

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

Borough Council President Jane Quairoli called the meeting to order at 6:00 PM. Other Council members in attendance included, Bob Longenecker, Scott Mazzocca, and Beth Shearer. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Joe Templin joined the meeting at 6:05 PM and Gary Laudermilch joined the meeting at 6:07 PM. Pat Hennessy was absent from the meeting due to work schedule conflict.

Special Visitors

- a. Kaitlin McGinnis, representing CVS Pharmacy, was present and explained the signage proposed for the new CVS store under construction. They will need to request variances from the Zoning Hearing Board.

Administration Department

- a. New Municipal Building Project Status Update – Mr. Powl provided a copy of the Construction Manager Project Status Report as of March 3, 2014 from Robert J. Buchter, PE. He also informed Council that staff has been working on various items requiring attention, such as IT Design Issues, Utility Transfer Coordination, Phone System, Flagpoles, Furniture, Janitorial Equipment/Supplies, Fire Alarm System, and Misc. Questions/Problems. The construction schedule is pending warmer weather to allow sidewalks to be installed for the public access that is required to be in place prior to a move into the building being approved.

Mr. Powl also informed Council that the Lebanon County Commissioners approved the Magisterial District Justice Lease.

- b. Property Maintenance - Mr. Powl informed Council that Light-Heigel is beginning to work on abandoned vehicle complaints again now that the snow has begun to melt.
- c. Ordinances:
  1. General Code Project – Re-codification of the Palmyra Borough Code of Ordinances (Outstanding Items) – Staff continues to work on completing the Street Cut Ordinance in order to finish this project.
  2. Palmyra Draft Zoning Ordinance Update – Mr. Powl explained the Planning Commission reviewed the draft of an amendment to the Palmyra SALDO with RETTEW that was prepared by Mr. Roth to synchronize the new Draft Zoning Ordinance with the SALDO. Recommendations will be forthcoming to Council.
- d. Resolutions:
  1. Disposal of Borough Property - Portable Generator/Lime Silo/Belt-Filter Press/Trickling Filter Arm – Mr. Powl indicated that a Resolution is needed in order to dispose of these items since their respective values exceed \$1,000. The Resolution will be on the March Council meeting agenda.
- e. Reports:
  1. Delinquent Sewer & Refuse Account Report – Council reviewed the February report and thanked staff for their efforts towards reducing the delinquent balances.
- f. Subdivision & Land Development Plans:
  1. Sheetz has requested a reduction to the financial security for their land development plan. RETTEW has reviewed and approved the request. This item will be on the March Council meeting agenda for approval.

- g. 2014 Holiday Celebration Events – Mr. Powl apprised Council that the Palmyra Area Business Association is planning WinterFest (Mush-In-The-Slush) and the Palmyra Area Heritage Association is planning the Christmas parade. Unfortunately, each organization is planning their event on different days. Mr. Powl stated that two separate events place a great deal of work on Borough staff and Borough resources. President Quairoli and Councilor Shearer commented that the issue may resolve itself and asked to table this discussion for the organizations to work together to resolve any outstanding issues regarding the date.

#### Police Department, Fire Department, and Emergency Management

- a. Fire Department Dispatch Box Cards – Mr. Powl informed Council that the Fire Chief provided a reference listing of all of the fire and ambulance unit numbers listed on the box cards so that they could be better understood by Council. Chief Dugan has also submitted a letter of approval that will need to be signed by the Borough after the box cards are approved at the March 25<sup>th</sup> meeting. The County EMA will then update their records to reflect the approved box cards.
- b. Mr. Powl informed Council that staff received a draft of an Intermunicipal Agreement to set up a Police Civil Service Testing Consortium from the Borough Solicitor's office late in the day and it will need to be reviewed prior to sending it to Annville Township.

#### Public Works Department

- a. Mr. Powl provided a copy of the Superintendent's Monthly Report.
- b. Parks
  - 1. Fireman's Park Project (C2P2 DCNR Grant) – Mr. Powl informed Council that a draft plan was received from the engineer and was reviewed by staff. All items requested by the committee have been included in the plan. The plan will now be sent to DCNR for review and Council will be informed of any necessary decisions.
- c. Street & Alley Maintenance – Councilor Quairoli inquired about the policy on plowing alleys. Mr. Powl informed Council that the current policy requires 6-inches of snow before plowing alleys. He indicated that this causes a problem during extended cold periods like experienced this year where the snow packs and turns into several inches of solid ice with two tire ruts developing. Council agreed to revisit this policy and asked for a copy of the policy and for it to be placed on the April workshop agenda for further discussion.
- d. Stormwater Management
  - 1. Phase A Storm water Management System (north of railroad tracks - west of N. Grant St.) – still pending a decision from Hillwood.
  - 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update – Mr. Powl provided a report letter from RETTEW dated 2/28/14 regarding the new injection well project. He also mentioned that staff met with the Borough Engineer and received a copy of the design plans for the detention basin. He will be working with DEP to determine if the Growing Greener stormwater grant could be used at this location.
  - 3. Ridge Road & N. Grant Street Detention System Project is still waiting for Len Chimel to give approval for the detention area.
  - 4. Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Storm water to Killinger Creek – this item will be bid at a future date for a proposal to design the retrofit.

5. South Avenue Drainage (Between S. Railroad & S. Chestnut St) – Mr. Powl informed Council that the inlets and pipe have been ordered and this project will begin when the snow melts.

e. Sinkholes

1. 300 Block E. Cherry St. – Mr. Powl provided a proposal from ARM Group, Inc. to conduct additional geophysical testing on the sinkhole area. According to the proposal, Bill Seaton, PG from ARM Group Inc. indicated that the event seems to be shallow, but he will need to conduct additional testing to determine the depth of the voids. Councilor Longenecker expressed his concerns for the language in the proposal. Mr. Powl commented that the language is standard for engineering types of proposals.

President Quairoli opened the discussion to public comments:

- Wallace Bidelspach mentioned that Shippensburg University was onsite over the weekend to conduct ground penetrating radar tests. He inquired if the Borough would receive a copy of their results. Mr. Powl indicated that a copy would be provided to the Borough.

*Motion: To approve a proposal from ARM Group, Inc. to conduct geophysical testing on the sinkholes located in the block of 300 East Cherry Street in an amount not to exceed \$20,900. The funds are to be taken out of the Capital Reserve Fund line item for sinkhole repair. Motion by Jane Quairoli, second by Scott Mazzocca. Motion passed.*

f. Sewer System

1. Pump Station #2 Relocation Project Update – Mr. Powl reported that the items remaining to be completed are 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. The project is still delayed by PPL, who has not removed the electrical service from old Pump Station #2.
2. 56 W. Walnut St - Mr. Powl reported that the manhole for this sewer main extension has been ordered. Installation will occur once the ground thaws allowing excavation.

- g. Salt Storage Building Roof Replacement (former sewage treatment bio-solids building) - Mr. Powl provided copies of three quotes to replace the roof on the salt storage building. The current building leaks and needs to be replaced in order to keep the salt dry. The quotes were from:

- Timberwork Construction, \$10,500;
- SL Siding & Exteriors, \$17,718; and
- Lehman Exteriors, \$19,575.

Council asked that this be placed on the March Council meeting agenda for approval.

- h. Grant Street Traffic Signal Removal – Mr. Powl provided a copy of an e-mail received from Tom Kotay, Lebanon County MPO, outlining the steps necessary to remove the Grant Street signal. Mr. Powl indicated that most of what needs to be completed is waiting for the weather to warm up so that the traffic lines on the street can be removed and repainted. Mr. Powl recommended that the signal heads be bagged and the poles kept in place for at least six months to determine if removing the traffic signal will result in more accidents at the intersection. If so, the Borough can apply for a permit from PennDot to renew the operation of the traffic signal and simply turn it back on.

Other Business

- Mayor Carpenter inquired about the new building and prisoners getting rowdy in the holding cells. He indicated that Derry Township Police Department hires a company to come into the building and clean the cells when prisoners release bodily fluids, and the prisoner is charged for the cost of the clean-up. He does not believe the Police Department should be responsible for cleaning up after a prisoner. He will get a copy of the policy from Derry Township.
- Councilor Laudermilch read a statement to Council in which he resigned his position as a member of the Fire Service Commission due to personal conflicts.

Announcement

President Quairoli announced that Borough Council will conduct the regular monthly public meeting on Tuesday, March 25, 2014 beginning at 7:00 PM and a public workshop meeting on Tuesday April 8, 2014 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned at 7:35 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl  
Borough Manager