stated that ARM was onsite to collect data for the area. He has not yet received a report.
 - b. 150 W. Walnut Street: The Public Works crew repaired the sinkhole. There has been no additional sinking so far, but the crew continues to watch it.
 - c. 223 S. Locust Street: The sinkhole area at the Middle School continues to drop. Mr. Powl indicated that there have been three holes that have opened relatively close to each other and it may impact the future storm water requirements of the turf field project for the school district.

7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl reported that the Borough Engineer and staff are not impressed with the quality of work from the contractor. Council asked Mr. Powl to work with the Solicitor to see if there is a potential remedy.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl reported that the Solicitor has still had no communication with the School District or Hershey Company Solicitor.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) Mr. Powl mentioned that the Borough is still waiting on the concrete inlets. Once they are received, the public works crew will begin installation.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: No decision has been made by DEP on the Borough's waiver request. The Borough Engineer informed Mr. Powl that DEP has issued some waivers for other municipalities.
 - e. Stormwater Management System Phasing Plan: There was nothing to report.
8. Street & Alley Maintenance: Mr. Powl stated that many potholes are developing on the Borough roads and the crew will be filling them when weather permits.
9. Traffic Signals: There was nothing to report.
- h. Recreation Commission Report: Councilor Quairoli should have a report for the next meeting.
- i. Solicitor's Report: There was nothing to report.
- j. Borough Manager's Report:
 1. Sheetz – 811 E. Main Street – Sewer Bill Credit Request: Mr. Powl provided a letter from the Sheetz Senior Utility Billing Analyst, Jennifer L. Gummo requesting a refund. Sheetz has two water meters, one is for the irrigation system and the other is for the store. They have received a sewer bill for the irrigation system meter since the store renovation was finished and have paid \$5,618.45 in sewer fees for the irrigation system for water that never entered the sanitary sewer system, therefore, they are requesting a refund of the entire balance.

Mr. Powl stated that they only brought this to our attention with the January 2018 bill. The Borough has refunded that current charge, but the request to refund the rest needs to be a Council decision.

Councilor Smith commented that the incorrect bill should have been seen by the Senior Utility Billing Analyst prior to January 2018. Councilor Barry suggested a 50% reimbursement, which Council was agreeable to, and directed Mr. Powl to contact Ms. Gummo and offer the 50%.
 2. 3-Year Pension Audit by Dept. of the Auditor General: Mr. Powl reported that the PA Auditor General's office just completed the 3-year pension audit and the report should be forthcoming.

Other Business

- Councilor Quairoli inquired about the ASK request for additional discharge. Council asked staff to determine a price for additional discharge for the next Council meeting.

Public Comment Period #2

There were no public comments.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, February 27, 2018 and Tuesday, March 13, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairola, second by Mark Smith. The meeting adjourned at 8:05 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager