

Palmyra Borough Council Meeting
September 13, 2016
6:00 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, Carissa Mellinger, 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.

Special Visitors

Jim Koontz and Brain Marchuck of Brown Schultz Sheridan & Fritz were present to provide a report and answer any questions regarding the 2015 Audit. Their report expressed that the Borough's financial well-being is sound, but highlighted the following for Council to pay attention to in the future:

1. The Borough's pension plans for the uniform and non-uniform employees are showing an unfunded liability of \$675,000 together. While this is not a problem yet, it could become a deficit in the future. Mr. Powl asked if Borough Council should consider making payments in excess of the annual required Minimum Municipal Obligation (MMO) to try and decrease the unfunded liability, or just continue meeting the MMO for each year, and Mr. Koontz recommended just meeting the annual MMO payment at this point.
2. The sewer/refuse funds used reserves in order to cover spending in 2015 for both accounts. If this continues, it could lead to a future problem. The Borough needs to make sure the budgeted revenue covers the expenses.

Public Comments

- Jane Quairoli, 134 Braeburn Way, expressed her concern about using the reserves for the sewer & refuse funds. Mr. Powl responded that the Borough raised the refuse rate in 2016. Council asked that the sewer rates be re-evaluated for possible increase in 2017.
- Maddie Reed, 233 E. Hazel Street, inquired about the water quality basins at the property on Oak Street. She also reported a tree over a stop sign at Hetrick & Maple Streets.

Consent Calendar

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

- a. Approve the minutes of the August 23, 2016 Borough Council meeting.
- b. Approve payment of all bills listed on the August 2016 Bill's List.

Motion: To approve the consent calendar. Motion by Carissa Mellinger, second by Pat Hennessy. Motion passed.

Action Items

- a. Road Closure Request – Church of the Holy Spirit Oktober Feast Parish Festival:

Motion: To authorize the closure of East Pine Street between Mazzocca Way and South Mark Street on Saturday October 8th from 1:00 p.m. – 10:00 p.m., and on Sunday October 9th from 11:00 a.m. – 7:00 p.m. in order for the Church of the Holy Spirit to conduct its Parish "Oktober Feast Festival." Motion by Pat Hennessy, second by Carissa Mellinger. Motion passed.

- b. 2017 Minimum Municipal Obligation (MMO) for Pension Funding:
 1. Uniformed (Police) Pension Plan: 2017 MMO = \$59,313
 2. Non-Uniformed Pension Plan: 2017 MMO = \$270,006

Motion: To approve the Uniformed and Non-Uniformed Minimum Municipal Obligation for pension plan funding for the 2017 budget year. Motion by Mark Smith, second by Pat Hennessy. Motion passed.

c. 2016-17 PennDOT Winter Maintenance Agreement:

Motion: To approve the 2016-2017 PennDOT Winter Service Agreement in the amount of \$7,095.54 for the winter maintenance of 8.98 lane miles of State owned roadways located within the Borough. Motion by Pat Hennessy, second by Mark Smith. Motion passed.

Reports

a. President's Report: President Hennessy reported that he attended the annual Crossing Guard meeting on September 9th.

b. Financial Report:

1. Financial Statement: Council had no questions regarding the August 31, 2016 report.
2. Delinquent Sewer & Refuse Account Report: Ms. Pera reported that the balances over 180-days delinquent increased due to the posting of 2nd quarter surcharges and penalties.

c. Fire Department:

1. Fire Services Commission: The Commission will not be meeting until the new firehouse is complete.
2. New Firehouse Update: There was no update available because the fire department personnel were attending a new building meeting at the same time as tonight's Council meeting

d. Library Board: The Board will meet on Tuesday, September 20th at 7:00 PM at the Palmyra Public Library.

e. Police Department: Mayor Carpenter informed Council that he received a request from Ryan Kelly of 138 N. Chestnut Street to close the Division Street between North Chestnut Street and North Shellback Alley for the purpose of hosting a Halloween "Pumpkin Palooza" event for the neighborhood. The event is scheduled for October 15th from 1 PM to 6 PM.

Motion: To approve the road closure of Division Street between North Chestnut Street and North Shellbark alley on October 15, 2016 from 1:00 PM to 6:00 PM. Motion by Pat Hennessy, second by Ralph Watts. Motion passed.

Mayor Carpenter also provided photos of grass that homeowners are blowing into the streets as they are mowing. He asked Council to consider an ordinance prohibiting this practice.

f. Planning Commission - Subdivision & Land Development Plans: Mr. Powl informed Council that the Commission has been working on language for an ordinance regulating small Cell Towers in the Borough.

Motion: To authorize the Borough Solicitor to prepare an ordinance utilizing sample language provided by Warwick Township as a guide to amend the Palmyra Zoning Ordinance to include definitions and regulations regarding mini-cell towers located within the public right-of-way. Motion by Ralph Watts, second by Pat Hennessy. Motion passed.

g. Public Works Department:

1. Superintendent's Monthly Report: Mr. Powl provided a copy of the August report.

2. Borough Properties: (Municipal Building, Highway Garage, former Wastewater Treatment Plant)
 - a. Sale of 210 N. Forge Rd: Mr. Powl reported that a miscommunication between he and the Solicitor resulted in the bid not being advertised in time for the September 9th opening date, so the Solicitor has advertised it for a bid opening on September 23rd.
3. Parks: (Heritage Park, Palmyra Memorial (Fireman's) Park, and Southeast Park)
 - a. DCNR Grant - Fireman's Park Project Update: Ms. Pera provided an update on the park renovations and asked Council to set a deadline for paver orders. Council agreed to a September 30, 2016 deadline for pavers.
4. Refuse & Recycling:
 - a. DEP 902 Grant - New Leaf Vacuum Truck Purchase: Mr. Powl reported that the truck was ordered and it will be at least 6-months for delivery.
5. Sewer System: Mr. Powl informed Council that the Borough staff has been reclaiming rights-of-ways in alleys. He indicated that the sewer easement located in Church & Plum alleys is currently being surveyed in order to clean out the area for access. He stated that there are residents upset over the effort to reclaim this alley and will bring their concerns to Council once the survey is completed.
6. Sinkholes:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St: The grouting contractor continues to work on the primary holes. They anticipate this to be completed by mid to late November.
 - b. Shellbark Alley Drain/Well: (to the rear of 138 N. Chestnut St): This area has been repaired.
 - c. 441 Plaza Drive (Elwood & Patricia Ludwick property) – Southeast Park Drainage Easement: Mr. Powl reported that Mr. Ludwick has recently passed away. He stated that the Borough continues to monitor this area for sinkholes.
7. Storm water Management:
 - a. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) The DEP Growing Greener Grant was extended until June 30, 2017. The Borough Engineer received a request for additional information from the utilities and he is preparing to respond. The final HOP is being readied for submission to PennDOT.
 - b. Injection Well #1 Relocation Project Status Update (Spruce & Chestnut Street): Dr. Seaton from the ARM Group believes the second well that was drilled at Fireman's Park is promising and presented a proposal to enhance the aquifer in the area of the test well.

Motion: To authorize the Borough Manager to execute the proposal from ARM Group in the amount not to exceed \$45,500 for re-drilling and aquifer enhancement at test well #4 in the 300 block of East cherry Street and a complete geophysical evaluation, re-drilling and aquifer enhancements at test well #2 at Fireman's Park, and to expense the cost of the proposal from Capital Reserve Fund budget line item #30.436.610. Motion by Mark Smith, second by Joe Templin. Motion passed.
 - c. Injection Well #4 Improvement Project Update (E. Arch St between N. Duke St & N. Prince St): Mr. Powl reported that the well has been drilled deeper from 125-feet to 444-feet with many deep fracture zones encountered and now connected, but until there is a major rain event to replenish the current low water tables, it is impossible to determine if the changes have made an impact.

- d. Injection Well #9 (900 Block E. Cherry Street): Mr. Powl informed Council that the ground around one of the fence posts along Cherry Street continues to erode due to water jumping the curb and flowing over ground into the well area. The Public Works crew is looking to either re-profile the road to get storm water into the existing inlets along the northern curbline, or add additional inlets at the E. Cherry Street and S. Duke Street intersection.
- e. Injection Well #10 (900 Block E. Maple St): Mr. Powl mentioned that Public Works crew looked into the issue of water backing up at the new well and determined that one of the filters in the Terre-Klean filtering system was clogged. The crew will continue to monitor the area during rain events as possible to see if this was the reason for the water pooling.

8. Street & Alley Maintenance:

- a. N. Duke St. & E. Arch Street - Public Dedication Status Update: Mr. Powl reported that the legal counsel for the Palmyra Shopping Center just reached out to the Solicitor. There will be more information coming on this dedication in the near future.
- b. East Oak Street & S. Forge Rd (PA117) Intersection Vertical Alignment Improvement Project Update: Council considered the estimate from RETTEW concerning the cost to realign Oak Street. Mr. Powl confirmed that the project will be paid out of the Liquid Fuels Fund. Councilor Watts mentioned that the street needs to be fixed properly in order to alleviate annual costs to repair.

Motion: To approve the vertical alignment improvement project in the 2017 Budget for East Oak Street and South Forge Road and to cover the costs of the project with funds from the Liquid Fuels account. Motion by Mark Smith, second by Ralph Watts. Motion passed.

- c. Spruce Street Reconstruction/Paving Project: Mr. Powl reported that the reclamation project is scheduled to begin Monday 9/19 and will take five days to complete. A concrete additive will be added to the subsurface and must be given 5-7 days to cure before paving. The paving – both the base course and wearing course will take 2-days to complete following the curing period.

9. Traffic Signals: Mr. Powl reported that the striping at the Main Street and Earl Drive intersection has been complete.

h. Recreation Commission: The Commission will meet on Wednesday, September 21st at 6:30 PM.

i. Solicitor's Report: Solicitor Cleary

- 1. Ordinance Language – Mr. Powl presented Council with a letter and sample ordinance from the Solicitor prohibiting deposits in the street. The Solicitor advised Council of two ways to proceed with the ordinance, by broadening the current Streets and Sidewalks ordinance or adding the language to the Storm water ordinance. Council opted for adding the language to the Stormwater Ordinance to help with the MS4 permit requirements.

Motion: To authorize the Solicitor to prepare and advertise an Ordinance prohibiting the deposit of any items, including grass, in the street right-of-way. Motion by Mark Smith, second by Pat Hennessy. Motion passed.

j. Zoning & Codes Enforcement: Mr. Powl provided a copy of the Zoning Officer/Codes Enforcement Officer report for August 2016. He also reminded Council of the upcoming Zoning Hearing Board meeting on Monday, September 19th at 5:30 PM. The application is for the following:

- a. 623 E. Cherry Street – Kevin O’Shea:
 - Section 380-127 – Special Exception for Expansion or Alteration of a Non-Conforming Use (Convert existing Auto Detail Shop to a Beauty Salon)

- k. Borough Manager’s Report:
 1. Management Priority List: Mr. Powl provided a copy of the updated list.

 2. \$5-million & \$3-million Loan Status Reports: Mr. Powl provided a spreadsheet on the status of expense of funds to date and funds still available from both loans.

Communications

Mr. Powl provided a letter dated 8/30/16 from the Lebanon County Agricultural Land Preservation Board seeking municipal contributions towards the 2017 Local Government Farmland Preservation Matching Funds Campaign. Council agreed that they would not participate in this program.

Other Business

Council rose for a moment of silence to honor the victims of the September 11, 2001 terrorist attacks.

Announcement

Borough Council will conduct a public meeting on Tuesday, September 27, 2016 beginning at 7:00 PM and on Tuesday, October 11, 2016 beginning at 6:00 PM.

Motion to Adjourn

Motion to adjourn by Brian Craig, second by Beth Shearer. The meeting adjourned at 7:50 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager