

Borough of Palmyra
Council Workshop Meeting Minutes
Tuesday, July 8, 2014

Borough Council President Jane Quairoli called the meeting to order at 6:00 PM. Other Council members in attendance included Pat Hennessy, Bob Longenecker, Joe Templin, and Beth Shearer. Also present were Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Mayor Fred Carpenter and Scott Mazzocca were absent from the meeting. Gary Laudermilch joined the meeting at 6:19 PM.

Administration Department

- a. New Municipal Building Project Status Update: Mr. Powl provided a copy of the Construction Manager Project Status Report. As of June 2014, the Borough had costs of \$49,735.50 for Robert Buchter's construction management services. Mr. Powl also advised Council of several HVAC issues that are being addressed in the new municipal building. The entire project is projected to be completed by the end of September.
- b. Property Maintenance Issues: Bill Baker of Light-Heigel Associates informed Council that he is starting over with Notice of Violations for 433 N. Railroad Street and 659 W. Main Street. Ms. Pera mentioned that the Borough received word of a possible sale for 433 N. Railroad Street.
- c. Ordinances:
 1. Ordinance #756 - Intermunicipal Agreement - Police Joint Civil Service Testing:

There were no public comments.

Motion: To authorize the Borough Solicitor to advertise Ordinance #756, an ordinance authorizing an agreement between the Borough of Palmyra and the Township of Annville to combine resources and personnel to administer a joint civil service testing process for applicants for police officer positions in each municipality. Motion by Pat Hennessy, second by Bob Longenecker. Motion passed.

2. General Code Project – Re-codification of the Palmyra Code of Ordinances: Mr. Powl informed Council that he received the Engineer's review comments on the Street Cut Ordinance and is still waiting for the Solicitor's review comments. As soon as those are received, and Council is agreeable, all the documents involved in the re-codification project can be shipped to General Code Publishers, who will hopefully return the updated Code of Ordinances for Council's approval prior to year end.
 3. Palmyra Draft Zoning Ordinance Update & Subdivision & Land Development Ordinance Amendment: The Planning Commission continues to work on these ordinances.
- d. Reports:
 1. Delinquent Sewer & Refuse Account Report: Ms. Pera provided an updated copy of the report. The Borough staff continues to work diligently on reducing the outstanding delinquent balances. She also provided Council with a proposal received from Raymond U. Brandt for payment of his delinquent sewer/refuse balance of \$38,137.27. Mr. Brandt believes he only owes \$21,000 to the Borough and offered a lump sum payment of \$16,000 followed by monthly payments. Borough Council refused to consider the proposal. Ms. Pera also informed Council that the Borough is pursuing foreclosure on this property and a meeting was held by Lebanon County Court of Common Pleas Judge Samuel Kline with the Borough's legal counsel and Mr. Brandt's legal counsel. Judge Kline has ordered an inspection of the property and mandated that the Chief of Police be present for the inspection. A copy of the order will be sent to the Borough.
- e. Subdivision & Land Development Plans: Mr. Powl informed Council that the engineers for the Lennard C. & Pamela J. Sheriff Final Subdivision Plan for 521 & 523 W. Cherry St have written a letter requesting a time extension. Council will need to take action on this request at the July Council meeting.

- g. Zoning Hearing Board: The following hearings are scheduled for Monday July 21st:
1. 843 W. Main Street - Shenandoah Mobile, LLC: (Variances needed for new 120' cell tower)
 - Sec. 10.02 - Variance of the permitted use within the C-2 Auto-Oriented Commercial District.
 - Sec. 10.04(A) - Variance of the minimum 60-foot front-yard setback.
 - Sec. 11.02.K(4)(e) - Variance of the 180-foot minimum setback of a wireless communications tower from the nearest property line.
 - Sec. 15.07 - Variance of the minimum 12-foot access drive width.
 2. 400 E. Spruce Street - White Oak Display: (Variances needed for a 40,000sq' building expansion)
 - Sec. 11.04(A) - Variance of the required 100-foot side yard setback (19-feet proposed)
 - Sec. 11.04(B) - Variance of the 35% maximum lot coverage (40.38% proposed)

Police Department, Fire Department, and Emergency Management

- a. New Firehouse: Councilor Longenecker began the discussion with a list of five items that were of concern to him regarding the agreement to build a new fire house:
1. The Borough should not pay more than North Londonderry Township in payments towards the new fire house.
 2. The Borough should get credited for the value of the building lot that was given to the fire company.
 3. The Fire Company should work to reduce the number of medical calls they respond to each year.
 4. The Fire Company should work more closely with surrounding municipalities and share resources.
 5. The Fire Company must look to reduce the overall costs to the fire house by at least 5% - 10%.

After the floor was opened to public comments, Fire Chief Dave Dugan addressed Councilor Longenecker's items. He indicated that the call volume is based on a box card system that is approved by the municipalities. The fire company is only dispatched on medical calls when there is no ambulance readily available in the area and advanced life support is needed. They are also dispatched on medical assist calls when the ambulance crew is unable to break into a residence or for a lift assist for an oversize patient. He commented that when a resident places a call to 911 Emergency, they are getting one of three emergency responders; the police, the fire department, or an ambulance.

He also stated that he meets monthly with the Fire Chiefs of surrounding municipalities to discuss how they can continue to work together. They continually discuss how to maximize the use of equipment.

Chief Dugan explained that the building committee looked at ways to reduce the costs to the building. Mr. Powl informed Council that he attended all of the building committee meetings for the Borough and explained the building committee has already pared down the building over initial designs.

Public Comments:

- Maddie Reed, 221 E. Hazel Street, inquired about the intent for selling the rental properties currently owned by the fire company; what is on the second floor of the building; why a gym is necessary, and; if there were plans to put a 10,000 gallon water tank under the driveway. She explained that she does not oppose the building but feels the cost is too high.

Chief Dugan indicated that the water tank is for grey water which will be part of the stormwater system for the site and allow them to use water for training and washing the equipment.

- Bill Zeiders, 333 E. Main Street, inquired why North Londonderry Township can't own the fire department. He also suggested that school students conduct car wash fund raising events to raise money to reimburse the fire department for their fuel expenses resulting from school sports championship parades.

President Quairolì mentioned that she agrees that the fire company needs a new building, but that she will not approve a \$4-million dollar building.

Motion: To approve Resolution #2014-21, a resolution committing support to Citizens Fire Company No. 1 for the construction of a new fire station. Motion by Beth Shearer, second by Bob Longenecker. President Quairolì called for a roll call vote.

<i>Councilor Hennessy</i>	-	<i>No</i>
<i>Councilor Laudermilch</i>	-	<i>No</i>
<i>Councilor Longenecker</i>	-	<i>Yes</i>
<i>Councilor Shearer</i>	-	<i>Yes</i>
<i>Councilor Templin</i>	-	<i>Yes</i>
<i>Councilor Quairolì</i>	-	<i>Yes</i>

The motion passed with a 4-2 vote.

Public Works Department

- a. Mr. Powl provided a copy of the June 2014 Superintendent's Report.
- b. Parks:
 1. Fireman's Park Project Update: Ms. Pera indicated that there are a couple of issues that she is working through with the assistance of Warren Lewis and Jay Arnold.
- c. Street & Alley Maintenance: Mr. Powl informed Council that the Solicitor is working on the vacation of the following streets as well as the paper alley outlined in the Fireman's Park deed.
 1. 300 Block of S. Prince Street
 2. S. Mark Street, south of Orchard Drive
- d. Stormwater Management:
 1. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl commented that the Engineers are analyzing the Orchard Hill detention basin as a possible outlet.
 2. Injection Well #9 Relocation (900 Block E. Cherry St.) Project Status Update: The Engineer is still waiting for the water company to respond to their request.
 3. Ridge Road & N. Grant Street Detention System Project Status Update: Mr. Chimel still has not provided a development plan to the Borough.
 4. Retrofit of Wastewater Treatment Plant to Receive, Treat, and Discharge Stormwater to Killinger Creek:
 5. South Avenue Drainage (Between S. Railroad & S. Chestnut St): This project has begun and will be completed soon. It was delayed by a couple of days due to the need to install a sewer lateral for a new dwelling at 323 S. Locust Street.
- e. Sinkholes: Mr. Powl reported that there is no change in the areas with sinkholes. However, CVS did have a second sinkhole open up as they are working to finish the stormwater connection to injection Well #7.
 1. 300 Block E. Cherry St:
 2. 100 Block S. Grant St: (adjacent to the 300 E. Cherry St)
 3. 900 Block E. Maple St:
 4. 900 Block E. Cherry St:
 5. CVS Stormwater Extension at Klick-Lewis (Injection Well #7)

f. Sewer System:

1. 56 W. Walnut St. / 71 W. Pine St. - Sewer Main Extension – Mr. Powl indicated that this project will be completed once the South Avenue stormwater drainage system is finished.

g. Traffic Signals:

1. Grant Street Traffic Signal Removal: The signal contractor is scheduled to verify if the antenna at Railroad and Main Streets can communicate with the antenna at Forge and Main Streets. If so, all the signal equipment can be removed from the Grant Street intersection.

h. Other:

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

There were no public comments.

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 19th 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. Motion passed.

Other Business

- President Quairola informed staff that she like the updated welcome letter sent to new residents.
- Councilor Laudermilch requested a weekly itinerary for the Public Works Department. President Quairola inquired as to the purpose of such a report. She reminded Councilor Laudermilch that it is not Borough Council's responsibility to manage the day-to-day operations of the Borough. After additional discussion on the request, Council Longenecker asked for a consensus vote to determine if Council Laudermilch's request had any support from the other Councilors. The consensus vote resulted in a 5-1 rejection of the request for a weekly itinerary report.

Announcement

President Quairola announced that Borough Council will conduct the regular monthly public meeting on Tuesday, July 22, 2014 beginning at 7:00 PM and a public workshop meeting on Tuesday, August 12, 2014 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