

Palmyra Borough Council Workshop Meeting
Tuesday, July 14, 2015
6:00 PM

Borough Council President Jane Quairoli 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 Pat Hennessy, Gary Laudermilch, Beth Shearer, Joe Templin, and Ralph Watts. Also present were Mayor Fred Carpenter, Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera. Brian Craig and Police Chief Stan Jasinski were absent from the meeting.

Administration Department

- a. Mr. Powl informed Council the following regarding Borough Audits:
 1. Single Audit for the Cherry Street Project was completed.
 2. 2014 Borough Audit has been finalized and copies should be forthcoming from the Auditor.
 3. Request for Proposals for the 2015 Audit have been advertised. Proposals are due by 4:30 p.m. August 31st.

- b. New Municipal Building Project Status Update:
 1. Mr. Powl provided a copy of the Construction Manager Project Status Report for 07/01/15 from Robert J. Buchter, PE
 2. Mr. Powl informed Council that the landscapers were at the building working on the stormwater basins and reseeding the lawn. He also explained that the base radio antenna installations were completed on July 10th.
 3. Mr. Powl mentioned that the drywall company was onsite over the weekend to begin taping the joints on the drywall ceiling located above the drop ceiling on the bottom of the roof trusses. This activity is part of the HVAC Commissioning Report for repairs to the HVAC system.

- c. Property Maintenance Issues: Mr. Powl provided a copy of the Light-Heigel Report for 6/06/15 – 7/09/15. Mayor Carpenter shared a concern about the parking lot for the old Aradiant building located at the corner of N. Grant and E. Arch Streets. Councilor Hennessy indicated that the Aradiant building is beginning to smell moldy again.

- d. Ordinances:
 1. Re-codification of Borough of Palmyra Code of Ordinances - General Code Publishers Project: Mr. Powl provided a copy of the summary for the new Code of Ordinance book project. Council reviewed the comments from General Code and provided direction for staff in order to finish the recodification project.
 2. Ordinance #763 – Eliminating Compensation for Borough Council Members: Mr. Powl indicated that the ordinance has been properly advertised and will be on the agenda for Council to take action at the July 24th regular meeting. Councilor Hennessy asked Council if the Mayor's salary should also be reduced but, Council decided the reduction was not warranted.

- e. Resolutions:
 1. #2015-09 – Support of the Legalization of Medicinal Cannabis in Pennsylvania

Motion: To approve Resolution 2015-09 in support of the legalization of medicinal cannabis in Pennsylvania. Motion by Pat Hennessy, second by Ralph Watts.

President Quairoli opened the floor for public comment. There was no public comment.

Motion passed.

f. Reports:

1. Ms. Pera provided a copy of the delinquent sewer and refuse accounts. Mayor Carpenter asked if staff has been posting properties for water termination. Ms. Pera responded that staff has begun the process of reviewing internal procedures because Council will be eliminating a position in 2016 which will affect how the job responsibilities will need to be delineated. The focus on delinquent accounts is to maintain the current trend of reducing the delinquent balances until a determination of job responsibilities and training is completed.

g. Planning Commission - Subdivision & Land Development Plans: Mr. Powl stated that the Commission did not have a quorum and could not take any action on the ShadowStone – Spruce Street Entrance Plan.

h. Zoning Hearing Board: Mr. Powl informed Council that a hearing is scheduled for Monday July 20th for ZHB CASE NO 2015-6 – Dwight Wagner Family Limited Partnership II (431 & 433 N. Railroad St). The subject properties are located in the Mixed Use (M-U) Zoning District and are requesting the following variances:

- Variance of Section 301.C and 303.A, pertaining to clear sight triangles;
- Variance of Section 220.C.12, pertaining to “offices.”
- Variance of Section 220.E, pertaining to off-street parking setbacks, and rear yard setbacks;
- Variance of Section 315.G, pertaining to parking spaces being located on same premises;
- Variance of Section 321.D, pertaining to required perimeter screening;
- Variance of Section 322.F.5, 322.F.7, and 322.E.7, pertaining to signage, and;
- Variance of Section 429.B.1, pertaining to the height of walls located within a front yard setback.

Mr. Powl explained that the Borough Solicitor will attend the hearing with him in support of the application.

i. Other:

1. Road Closure Request – Palmyra United Christian Church Fun Night:

Motion: To authorize the closure Division St from N. Railroad St to N. Chestnut St, and Hamilton Alley between E. Broad St and Arch St on Saturday July 18th from 4:00 PM - 8:00 PM in order to host the Palmyra United Christian Church Community Fun Night. Motion by Pat Hennessy, second by Beth Shearer.

President Quairoli opened the floor for public comment. There was no public comment.

Motion passed.

Police Department, Fire Department, and Emergency Management

- a. Council discussed whether or not a civil service test should be conducted for a new police officer. They agreed to keep a current list and asked staff to contact Annville Township to determine if they were interested in conducting a consortium test.
- b. New Firehouse Project Update: Mr. Powl advised Council that the TEFRA Hearing was scheduled for Wednesday July 22nd beginning at 7:00 p.m. in Council Chambers and their attendance was not required.

Council also reviewed the proposed lease agreement for the fire house lot and directed Mr. Powl to have the Solicitor make changes regarding Section 4(a) which required the Borough to purchase

the building back from the fire department if the lease is not renewed. Council also inquired if the insurance amounts listed in the lease were adequate. They also emphasized that North Londonderry Twp should be sharing in the insurance costs, etc. Council also inquired if the lease for the housing of ambulance services would be with the Borough, and Mr. Powl explained that since the Borough will not own the building that will house the EMS services, he did not believe the lease could be with the Borough but, would have to remain with the fire department since they will be the owners of the building. He will confirm this with the Borough Solicitor.

Public Works Department

- a. Mr. Powl provided a copy of the Superintendent's June report.
- b. Parks: Ms. Pera informed Council that the Fireman's Park plan was submitted to DCNR for review on June 30. The Borough is now waiting for comments from DCNR in order to advertise the project for public bid.
- c. Street & Alley Maintenance:
 1. N. Duke St. & E. Arch Street – Mr. Powl informed Council that the Cedar Palmyra Shopping Center representatives are still working with the Borough towards public dedication of this street.
- d. Stormwater Management:
 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) - Mr. Powl advised Council that the outcome of the July 20th ShadowStone zoning hearing will be key in moving forward with the owner of the ShadowStone development in revisiting the wetlands plan to handle the Phase A stormwater. Councilor Quairoli asked if the cost estimates for the Phase A project could be updated by the Borough Engineer since they are now several years old and likely not accurate. Council decided to hold off on updating the cost estimates until it is known whether the Growing Greener grant receives an extension and the wetlands project agreement is finalized with ShadowStone.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: Mr. Powl informed Council that the Borough Engineer is preparing the bid specs for this project. He mentioned that the project will no longer include the addition of wetlands since the Borough is not using any funds from the Growing Greener grant.
- e. Sinkholes:
 1. 300 Block E. Cherry St / 100 Block S. Grant St: FEMA Hazard Mitigation Grant Update: Staff is working towards completing the FEMA application and will be scheduling time to meet with PEMA representatives for their assistance.
 3. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update): Mr. Powl reported that the well drilling was pushed back until July 16th-17th due to weather constraints the drillers have experienced on their current job.
 4. 800 Block S. College Street: A sink hole was reported in this section of S. College Street. Mr. Powl stated that the public works department has been watching it, but the weather has been uncooperative to fix it. The Public Works Superintendent anticipates the hole to be fixed within the week.
- f. Sewer System:
 1. Mr. Powl reported that a sink hole opened in the 300 Block of E. Broad Street after the microsurfacing project was complete. He indicated that the hole was the result of a sewer main pipe problem and has been fixed.

2. Mr. Powl informed Council that he met with Philadelphia Mixers to discuss the use of the old sewer outfall for their test tanks since they are in the process of renewing their DEP NPDES permit for discharging into the Killinger Creek. He mentioned that they are interested in updating their agreement with the Borough for the reduced sewer rate they receive for the test tanks.

Mr. Powl also mentioned that Philadelphia Mixers is interested in engaging in a conversation with the Borough for the purposes of accepting some of the Borough's stormwater in order to reduce or eliminate their need to purchase water from PA American Water Company (PAWC) to fill their test tanks. This would reduce the amount of water they need to pull from PAWC and would provide the Borough with enhanced stormwater controls. Council asked Mr. Powl to continue with conversations concerning this possibility.

g. Traffic Signals:

1. Earl Drive Traffic Signal Removal Update: Mr. Powl informed Council that the ARLE Grant was submitted prior to the June 30th deadline. He received a PennDot Approval Letter (E-Mail) dated 6/18/15 approving the light to be removed.

Communications

Mr. Powl provided a copy of an invitation to the Greater Lebanon Refuse Authority's Annual Hot Dogs, Hamburgers & Hayrides on the Landfill on Wednesday, September 2, 2015 at 6:00 PM and a letter dated July 2, 2015, from Gannett Fleming concerning Act 14 Notice for PA American Water applying to DEP to use treated water from the City of Lebanon Authority as an approved additional source of supply.

Other Business

- Mr. Powl informed Council that he and Ms. Pera met with representatives from Waste Management to enter into discussions regarding replacing the Borough owned refuse/recycling service with a private contracted service. There is a possibility that a contracted service will be cheaper for the Borough residents and may offer enhanced collection services that the Borough is not equipped to provide, but that factor is unknown until the contract is advertised for public bidding by local waste haulers. Council asked him to prepare and advertise the contract bid specifications in order to move forward with this fact finding effort. Once the private contract price is known, Council will make the decision on whether to enter into a private contract and discontinue the Borough hauling service, or reject the bids and remain status quo.

Announcement

President Quairolì announced that Borough Council will conduct the regular monthly public meeting on Tuesday, July 28, 2015 beginning at 7:00 PM and a public workshop meeting on Tuesday, August 11, 2015 beginning at 6:00 PM.

Motion to Adjourn

The meeting adjourned at 7:45 PM by unanimous consent.

Respectfully submitted,

Roger E. Powl
Borough Manager