

Palmyra Borough Council Workshop Meeting
Tuesday, May 10, 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.

Announcement

President Hennessy announced that Borough Council held an executive session on Tuesday May 3rd at 7:00 p.m. and Thursday May 5th at 6:00 p.m. to discuss a personnel issue as permitted by the Pennsylvania Sunshine Act. Any official action resulting from discussions held during the Executive Session will occur later during a public meeting.

Special Visitors

Bill Seaton, Senior Geologist with ARM Group, Inc., Hershey, presented the results of the Geophysical Study conducted on Injection Well (IW) #4 located in East Arch Street. He explained that the existing IW#4 is only cased down to a depth of 25-30-feet and has water in the bottom of the well, which is an indication of a high water table in the area around the well, and not good for moving or disposing of stormwater. He explained that any injection well in Palmyra should be cased to a minimum of 100'-250' to avoid sinkhole development. He indicated that the results at the existing IW#4 do not look good so, they identified four additional locations for a possible new IW. He explained that the next step would be to drill test holes at any or all of the proposed sites for a new well. He explained that the most cost effective approach would be to drill down through the existing IW#4 in the hopes of finding a good water bearing zone at a much deeper depth that could handle at least 1,000 gallons per minute. If successful, the project would be complete at that point except for the addition of a Terre-Kleen pollutant separator unit that will likely be required by U.S. EPA. During the permitting process.

After a brief discussion, Council asked Mr. Seaton for a proposal to drill at the current location.

Public Comment

There were no public comments.

Administration Department

- a. New Municipal Building Project Status Update: Mr. Powl informed Council that Steckbeck Engineering made a site visit to review the landscaping and agree that the lawn is not at substantial completion. The contractor does not believe they are responsible for mowing, so the Borough is tracking the manpower and equipment used in order to hold the amount from the retainage.
- b. Property Maintenance Issues: Mr. Powl provided a copy of the Light-Heigel Report from April 2016.
- c. Ordinances:
 1. Ordinance #769 – Authorizing Acquisition of 310-312 E. Cherry St Via Right of Eminent Domain: Mr. Powl provided a copy of this ordinance in the event that Mr. Hammond, owner of 310/312 E. Cherry Street, did not respond to the request to acquire his properties to mitigate the sinkhole area. However, Mr. Hammond called late in the afternoon and asked for a total payment of \$10,500 for his property, which is the current total tax assessment for the duplex property assigned by Lebanon County. Council agreed that the process of eminent domain would cost as much, if not more than the \$10,500, and requested that this agreement be placed on the May 24th meeting agenda for action.
- d. Resolutions:
 1. Resolution #2016-14 – Appoint Member(s) to the Palmyra Area Recreation & Parks Commission:

Motion: To approve Resolution #2016-14, a resolution appointing Marion (Maddie) Reed as a member of the Palmyra Area Recreation & Parks Commission, who shall finish the remainder of the term vacated by Mark C. Britton, expiring December 31, 2020. Motion by Ralph Watts, second by Beth Shearer. Motion passed.

e. Reports:

1. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the April 2016 report.

f. Planning Commission - Subdivision & Land Development Plans: (Did not meet this month)

g. Solicitor:

1. Council Participation in Public Meetings Via Telephone, Skype, etc. – Mr. Powl provided a draft Resolution prepared by the Solicitor regarding meeting participation by telecommunications. After discussion on the Resolution, Council concurred to only allow Councilors to participate in this manner a maximum of four (4) times per year. The Resolution will be placed on the May 24th meeting agenda.

h. Zoning Hearing Board: (Monday May 16th at 5:30 p.m.) Mr. Powl informed Council of the following hearings:

1. 62 W. Main Street – Annette & Richard Gerhart:

- Sec. 380-19: Variance of the permitted uses within the Central Business District (CBD) to establish a U-Haul truck rental facility.

2. 375 West North Ave – Annette & Richard Gerhart:

- Sec. 380-18: Variance of the permitted uses within the Mixed-Use District (MU) to establish a U-Haul truck rental facility.

Mr. Powl commented that the original zoning permit issued for the U-Haul store specifically prohibited the rental/leasing of trucks from the 62 W. Main Street facility. The second application for 375 W. North Ave was filed in case the applicant loses the first hearing. Council agreed that the Borough's position is to oppose both applications.

Police Department, Fire Department, and Emergency Management

a. New Firehouse Project Status Update: Mr. Powl informed President Hennessy that he will need signatures on the land development plans to be recorded for the new firehouse. The groundbreaking ceremony is scheduled for May 25, 2016 at 6 PM prior to the May Council meeting.

Public Works Department

a. Superintendent's Monthly Report: Mr. Powl provided a copy of the April 2016 report.

b. Parks:

1. Fireman's Park Project Update: Ms. Pera asked Council to hold on the Greenways Trails & Recreation Program (GTRP) Grant discussed for Phase 2 of the park renovations. The \$6,700 proposal received from RETTEW to complete the application for a June 30, 2016 submission is not budgeted. She recommended that the Borough finish out the first grant and then reassess their position for Phase 2 and consider budgeting the required funds in 2017. Council agreed to hold on the GTRP grant application.

Ms. Pera reminded Council that they committed to paying for the storm water basin in the park with the funds borrowed for storm water improvements. The total amount is estimated at \$100,000. She asked Council to consider moving this amount into the Fireman's Park fund so that the funds are available when the invoices are received. Council asked her to verify the amount and place this action item on the agenda for the May meeting.

Council also asked for an update on the number of pavers sold.

- c. Refuse & Recycling: Mayor Carpenter asked about the schedule for street sweeping. He indicated that his day for sweeping was always on Wednesday, but the crew has not come through his street on Wednesday. Mr. Powl stated that he will look into the schedule used by the street sweeper.
- d. Street & Alley Maintenance:
1. N. Duke St. & E. Arch Street - Public Dedication Status Update: Mr. Powl reported that the attorneys are still working out the details of the agreement. Palmyra Shopping Center forwarded an engineering drawing depicting the size of the drainage areas on their property that they would like managed as a result of the dedication agreement. This water would be captured and piped to Injection Well #4.
- e. Stormwater Management:
1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) – Mr. Powl stated that the Borough Engineer is working through issues with the utilities, received comments back from the Lebanon County Conservation District, and is intending to go out for bid by the beginning of July.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: The rock encountered has been dealt with and the project is on schedule to be completed by the end of June.
- f. Sinkholes:
1. 300 Block E. Cherry St / 100 Block S. Grant St:
 - Bid specifications for the demolition of the affected dwellings are completed and ready for advertisement.
 - Bid specifications for injection grouting necessary to repair the sinkholes are completed and ready for advertisement.
 - Settlement of 300, 302, and 306 is ongoing via U.S. Mail.
 - Settlement of 310 & 312 will be underway now that Council agreed to pay Mr. Hammond \$10,500 for the property.
 - Engineering Services Proposal – ARM Group, Inc.:

Motion: To authorize the Borough Manager to execute the proposal by ARM Group, Inc. which outlines the scope of work to be provided by ARM Group, Inc. for the demolition of the dwellings and initiation and implementation of the grouting program necessary to mitigate the sinkholes. Motion by Ralph Watts, second by Beth Shearer. Motion passed.
 2. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update):
 - Injection grouting operations are now complete.
 - Borough Crews are working on road base repairs and preparations for re-paving the road surface, and replacing approximately 50-feet of damaged curb & sidewalk.
 - Cost proposals from paving contractors being sought for the overlay of the affected portion of E. Maple to be done before road is re-opened to through traffic. (approximately 2-3 weeks)
 - The Borough crew replaced the damaged sewer lateral from the curb clean-out to the sewer main for the apartments on the south side of E. Maple Street.
 3. 441 Plaza Drive (Elwood & Patricia Ludwick property) – just east of Southeast Park: The Public Works Superintendent is keeping an eye on this area.
- g. Sewer System: There was nothing to report.
- h. Traffic Signals:
1. Earl Drive Traffic Signal Removal Update: The ARLE Grants are still on hold. The signal is likely to be moved and removed as part of the new signal installation to occur at the new Clear Spring/Killinger Road/US422 intersection.

2. US 422 Adaptive Traffic Signal System: (see Wednesday May 4th conference call minutes) Video recording equipment proposal. Cost should be covered by LEBCO MPO Funds
- i. Council inquired if the sidewalk on East Spruce Street had been repaired. Mr. Powl responded that the developer did not believe it to be his responsibility, but review of the plan shows that the curb and sidewalk were shown to be part of his construction. Council asked Mr. Powl to contact the developer with a deadline for completion.

Other Business

- a. Road Closure Request - 2016 Memorial Day Parade:

Motion: To authorize the Palmyra Heritage Association to assemble and conduct the Palmyra Memorial Day Parade on Monday May 30, 2016 at 9:00 AM utilizing the following parade route:

Beginning at the Palmyra Area Middle School on West Cherry Street; south on S. Railroad Street; east on E. Maple Street; north on South Green Street; west on East Main Street; south on S. Locust Street, and; disbanding at the Palmyra Area Middle School.

Motion by Mark Smith, second by Joe Templin. Motion passed.

- b. Councilor Craig reintroduced the idea of privatizing trash hauling service in the Borough. He cited cost savings to Borough residents as one of the biggest reasons to consider the idea. Council discussed the projected starting date for privatization to be January 1, 2017. Mr. Powl responded that the bid specifications will need date changes, but he should be able to advertise them this week with the possibility of considering bids at the June meeting.

Motion: To authorize the Borough Manager to prepare bid specifications and to advertise for bids for the collection of residential refuse & recycling by contracted service. Motion by Brian Craig, second by Ralph Watts. Motion passed by a 7-0 vote.

- c. Councilor Smith asked to revisit the management priority list that was presented to Council several years ago. He believes that it is necessary to keep on track with the items that were important to Council. Mr. Powl responded that the "To Do List" will be updated and placed in the Council meeting packets for the May meeting.

Announcement

President Hennessy announced that Borough Council will conduct the regular monthly public meeting on Tuesday, May 24, 2016 beginning at 7:00 PM and conduct a public workshop meeting on Tuesday, June 14, 2016 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned at 7:32 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl
Borough Manager