

Borough of Palmyra
Council Workshop Meeting Minutes
Tuesday, April 8, 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, Beth Shearer. Also present were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Joe Templin joined the meeting at 6:05 PM and Gary Laudermilch joined the meeting at 6:07 PM. Pat Hennessy and Assistant Borough Manager Brenda Pera were absent from the meeting.

President Quairoli expressed well wishes on behalf of Borough Council for Councilor Hennessy, who is recovering from head injuries he sustained at work on April 4th.

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, Fire Alarm & Sprinkler System Monitoring/phone lines/training, Lighting System Training, Code Inspection Issues, Interior Punch-List Walkthrough, shelving, and Misc. Questions/Problems/Finish Issues.

Mr. Powl explained that the new target date to begin moving into the new building is April 23rd but, he feels it is more likely going to be the week of April 28th - May 2nd.

- b. Property Maintenance: Mr. Powl informed Council that a property maintenance enforcement appeal hearing will take place at the April 22nd Regular Council meeting for a property maintenance enforcement issue at 46 W. Main St, if the applicant requesting the hearing pays the \$250 hearing fee.

c. Ordinances:

1. General Code Project – Re-codification of the Palmyra Borough Code of Ordinances (Outstanding Items): Mr. Powl presented Council with the first draft of the revised street cut ordinance and explained that copies have also been sent to the Borough Engineer and Solicitor for their review and comment. Mayor Carpenter explained that he continually sees contractors violating traffic control standards and requested that those standards be enforced with the new ordinance, and Mr. Powl explained that PennDot Publication 213 establishes required work zone traffic control measures, which could be enforced now by the Police Department.
2. Palmyra Draft Zoning Ordinance Update: Mr. Powl explained the Planning Commission continued their review of the draft of an amendment to the Palmyra SALDO with Chris Knarr of RETTEW. The SALDO amendment was prepared by Mr. Roth to synchronize the new Draft Zoning Ordinance with the SALDO. Mr. Powl informed Council that Mr. Roth has advised the Borough that he is only responsible to create one more draft of the Draft Zoning Ordinance under his current contract so any additional work after the next draft would be billed to the Borough in accordance with his hourly rate. Mr. Powl explained that the planning Commission recommends having Mr. Roth create what should be the Final Draft of the Zoning Ordinance, and if any additional work is required, Mr. Knarr from RETTEW be tasked with those efforts. Mr. Powl explained that he is hoping to have a Final Draft of the Zoning Ordinance available to Council for its final adoption around June.

d. Resolutions:

1. Resolution #2014-18 - Disposal of Borough Property: Mr. Powl explained that the existing emergency back-up generator in the Municipal Center will no longer be used and still retains value of over \$1,000 so, he requested Borough Council conduct a period of public comment on this issue, and adopt a motion to approve Resolution #2014-18 in order for public notice to be advertised seeking public bids for the sale of the Cummins Onan Model 80DGDA 60KW Three-Phase diesel generator.

President Quairoli asked if there were any public comments on this issue and there were none.

Motion: To approve Resolution #2014-18, a resolution authorizing the sale of the existing Municipal Center Emergency Back-Up Generator by sealed bid or public auction, and authorizing the Borough Manager to sign any necessary paperwork necessary to complete the ownership transfer. Motion by Bob Longenecker, seconded by Beth Shearer. Motion passed.

e. Reports:

1. Delinquent Sewer & Refuse Account Report: Council reviewed the March report and was pleased to note that delinquent account balances continue to decline.

f. Subdivision & Land Development Plans: Mr. Powl reported that there were no subdivision & land development plans actions necessary at this time.

g. Zoning Hearing Board: Mr. Powl reported that there were no Zoning Hearings scheduled for this month.

Police Department, Fire Department, and Emergency Management

a. Fire Siren Deactivation: Mayor Carpenter reported that he attended the monthly Fire Department meeting to discuss the possibility of having the fire siren deactivated. He reported that the fire company believes the fire siren aids in alerting the public that emergency vehicles will be responding to an emergency call, which helps them gain access to Main Street, therefore, the fire department is not interested in deactivating the siren at this time. When the existing siren ceases to function and can no longer be repaired, the fire department has no plans to replace the siren, since they are hoping to be in a new building at the Municipal Campus along Walnut St by that time.

b. Mr. Powl informed Council that the original plan to have contractors attend the next Fire Services Commission meeting to ask questions about the new firehouse project in order to develop a design-build quote at the May meeting has been scrapped in favor of providing full documentation of the concept plan to the selected contractors now so that they can prepare to deliver and explain their quotes at a future meeting to occur prior to the May Fire Services Commission meeting. The contractors will be individually interviewed by representatives of the fire department and the municipalities with results to be discussed at the May 14th Fire Services Commission meeting. Council discussed the need for a new firehouse, and the need for costs to be reduced where possible to make the project a reality.

Public Works Department

a. Mr. Powl provided a copy of the Superintendent's Monthly Report. Mayor Carpenter expressed dissatisfaction with the lack of response by the Highway Department to a road hazard complaint he received regarding a water valve cover that had turned up on edge in the 900 block of East Cherry St. that could possibly cut vehicle tires if driven over. Mr. Powl explained that he had no knowledge of this report and explained that the Highway Department cannot repair a water valve cover anyway so he suggested that in the future, anything involving PA American Water Co facilities be reported by the Police to County 911 dispatch, who can quickly notify the water company of the issue needing repaired. Mr. Carpenter agreed but, asked that the Highway Department also respond with cones or other hazard warning devices to warn motorists of potential road hazards. Mr. Powl agreed and explained that he would research why there was a delayed response in this instance. Chief Jasinski explained that the Highway Department has always been very responsive to these types of issues.

b. Parks

1. Fireman's Park Project (C2P2 DCNR Grant) – Mr. Powl informed Council that a draft plan is being prepared by RETTEW to be sent to DCNR for review and approval under the grant guidelines.

c. Street & Alley Maintenance:

1. 2009 Snow Management Plan: Council reviewed and discussed the snow management plan and agreed to revise the “Plowing of Alleys” section by striking “No borough alleys shall be plowed” and revising other language in the paragraph to explain that Council now desires to have alleys plowed as soon as practicable after the cessation of snowfall and after the main streets have been plowed. Councilor Quairoli also noticed that “routs” should be changed to “routes” in the Section on Hauling of Snow from the Downtown Business District. Councilor Laudermilch asked if there was a possibility of mounting snow plows to the front of the trash & recycle trucks since they are already operating in the alleys so, they could do two jobs at once. Mr. Powl said they would have to research whether it would be possible to have plows mounted to the trash and recycle trucks but, he suspects that those trucks were not designed to accommodate a plow. Councilor Laudermilch asked what the costs would be to add calcium chloride or salt brine mixture to salting operations to aid the snow melt on roads, and Mr. Powl explained that the wastewater treatment plant already has the plastic storage tanks needed to make and store salt brine and staff is preparing to implement a salt brine program. The only thing that will be necessary is a tank and spray wand for one of the smaller dump-trucks, or pick-up trucks, to enable the pre-treatment of the roads with the salt brine. Councilor Laudermilch also inquired about the cost of adding chemical tanks and spray equipment to each of the larger salt trucks, and Mr. Powl responded that the idea of wetting the salt as it comes off of the spreader spinner is to help keep the road salt from bouncing out of the travel lane and off the edge of the road surface on roads with no curbing so, he explained that he is not sure the Borough would realize any salt cost savings as compared to a township with no curbs. After further discussion, Council asked Mr. Powl to add to the “To Do List” to research the materials, equipment necessary, and costs associated with adding salt brine and calcium chloride to improve winter road maintenance activities.

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 explained that RETTEW should have the construction & bid documents prepared on or about April 17th in order to advertise the project for bids.
3. Ridge Road & N. Grant Street Detention System Project: Mr. Powl had a conversation with Len Chimel about his project. Mr. Powl believes Mr. Chimel understands that he should have a concept sketch plan of his any proposed development prepared so that it can be determined the impact or benefit to him of allowing this stormwater project to proceed.
4. Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Storm water to Killinger Creek: A bid for an engineering design feasibility study will be advertised in the near future to determine if this is a viable project to pursue or not.
5. South Avenue Drainage (Between S. Railroad & S. Chestnut St): Mr. Powl informed Council that the inlets and pipe have been delivered to the Highway garage and this project will begin in the very near future.

e. Sinkholes

1. 300 Block E. Cherry St. – Mr. Powl explained that ARM Group has gathered all of their data as scheduled and are now compiling the report which should be available in a couple of weeks. The Highway Department will be making additional repairs to the sinkhole in the 900 Block of E. Maple St. within the next week or two due to some new subsidence observed.

f. Sewer System

1. Pump Station #2 Relocation Project Update – Mr. Powl reported that PPL is scheduled to remove the electrical service to old Pump Station #2 next week, which will enable the contractor to complete the items yet to be completed: 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.
2. 56 W. Walnut St - Mr. Powl reported that the manhole for this sewer main extension has been received. Installation will occur at the conclusion of the South Ave drainage project.

g. Traffic Signals

1. Grant Street Traffic Signal Removal: Mr. Powl explained that a site meeting is being arranged by RETTEW's Traffic Engineer so that a plan can be put together between the Borough, signal contractor C.M. High, PennDot, and RETTEW for reconfiguring the intersection for stop signs and the eventual removal of the signal.
2. US 422 Adaptive Traffic Signal System: Mr. Powl explained that there will be formal training for the operation and maintenance of the traffic signal system on April 28th - 30th and from May 27th - 28th at North Londonderry Twp. He also explained that for any problems observed with the signals, the engineers need to have the date, time, weather conditions, and description of the problem in order for them to determine the cause of any functionality or timing issues.

h. Other

1. Duke Street & Arch Street: Council discussed the poor road condition of Duke Street and the need for repairs. Mayor Carpenter explained that from the entrance to the Palmyra Shopping Center north around the 90-degree turn to the area near the stormwater inlet that repeatedly floods is private property and would be the responsibility of the property owner to repair, which he believed is still the Palmyra Shopping Center. Mr. Powl explained that this is probably one of the heaviest traveled roads in the Borough and he has approached Cedar-Palmyra LLC in the past about working together to have this private section of road dedicated to the Borough so that it can be properly maintained in the future. Council agreed to have Mr. Powl renew efforts to have this section of Duke & Arch Streets publically dedicated.

Other Business

- Mayor Carpenter announced that the Police Department received a letter of accommodation from the State for their timeliness in submitting required reports and he acknowledged the Chief for a job well done.

Announcement

President Quairolì announced that Borough Council will conduct the regular monthly public meeting on Tuesday, April 22, 2014 beginning at 7:00 PM and a public workshop meeting on Tuesday May 13, 2014 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned at 7:46 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl
Borough Manager