

Palmyra Borough Council Meeting

August 9, 2016

7:00 PM

Borough Council Vice President Mark Smith called the meeting to order at 6:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Council members in attendance included Brian Craig, Pat Hennessy, Beth Shearer, Joe Templin, and Ralph Watts. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Police Chief Stan Jasinski, and Mayor Fred Carpenter. Carissa Mellinger was absent from the meeting.

Special Visitor

Susan Verhoek, Palmyra Shade Tree Committee, provided the following update to Council on the efforts of the Committee:

- Announced the 2nd Annual Shade Tree Committee Awards:
 - Residence (Mature Planting) – 305 E. Broad Street
 - Residence (New Planting) – 315 E. Main Street
 - Block – 600 Block E. Maple Street
 - Commercial Property – Advanced Auto Parts
- Reported that the Committee also completed an inventory of Ash trees located in the Borough's parks as requested by the Palmyra Garden Club.
- Explained that the Committee will need help from the Borough in applying for grants.
- Encouraged Council to undertake Downtown Beautification efforts and offered the Committee's assistance to Council.

Public Comments

- Jane Quairoli, 134 Braeburn Way, thanked the Mayor and the volunteers for putting the signs and ribbons throughout town in support of the "We Support Our Police" month.
- Maddie Reed, 233 E. Hazel Street, asked if Spruce Street was being re-paved this year and complained that the sidewalk on Spruce Street was still not finished.

Consent Calendar

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

- a. Approve the minutes of the July 26, 2016 Borough Council meeting.
- b. Approve payment of all bills listed on the July 2016 Bill's List.

Motion: To approve the consent calendar. Motion by Mark Smith, second by Ralph Watts. Motion passed.

Action Items

- a. Resolution #2016-21 – Donating Abandoned & Unclaimed Bicycles to Palmyra Public Library:

Motion: To approve Resolution #2016-21, a resolution authorizing the donation of abandoned and unclaimed bicycles to the Palmyra Public Library. Motion by Ralph Watts, second by Beth Shearer. Motion passed.

- b. Resolution #2016-22 – Appoint a Trustee to the Palmyra Area Education Foundation:

Discussion on, and if appropriate:

Motion: To approve Resolution #2016-22, a resolution appointing Alison Hoff as a Trustee of the Palmyra Area Education Foundation, whose term shall expire June 30, 2019. Motion by Pat Hennessy, second by Joe Templin. Motion passed

Reports

- a. President's Report: President Hennessy reported that he spoke with the family of Bonnie Leet concerning her letter under the Communications section of the meeting agenda. He indicated that the situation has been resolved to everyone's satisfaction.
- b. Financial Report:
 1. Financial Statement: (as of July 31, 2016) – there were no questions.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera reported that the sewer delinquency balance was higher due to the addition of surcharges and penalties to the industrial users.
- c. Fire Department:
 1. Fire Services Commission Report: The Commission is scheduled to meet on Wednesday, August 10th at 6:30 PM,
 2. New Firehouse Update: Mr. Powl provided the first progress report from Robert J. Buchter, PE.
- d. Library Board Report: The Board meets on Tuesday, August 16th at 7:00 PM at the Palmyra Public Library.
- e. Police Department:
 1. Mayor Carpenter announced that he is planning an award program for residents that decorate their homes for Christmas. More information will come on this idea.

He also announced that the bronze military seals for the veteran's wall at Fireman's Park have all been sold.

He also announced that the new Police Patrol Bicycle will be unveiled at the American Legion on September 11th.
- f. Planning Commission - Subdivision & Land Development Plans: The Planning Commission did not meet this month. The next scheduled meeting is Wednesday, September 7, 2016 beginning at 7:00 PM.
- g. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the July report and explained that due to vacations, the Road Crew has had to staff the refuse & recycling collection trucks so, not much road work was able to be completed during this report period.
 2. Borough Properties: Mr. Powl announced that the Highway Garage at 210 N. Forge Road will be advertised for sale by public bid for the second time this year. Bids will be opened on September 9th, and if any bids are received, Council should be able to take action at the September 13th meeting.
 3. Parks: (Heritage Park, Palmyra Memorial (Fireman's) Park, and Southeast Park)
 - a. DCNR Grant - Fireman's Park Project Update: Ms. Pera reiterated the Mayor's report that the bronze military seals have been accounted for and will be ordered when all the funds are received.
 4. Refuse & Recycling:
 - a. DEP 902 Grant - New Leaf Vacuum Truck Purchase – Mr. Powl reported that he is still waiting for the go ahead from DEP to place the order for the new truck so, he does not

believe the Borough will have the new truck in time for the Fall leaf collection. He hopes to have it prior to the Spring collection.

5. Sewer System: There was nothing to report.
6. Sinkholes:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St: Mr. Powl reported that the demolition is complete and drilling & grouting operations are underway.

He presented Council with a proposal from ARM Group for additional geophysical testing and injection well drilling at East Arch Street and East Cherry Street. The proposal is for an additional well at East Arch Street and a new well in the 300 block of E. Cherry Street. The proposal cost is not to exceed \$80,000. Council considered the proposal and agreed with the importance to keep going with storm water improvements.

Motion: To authorize the Borough Manager to execute the proposal from ARM Group in the amount not to exceed \$80,000 for test well drilling, testing, and permitting of an additional Injection Well on East Arch Street and new Injection Well on East Cherry Street #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 Brian Craig. Motion passed.

- b. 900 Block E. Maple St: (Injection Well #10 Relocation & Improvement Project Update): This project is now complete and will be removed from the agenda.
 - c. 441 Plaza Drive (Elwood & Patricia Ludwick property) – Southeast Park Drainage Easement: Mr. Powl indicated that the Borough crew is watching this particular hole. It is in the middle of a field, so they are not pressured to repair it at this time.
 - d. Shellbark Alley Drain/Well: (to the rear of 138 N. Chestnut St) – Mr. Powl reported that a wormhole opened again at this location. The Public Works Superintendent wants to open the area and make sure the hole is not threatening the sewer line that runs through the alley before initiating repairs.
7. Stormwater Management:
 - a. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl is waiting to hear from DEP regarding an approval for an extension of the grant. He indicated that the Borough cannot expend any funds until notice is received because those expenses cannot be reimbursed by the grant.
 - b. Injection Well #9 Detention Basin Project Update (900 Block E. Cherry St.): Mr. Powl stated that the Borough crew will need to re-profile the road for water drainage. Once this is complete, the project will be finished.
 - c. Injection Well #4 Improvement Project Update (E. Arch St between N. Duke St & N. Prince St): Mr. Powl reiterated that the proposal approved earlier by Council will help address the issues in this area.
 - d. Injection Well #1 Relocation Project Status Update (Spruce & Chestnut Street): Mr. Powl informed Council that a water test is to be completed on the injection well drilled at E. Willow Street and N. Chestnut Street. If this well is not sufficient, then ARM Group will need to reevaluate the plan and present options to the Borough.

8. Street & Alley Maintenance:
 - a. N. Duke St. & E. Arch Street - Public Dedication Status Update: The Borough is still waiting on the legal counsel for the shopping center.
 - b. East Oak Street & S. Forge Rd (PA117) Intersection Vertical Alignment Improvement Project Update: Mr. Powl indicated that he hopes to have the Borough Engineer's official cost estimates available for discussion at the next meeting. The Engineer is expecting the improvement cost to be around \$100,000. He mentioned that liquid fuels funds could be used for this project. Council would like to discuss this issue in more detail. Mr. Powl will keep this item on the meeting agenda.
 - c. Spruce Street Reconstruction/Paving Project: The Spruce Street project has been advertised for public bid with bids due to the Borough on August 19th. Council should be able to take action on the bids at the August 23rd meeting.
9. Traffic Signals: Mr. Powl reported that the Earl Drive signal poles will be removed on August 12th, and D. E. Gemmill is scheduled to paint the new pavement lines the following week.
10. Other:
 - h. Recreation Commission Report: The Commission meets Wednesday, August 17th at 6:30 PM.
 - i. Solicitor's Report: There was no report.
 - j. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the July 2016 report from Ed Wenger of Light-Heigel.
 2. Zoning Hearing Board: No hearings are scheduled for the August 15th hearing date. Mr. Powl advised Council that an appeal was filed in the Lebanon County Court of Common Pleas against the decision in the Tillett application. Mr. Powl also advised Council that the Zoning Hearing Board has hired Steve Stine, of Hummelstown, as their new Solicitor.
 - k. Borough Manager's Report:
 1. 2017 Budget:
 - a. Mr. Powl presented the idea of hiring a full time Zoning Officer/Codes Enforcement Officer. He created a cost analysis for the position and will provide that to Council for the next meeting. He indicated that the Borough is not receiving enough hours from the current officer and residents are frustrated that they cannot get the service. If the Borough were to request additional hours from Light-Heigel, the cost would be almost the same as a full-time employee on staff. He asked Council to decide if this is something they want to consider so that he can put the costs for the position in the draft 2017 budget.
 2. Management Priority List: Council asked for this item to remain on the agenda for the next meeting.

Communications

Letter from Bonnie Leet concerning complaints about garbage and yard waste collection at 200 W. Pine Street.

Other Business

- Councilor Shearer inquired about the new sign on S. Lingle Avenue regarding roadway flooding. Mr. Powl responded that the Borough did not install the sign, and since Lingle Ave is a state road, PennDOT would have likely installed the sign to warn motorists about the flooding that frequently occurs on Lingle Ave when traveling south towards Campbelltown.

Announcement

Announced that Borough Council will conduct a public meeting on Tuesday, August 23, 2016 beginning at 7:00 PM and Tuesday, September 13, 2016 beginning at 6:00 PM.

Motion to Adjourn

Motion to adjourn by Pat Hennessy, second by Beth Shearer. The meeting adjourned at 7:04 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager