

Palmyra Borough Council Meeting  
May 24, 2016  
7:00 PM

Borough Council Vice President Mark Smith called the meeting to order at 7:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Council members in attendance included Brian Craig, Carissa Mellinger, Beth Shearer, Joe Templin, and Ralph Watts. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Stan Jasinski. Pat Hennessy was serving in the role of Acting Mayor due to the incapacitation of Mayor Fred Carpenter.

Announcements

Vice President Smith announced that Borough Council held an executive session on Tuesday May 17<sup>th</sup> at 6:00 p.m. and prior to this evening's meeting to discuss personnel issues 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.

Public Comments

- Barry Powell, 41 N Franklin Street, questioned Councilor Craig and Watts on why they want to revisit the privatization of refuse services.
- Jane Quairoli, 134 Braeburn Way, was in attendance to represent the Palmyra Public Library and read the following from the Chairman of the Board:

Dear Palmyra Borough Council Members,

As Chair of the Palmyra Public Library Board of Directors, I want to take this opportunity to express the Library Board's appreciation for the support you have given the library over the past years. Your generosity has allowed, and continues to allow, the library to serve the community with many quality programs.

I also want to express our thanks for the offer of the building location on the corner of the former Borough Office building site. We were, indeed, hopeful that the property would become the eventual home of the Palmyra Public Library. Unfortunately, the increased budgetary obligations associated with moving from our borough location into a library-owned building has made it impractical for us to realistically build at that location, within the time frame specified in the land lease agreement. Rather than continue to hold the land, we concluded it would be in everyone's best interest if it was returned to Borough control.

The residents of Palmyra Borough are an important part of our service constituents and we remain hopeful that, in time, a Palmyra Public Library presence will once again be located within the Palmyra Borough borders.

Sincerely,

Don Kline  
Chair, Palmyra Public Library Board of Directors

- Barry Shellenhamer, 226 E. Cherry Street, & Jael Wolf, 301 E. Cherry Street, asked questions about the remediation efforts of the 300 Block of East Cherry Street.
- Shannon Albert, 29 N Harrison Street, informed Council of a generator that had been running next to her property for 5 weeks. The neighbor had their electricity turned off and used a portable generator to supply their house with electricity. She asked Council to consider a noise ordinance to prevent similar issues throughout the Borough in the future.

Consent Calendar

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

- a. Approve the minutes of the May 10, 2016 Borough Council Workshop meeting.
- b. Approve the minutes of the April 28, 2016 Borough Council meeting.
- c. Approve payment of all bills listed on the April 2016 Bill's List.
- d. Approve the Treasurer's Report for the period April 1 through April 30, 2016:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund
YTD Revenue	\$1,099,331	\$586,447	\$354,228	\$312,815	\$102,540
YTD Expenses	\$826,703	\$386,846	\$239,257	\$449,280	\$3,000
Difference	\$272,627	\$199,601	\$114,971	\$(136,466)	\$99,540
Fund Balance	\$1,495,243	\$721,978	\$389,905	\$1,315,002	\$2,258,852
	Liquid Fuels Fund	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund
YTD Revenue	\$206,446	\$14,998	\$43,796	\$10	\$201
YTD Expenses	\$1,056	\$0	\$5,002	\$0	\$0
Difference	\$205,389	\$14,998	\$38,794	\$10	\$201
Fund Balance	\$347,105	\$15,592	\$199,143	\$12,268	\$242,560

*Motion: To approve the consent calendar. Motion by Beth Shearer, second by Carissa Mellinger. Motion passed.*

Action Items:

- a. Sinkhole Repair Project: (Purchase of 310 & 312 East Cherry Street)

*Motion: To authorize execution of an agreement of sale in order for the Borough to purchase 310 & 312 East Cherry Street from Thomas O. & Rachel F. Hammond, 5814 Jefferson Pike, Frederick, MD 21701 for an agreed upon purchase price of \$10,500, which shall be paid from Capital Reserve Fund Budget line item #30.446.450. Motion by Ralph Watts, second by Joe Templin. Motion passed.*

- b. Bid Award – Compaction Grouting: (300 Block East Cherry Street & 100 Block S. Grant Street)

*Motion: To authorize the Borough Manager to issue a Notice of Intent to Award a contract to McCrossin Foundations, 1016 Old West Chocolate Avenue, Hershey, in the estimated Total Bid Price of \$1,347,200.00, based on the following unit bid prices of \$10,000 for mobilization/demobilization; \$29.00 (per lineal foot) for Grout Injection Risers, and; \$8.50 (per cubic foot) for Grout Injection in order to repair sinkhole damage along a portion of the 300 Block of East Cherry Street and 100 Block of South Grant Street. Motion by Mark Smith, second by Ralph Watts. Motion passed.*

- c. Stormwater Injection Well #4 (located on Arch Street between Prince & Duke) – ARM Group Proposal:

*Motion: To authorize the Borough Manager to execute the proposal from ARM Group in the amount not to exceed \$29,800 for test well drilling, testing, and permitting of a replacement Injection Well #4, and to expense the cost of the proposal from Capital Reserve Fund budget line item #30.436.610. Motion by Ralph Watts, second by Joe Templin. Motion passed.*

- d. Budget Transfer – Fireman’s Park Project Stormwater Management Facilities:

*Motion: To approve the transfer of \$100,945 from Capital Reserve Fund budget line item #30.436.610 to the Fireman’s Park Building Fund for the construction of the stormwater management facilities on the park property. Motion by Mark Smith, second by Beth Shearer. Motion passed.*

- e. Resolution #2016-15 – Council Participation in Meetings Via Telecommunications:

*Motion: To approve Resolution #2016-15, a resolution authorizing members of Borough Council to participate in public meetings of Borough Council by means of telecommunication devices, such as telephones or computer terminals. Motion by Beth Shearer, second by Ralph Watts. Motion passed.*

- f. Resolution #2016-16 – Appoint Borough Treasurer:

*Motion: To approve Resolution #2016-16, a resolution appointing Christine L. Donough as the Borough Treasurer until the first Monday of January 2018. Motion by Mark Smith, second by Beth Shearer. Motion passed.*

- g. Personnel – Administration Salary Adjustments:

*Motion: To approve the salary adjustments proposed by the Borough Manager to compensate the Administrative Staff for the additional duties assigned as a result of the retirement of the former Treasurer, whose position was not replaced by the 2016 Budget. Motion by Ralph Watts, second by Joe Templin. Motion passed.*

#### Reports

- a. President’s Report: Acting Mayor Hennessy had no report.
- b. Financial Statement: Council had no questions regarding the financial statement as of April 30, 2016.
- c. Fire Services Commission Report: (Did not meet this month)
- d. Library Board Report: Councilor Craig announced that Chelsea Weibley was named the Interim Director of the Palmyra Public Library, due to the resignation of Karla Trout.
- e. Police/Mayor’s Report: Acting Mayor Hennessy provided a copy of the April 2016 Monthly Police Report.

Mr. Powl presented Council with Resolution 2016-17 for the sale of the 2010 Dodge Charger Police Cruiser. The next Manheim Keystone Pennsylvania Auto Auction is scheduled for June 14<sup>th</sup>.

*Motion: To authorize the sale of the 2010 Dodge Charger Police Cruiser at the June 14<sup>th</sup> Manheim Keystone Auto Auction. Motion by Ralph Watts, second by Mark Smith. Motion passed.*

- f. Planning Commission: The Commission did not meet this month. The next meeting is scheduled for Wednesday, June 1, 2016 beginning at 7:00 p.m.
- g. Recreation Commission Report: President Hennessy provided a copy of the report.
- i. Solicitor's Report: Solicitor Cleary provided information regarding a noise ordinance. Mr. Powl commented that the Borough would have to purchase a decibel meter, have an employee certified to use the meter, and calibrate the meter on a regular basis. Council asked for this item to be placed on the June workshop agenda for further discussion.
- j. Zoning Hearing Board: Ms. Pera reported that the Board considered the following applications and denied both on the basis that the applicant did not show a hardship (Section 380.139.C.3)
  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.
- k. Borough Manager's Report:
  1. New Municipal Building Project Status Update: Mr. Powl reported that the landscapers were expected to return to work around the building this week. A list of outstanding items was sent to the contractor outlining the work to be completed in order to achieve substantial completion.
  2. Sinkhole Repair Project Update: (900 Block East Maple Street) Mr. Powl reported that the project should be completed in a couple of weeks. A new curb has been installed and the road is ready for paving.
  3. New Injection Well #9 Detention Basin Project Update: (900 Block East Cherry Street) Mr. Powl explained a photograph showing the status of construction of the new detention basin and commented that the project is on schedule for completion by the end of June. He also explained that the old injection well has been filled with 4-cubic yards of flowable fill and is no longer functional.
  4. Stormwater Injection Well #1 (IW1) (located on N. Chestnut St north of Spruce Street) – Mr. Powl presented a proposal from ARM Group regarding IW1. At the request of the Borough Engineer, the Public Works Superintendent recorded a video of the current well and determined that the well had collapsed at approximately 25-feet. Since this well will be accepting the storm water collected in the Fireman's Park detention basin, the well needs to be operational,

*Motion: To authorize the Borough Manager to execute the proposal from ARM Group in the amount not to exceed \$38,300 for geophysical study, test well drilling, testing, and permitting of a replacement Injection Well #1, and to expense the cost of the proposal from Capital Reserve Fund budget line item #30.436.610. Motion by Beth Shearer, second by Joe Templin. Motion passed.*

5. East Oak Street & S. Forge Rd (PA117) Intersection Vertical Alignment Improvements: Mr. Powl reported to Council that he met with the Borough Engineer to assess the intersection to determine what could be done to improve the harsh transition between S. Forge Rd and E. Oak Street. The road is breaking up due to the undercarriage of vehicles hitting the road on the incline and damaging the asphalt surface. The Engineer has scheduled their survey crew to determine

elevations around the intersection in order to make a recommendation to the Borough on an appropriate repair method and associated cost.

6. Management Priority List – Mr. Powl informed Council that he was not able to update the priority list and asked if this item could be placed on the Workshop agenda. Council agreed and will discuss the list in June.
7. Mr. Powl provided a copy to Council of the agreement revised by the Borough Solicitor for the use of the ShadowStone stormwater detention basin. He indicated that Mr. Wagner, the property owner, is asking for an additional 5-year commitment in paying the hydrant fees because he saved the Borough money by allowing the Borough's 36-inch stormwater pipe to be moved to the north side of the old Gretchen Van Scyoc property that was purchased by Mr. Wagner. He is also asking for fee waivers related to development of the former Van Scyoc property. Council will review the agreement as presented and discuss it further at the Workshop meeting.
8. Mr. Powl reported that he and Ms. Pera attended a meeting of the Lebanon County Clean Water Alliance (LCCWA) earlier in the day. He advised Council that the new stormwater requirements from DEP will require the Borough to lessen the amount of Phosphorous and Total Suspended Solids currently going to the Chesapeake Bay from the Borough. The question that nobody at DEP seems to be able to answer is what is the current load percentage from the Borough. Since the Borough stormwater flows into injection wells, no water is reaching the Chesapeake Bay. The calculation is based on the amount of impervious coverage, but the Borough has not been informed of the calculation for the municipality. Mr. Powl forewarned Council that necessary updates to meet the MS4 permits issued by DEP will likely require a quarterly stormwater management fee to be charged to residents based on the square footage of the impervious surface area on their properties in order to raise the revenue necessary to implement the updates.
9. Mr. Powl made the announcement that he will be resigning his position as Borough Manager effective July 1, 2016. He has accepted the Township Manager position at Mount Joy Township, Lancaster County. He explained that it was a very difficult decision but, he has always hoped to work in his native home area and when the job came looking for him, it was too tough to turn down. He expressed his satisfaction at the progress the Borough has made during his tenure, offered his assistance to Council during the transition process, and explained that he will miss many aspects of working for the Borough. Council thanked him for his time and dedication to the Borough during the past nine years and wished him well in his new position.

#### Announcement

Vice President Smith announced that Borough Council will conduct a public workshop meeting on Tuesday, June 14, 2016 beginning at 6:00 PM and its regular monthly public meeting on Tuesday, June 28, 2016 beginning at 7:00 PM.

#### Other Business

Councilor Templin inquired if the handicap parking can be reestablished at the VFW along South Grant Street as it was prior to the new traffic signal redesign. Mr. Powl said that it can be restored with the next update to the Motor Vehicles & Traffic ordinance.

#### Motion to Adjourn

*Motion to adjourn by Ralph Watts, second by Beth Shearer. The meeting adjourned at 7:58 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager