

Palmyra Borough Council Workshop Meeting  
Tuesday, February 9, 2016  
6:00 PM

Borough Council President Pat Hennessy 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 Brian Craig, Carissa Mellinger, Mark Smith, 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.

Public Comments – President Hennessy decided to open the floor for public comment.

- Jane Quairoli, 134 Braeburn Way, inquired why Borough Council suspended an employee for (7) days when others were suspended for (10) days several weeks prior for a similar circumstance.
- Jay Arnold, 468 Cedar Street, asked council to change the name of Fireman’s Park to Palmyra Memorial Park.

Administration Department

- a. New Municipal Building Project Status Update: Mr. Powl reported that the vent stack on the western side of the building bent to the point of needing replacement due to the snow load. He also reported that the aluminum fascia board at the dormers were pushed and bent from snow sliding down from the peak of the roof. He also reported that the HVAC Commissioning agent has certified that all repairs have been made to the HVAC system and is functioning within acceptable parameters of all relevant building and mechanical codes. Any further issues will have to be dealt with outside of the original building contract.
- b. Property Maintenance Issues: Mr. Powl provided a copy of the Light-Heigel Report from 01/08/16 through 02/04/16.
- c. Ordinances: Mr. Powl informed Council that Ordinance #768 has been properly advertised. Council asked that it be placed on the February meeting agenda.
  1. Ordinance #768 - Motor Vehicles & Traffic - Handicap Parking Spaces Update:  
Section 350-22 (Parking Prohibited at All Times):
    - Remove – North College Street – East side – From a point 200-feet south of West Front St to a point 80 south thereof.Section 350-26 (Special Purpose Parking Zones):
    - Remove – West Cherry Street – North side – 311 W. Cherry St.
    - Remove – South Lincoln Street – West side – 407 S. Lincoln St. (2-spaces)
    - Add – North Harrison Street – East side – 108 N. Harrison St.
    - Add – North Chestnut Street – West side – 605 N. Chestnut St
    - Add – North Chestnut Street – East side – 610 N. Chestnut St.
    - Add – North College Street – East side – 140 N. College St.
    - Add – South Harrison Street – West side – 127 S. Harrison St.
    - Add – North Grant Street – West side – 45 N. Grant St.
    - Add – South Railroad Street – East side – From a point 20-feet north of Plum Alley to a point 20-feet north thereafter.
    - Add – West Oak Street – North Side – 227 W. Oak Street
- d. Resolutions:
  1. #2016-11 – 2016 Fee Resolution: Mr. Powl indicated that the street degradation fee is still being considered. When that is resolved, the Resolution will be presented to Council for action.
- e. Reports:
  1. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a revised copy of the 2015 report and the January 2016 report. She explained that the utility billing software company trained staff

on the parameters needed to produce a correct report. The issue pertains to the entry of correct dates. Since learning the proper data entry parameters, staff felt it best to produce a corrected 2015 report for Council.

f. Planning Commission - Subdivision & Land Development Plans

1. Citizens Fire Company No. 1 Final Land Development Plan: Mr. Powl reported that the Planning Commission recommends approval of a 90-day time extension for review of the plan because Steckbeck Engineering created a plan based on the County SALDO and not the Borough SALDO. They need additional time to make the several minor corrections.
2. CALI, LLC (671 West Main Street): the Planning Commission also made a recommendation to Council to consider the request for a Waiver of Land Development for a proposed 10'X50' garage addition.
3. Small Cell Towers – The Solicitor provided sample zoning ordinance language for the Commission to review concerning small cell towers.

g. Solicitor: There was no report.

h. Zoning Hearing Board: No hearings were scheduled for February. A hearing will be held on March 14<sup>th</sup> for the following application:

1. 1019 E. Main Street (Flat Line Motors):
  - Variance of Section 380-24.B(3) – setbacks for access drives
  - Variance of Section 380-29.A – establishment of more than one principal use on a lot

i. Non-Uniform Employee Policies & Procedures Manual Update: Previous direction from Council was to update the section of the manual dealing with reporting accidents in Borough vehicles to reflect the language of the vehicle code. Mr. Powl suggested that this direction causes an issue because the vehicle codes allows drivers to put a note on the vehicle and drive away. Mr. Powl does not want to allow this option when an accident occurs. Council concurred with Mr. Powl's request and agreed that the policy should be for an employee to report an accident immediately to Borough Management, the Police Department or the Public Works Superintendent.

j. Other:

Police Department, Fire Department, and Emergency Management

- a. Civil Service Test – Update: Police Department is still conducting background checks on the top five candidates.
- b. New Firehouse Project Status Update: Mr. Powl reported that the Fire Company is working to downsize the building in order to reduce costs. He explained that as the general contractor has been receiving bid prices from various sub-contractors the costs were coming in higher than expected, taking the total cost of the project over the budgeted maximum of \$4.6-million. Mr. Powl will forward the plan revisions to Council as they become available.
- c. PEMA Snow Removal Assistance Reimbursement for Winter Storm Jonas – Mr. Powl reported that he is working on the paperwork to receive assistance for the overtime spent on the 30-inch snow storm.

Mayor Carpenter asked Mr. Powl why the snow wasn't removed from North Grant Street since it is a snow emergency route. Mr. Powl responded that hauling snow from the snow emergency route is not listed in the Borough's snow removal plan and it is very costly, but he will have the public works crew take a look at the area. He also mentioned that he has been looking into a blower to more efficiently remove snow from streets into trucks in times of significant storms.

Public Works Department

- a. Superintendent's Monthly Report: Mr. Powl provided a copy of the January 2016 report.
- b. Parks:
1. Fireman's Park Project Update: Ms. Pera informed Council that the snow storms have slowed down the renovations at the park.
  2. Fireman's Park Name Change to Palmyra Memorial Park - President Hennessy asked if Council wanted to take action on the name change for Fireman's Park. Councilor Craig inquired why there was a hurry to make the change. President Hennessy asked if Council was in agreement to change the name. Councilor Shearer indicated that she was not in favor of a name change. Councilor Smith indicated that there is an outstanding grant, so the name shouldn't be changed now. Ms. Pera cautioned Council that there is an outstanding grant that recognizes the park as Fireman's Park, so it is prudent to wait to change the name until the grant is closed in order to maintain consistency with the grant. Mr. Powl mentioned that the name change could take effect in the summer after the grant is closed out with DCNR

Mr. Arnold interrupted the meeting by stating that the individuals that raised the money for renovations wanted the name to be changed.

*Motion: To change the name of Fireman's Park to Palmyra Memorial Park when the DCNR grant is closed. Motion by Pat Hennessy, second by Carissa Mellinger.*

*President Hennessy opened the floor to public comment.*

- *Jane Quairol, 134 Braeburn Way, informed Council that, as a member of the Fireman's Park Committee, she did not support the name change because it has been known as Fireman's Park for so long, and people will probably always reference the park as Fireman's Park regardless of its official name anyway.*

*Mayor Carpenter asked how much money the Fire Company put towards the park. He stated that he was upset that Council would not consider the name change and asked Councilor Shearer how much money she raised for the park. Councilor Shearer responded that she dedicated many, many hours to the 250<sup>th</sup> Anniversary Committee. President Hennessy called for order or he would request the parties to be escorted from the meeting by the Chief of Police. Mayor Carpenter responded that he doesn't have to be escorted, he would leave on his own. The Mayor left the meeting at this time and did not return.*

*President Hennessy called for a vote. Councilor Watts requested a roll call vote.*

<i>Brian Craig -</i>	<i>Yes</i>
<i>Pat Hennessy -</i>	<i>Yes</i>
<i>Carissa Mellinger -</i>	<i>Yes</i>
<i>Beth Shearer -</i>	<i>No</i>
<i>Mark Smith -</i>	<i>No</i>
<i>Joe Templin -</i>	<i>Yes</i>
<i>Ralph Watts -</i>	<i>Yes</i>

*The motion passed by a 5-2 vote.*

- c. Refuse & Recycling: Mr. Powl attended the GLRA Annual Hauler Meeting on 2/3/16 and reported the following:
- a. Landfill has 7-years of capacity remaining – Expansion plans are in the works. Rates to remain at \$65.25 per ton in 2016. Unsure if rates can remain at current rate for 2017.
  - b. Problems with Covered Device Act (electronics recycling)
  - c. Avian Flu - Preparations

d. Street & Alley Maintenance:

1. N. Duke St. & E. Arch Street - Public Dedication Status Update: Mr. Powl indicated that he still has not heard from the Cedar Palmyra Shopping Center regarding this issue.

e. Stormwater Management:

1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) - Both DEP Growing Greener Grants have been extended until June 30, 2016. Mr. Powl reported that the Borough is waiting on the utilities and a Highway Occupancy Permit (HOP) from PennDOT before the project can be advertised for bids.
2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: Custer Excavating is waiting for snow melt & drier ground before commencing project. The Engineer is preparing to issue a Notice to Proceed letter.
3. Engineering Study - Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Stormwater to Killinger Creek: Mr. Powl stated that using the old treatment plant for storm water was a good idea until he realized that the EQ basin and aeration tanks are still connected to the sanitary sewer system for the purpose of overflow capacity. There would be too many upgrades to retrofit the old plant and it would be an expensive project since there is no existing storage capacity for stormwater. He recommends removing this from the agenda and making it more of a priority to move the Public Works department to this location. Council agreed with his recommendation.

f. Sinkholes:

1. 300 Block E. Cherry St / 100 Block S. Grant St: Mr. Powl informed Council that FEMA Region III – Philadelphia is still reviewing the grant application and has given no indication when a decision may be forthcoming.
2. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update): EPA has approved the new injection well with the additional installation of a pollutant separator. The Borough Crews will install inlets, piping, manhole over the new well, and Terre-Kleen hydrodynamic separator vault. Mar-Allen Concrete Products, Inc. commenced drilling & grouting on 1/27/16. The project is going slow because a large void was found through the course of drilling that they are having trouble grouting. The plan is to continue grouting the drill holes that will accept the grout and to move toward the areas with the large voids and to try a different type of grout in the large void area. Mr. Powl will keep Council updated on this project.

g. Sewer System:

1. Bobcat Mini-Excavator has been ordered (4-6 week delivery time)
2. 55 Sycamore Lane: A sewer lateral within the right-of-way is clogged with tree roots. The Public Works department will need to excavated and replace the lateral from the main sewer line to the curb cleanout.

h. Traffic Signals:

1. Earl Drive Traffic Signal Removal Update: The ARLE Grant awards are still on hold due to State budget impasse. The traffic signal has been turned off and signal heads bagged.

Mr. Powl mentioned that he received a price quote from C.M. High & Traffic Products in the amount of \$1,400 to remove the signal from the adaptive computer control system, but this will have to wait until ARLE Grant status is known and completed when the signal is physically removed.

2. US 422 Adaptive Traffic Signal System: Mr. Powl is awaiting the next conference call to be scheduled.

Other Business

- Councilor Shearer mentioned that she requested and received a list of the eleven properties that the Borough maintains in a snow event from Mr. Powl. All but one of the properties is actually owned by the Borough. That property is located at 30 E. Ridge Road. There is an agreement that the Borough maintain the sidewalks during a snow event for this property that she feels should be revisited. Council requested a copy of the agreement and Mr. Powl will research with the Borough Solicitor.
- President Hennessy indicated he wanted to create a finance committee to review the financial reports at least on a quarterly basis. Council considered the idea and agreed that the reports are provided monthly and need to continue being reviewed monthly by all of Council.

Announcement

President Hennessy announced that Borough Council will conduct the regular monthly public meeting on Tuesday, February 23, 2016 beginning at 7:00 PM and a public workshop meeting on Tuesday, March 8, 2016 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned by unanimous consent at 7:17 PM. Council then convened into Executive Session to discuss a personnel issue.

Respectfully submitted,

Roger E. Powl  
Borough Manager