

Palmyra Borough Council Meeting
Tuesday, July 11, 2017
7:00 PM

Borough Council 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. Other Council members in attendance included Beth Shearer, Brian Craig, Josh Holl, Carissa Mellinger, Jane Quairoli and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera.

Public Comments

- Greg Reed, 233 E. Maple St, inquired about Facebook rumors on Fireman's Park. He also questioned the stagnant water pond that was constructed in the front yard area of the new house at the southeast corner of the intersection of E. Oak St & S. Harrison St (400 E. Oak St).
- Jael Wolf, 301 E. Cherry St, commented about the construction fence at the 300 block of E. Cherry Street and complained about trucks blocking South Ave behind her house to make deliveries to Babe's Tavern.
- Mike Blouch, 81 Augusta Drive, Annville, informed Council about his desire to turn the Jubilee Ministries building at 112 N. College Street into market rate apartments.
- Tony Pearson, 23 Sycamore Lane, asked Council to consider reducing the speed limit on his street to 25 m.p.h. Council asked that this be a discussion item for the July 25th meeting.

Consent Calendar

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

- a. Approve the minutes of the June 27, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the June 2017 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

Action & Discussion Items

- a. Draft Hotel/Motel Ordinance: Mr. Powl provided a copy of a draft ordinance from the Borough Solicitor regulating hotels and motels. The Solicitor had several questions for Borough Council to complete the ordinance:

Questions from Solicitor:

1. AirBnB (Air Bed & Breakfast) – Is Council referring to short-term rentals of entire dwellings where the landowner does not reside (i.e. “vacation homes”), or the short-term rental of a single room in a dwelling where the landowner resides? Council discussed the difference between a vacation home and an AirBNB and agreed that the definition of an AirBnB should be the short-term rental of a single room in a dwelling where the landowner resides.
2. Does Council desire to allow vacation home rentals for every dwelling in the Borough? Council agreed that this was not an issue and would continue allowing vacation rentals in all zoning districts.
3. Waste Hauler – Does Council desire to make the waste hauler requirement applicable to any type of business? Council decided to add the waste hauler requirement in this hotel/motel ordinance and not update the solid waste ordinance for other businesses.

Councilor Craig asked that the provision requiring a telephone in each room be struck since most everyone has cell phones today. Council asked Fire Chief Dave Dugan for his opinion and he explained that cell phones from out of the area take several minutes to triangulate to find the phone's current location for 911 dispatch purposes, which causes a delayed response. Council agreed to retain the telephone provision.

Reports

- a. President's Report: President Smith did not have a report.

- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the June 30, 2017 report. There were no questions.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the June 2017 report.
- c. Fire Department: Chief Dugan reported that the excavator is working on resetting the water meter pit. He also reported their insurance company determined that the ramp was considered an integral part of the building and any issues with the ramp will be covered under the firehouse insurance policy.

Mr. Powl reported that the throat of the sinkhole was plugged with flowable concrete prior to the excavator closing the hole. He also mentioned another throat that heads west towards the shot-put area on the School District property. The School District was advised that the hole is approximately 12-feet below the surface but, they declined further repairs.
- d. Police Department: Chief Jasinski reported that the physical agility test and written exam was held on July 8th. Oral exams are scheduled for July 27th.
- e. Planning Commission - Subdivision & Land Development Plans:
 1. Palmyra Area Middle School Addition & Renovation Preliminary/Final Land Development Plan: Mr. Powl informed Council that the Commission made a recommendation to grant conditional approval of the plan, however, the Solicitor was on vacation and did not have her review letter to the Planning Commission in time for the meeting. Her letter identifies potential zoning issues that will likely require the School District to go to the Zoning Hearing Board for approval. Hearing that, Council decided to table action on this recommendation until the zoning approvals are obtained. Mr. Powl explained that the 90-day plan review period only began on July 5th so, there is plenty of time remaining to review and approve this plan.
 2. Tree Ordinance (Chapter 337) Amendment: Mr. Powl reported that one of the Planning Commission members received a letter instructing him to trim his trees and he felt the 10-foot height requirement over the sidewalk was excessive. The Planning Commission agreed and made the following recommendation:

Suggested Motion: To authorize the Borough Solicitor to prepare and advertise an ordinance to amend Section 337-4 of the Palmyra Borough Code of Ordinances to lower the required 10-foot clearance over a sidewalk to 8-feet.

Council disagreed with the recommendation and wants to keep the minimum height at 10-feet.
- f. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the June 2017 report.
 2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)
 - a. Municipal Building: HVAC Re-Work & Police Fume Hood Ductwork: Mr. Powl received an estimate from Haller to re-work the HVAC system to fix the design flaws. The estimate was approximately \$12,000, so he sent it to the architect and asked them to decide how the bill will be paid. Haller Enterprises has been instructed to install the ductwork necessary to vent the Police fume hood.
 - b. New Public Works Garage Building: Revisions to the plan to lower the costs of the building are still in the works.
 3. Parks: (Heritage Park, Palmyra Memorial (Fireman's) Park, and Southeast Park)
 - a. DCNR Grant - Fireman's Park Project Update: Ms. Pera reported that the Custer Excavating has moved his equipment to the park and will begin building the football fields. The Borough

- crew has also begun to install the stormwater pipe from the detention basin to the injection well.
- b. Heritage Park Basketball Court Resurfacing: Mr. Powl tried to contact Mr. Brenneman for an update on the resurfacing, but has not heard back from him. He also reported that Mr. Shope from the Encounter Church asked for him and Tina King to meet at the park to discuss improvements. Mr. Shope indicated that the church is prepared to spend up to \$20,000 in improvements for Heritage Park. The improvements will include a new roof and stain on the pavilion, remove the trip edge at the pavilion, place edging around the playground equipment for playground mulch, install a chain link fence on the alley side for protection and possibly partner with the Lions Club to install new trash cans.
4. Refuse & Recycling:
 - a. GLRA Board Report: Councilor Craig reported that the tipping fees for the landfill should remain the same for 2018.
 5. Sewer System: There was nothing to report.
 6. Sinkholes:
 - a. Shellbark Alley Drain – New Injection Wells: (to the rear of 138 N. Chestnut St) – Mr. Powl stated that he is still waiting for the final design from the engineers.
 - b. 140 S. Center Ave: Mr. Powl reported that a hole opened at this location along the curb. The public works crew excavated to a depth of 25-30 feet and did not find any evidence of a sinkhole. They filled the hole and the property owner is replacing their sidewalk. The public works crew will keep an eye on the area to determine if any additional sinking occurs.
 7. Stormwater Management:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St Detention Basin & Restoration Project: Mr. Powl informed Council that the Borough Engineer and Geo-technical Engineer worked in collaboration to develop bid specs for the project. The pre-bid meeting took place on July 11th and the bid opening is scheduled for July 19th. However, Mr. Powl indicated that several questions were raised at the pre-bid meeting causing the engineers to consider delaying the bid opening for two weeks. A delay will allow the bidders to prepare better cost estimates for the project. The project is still proposed for completion by the end of the year with final paving by May 31, 2018.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl reported that staff was invited to attend the July 6th School Board meeting and after the meeting several members inquired about the pending agreement for Ridge Road Park wetlands. Mr. Powl briefed the board members on the agreement by the solicitors and they responded as supporters of the agreement. Mr. Powl stated that the only unknown for the proposed agreement is the amount of paving that the School District will request for the lane on Ridge Road Park from Ridge Road.
 - c. Injection Well #1 (Spruce & Chestnut Street) Relocation Project Status Update: The public works crews is currently digging the trench and laying storm water pipe to this injection well.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl advised Council that RETTEW will be attending the July 25th Council meeting to conduct the required public meeting for the Borough's MS4 Permit & Pollutant Reduction Plan. The presentation should be short because the Borough is pursuing waivers to the requirement.
 8. Street & Alley Maintenance:
 - a. West Oak Street Re-Paving: Mr. Powl reported that staff just hasn't had time to devote to this paving project.

- b. East Oak Street & Forge Road Vertical Realignment Project: This project has been advertised with a pre-bid meeting scheduled for July 26th and a bid opening scheduled for 2:00 PM on August 2, 2017.
- 9. Traffic Signals: There was nothing to report.
- g. Solicitor's Report: There was no report from Solicitor Cleary.
- h. Zoning & Codes Enforcement:
 - 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the June 2017 report.
 - 2. Zoning Hearing Board: No hearings are scheduled for Monday July 17th.
- i. Borough Manager's Report:
 - 1. 2018 Budget – Budget Schedule: Mr. Powl provided a copy of the budget schedule to Council.
 - 2. PASD – Buildings & Grounds Meeting 7/6/17: Mr. Powl reported that he and Ms. Pera attended the July 6th Building & Grounds meeting of the School Board to learn about planned traffic changes at Forge Elementary School. The School District is proposing a new road from S. Duke Street to the back of the elementary school, exiting onto Birch, for parents to drop off students. The front driveway on Forge Street will be for buses only. The School District intends to apply for a Safe Schools grant for the project and will need a signature from the Borough on the grant application. Mr. Powl provided a rendering of the proposed changes to Council and will keep them updated with any new information.
 - 3. Mr. Powl informed Council that he spoke with Sharon Williamson about renaming the north/south alley between North Grant St and North Lincoln St as Kramer Way. Kramer Williamson was a 2008 Inductee into the National Sprint Car Hall of Fame, resided at and operated a race car fabrication business from North Grant Street since 1977. He was killed in a racing accident at Lincoln Speedway, New Oxford, PA in August 2013. Mr. Powl stated that the family thought this would be a nice tribute to Mr. Williamson. Council asked Mr. Powl to prepare a Resolution to rename the alley.

Other Business

There was no other business.

Announcement

Borough Council will conduct a public meeting on Tuesday, July 25, 2017 and on Tuesday, August 8, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairola, second by Beth Shearer. The meeting adjourned at 8:36 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager