

Palmyra Borough Council Meeting

Tuesday November 13, 2018

7:00 PM

AGENDA

1. **Call to Order: 7:00 PM** – President Shearer
2. **Pledge of Allegiance & Moment of Silence for the Armed Services:**
3. **Roll Call:**
4. **Announcements:**
 - a. Please silence all cellular devices during the meeting – thank you!
 - b. Borough Council held an executive session on Thursday November 8th at 6:30 p.m. to discuss a personnel matter as permitted by the Pennsylvania Sunshine Act. Any official action resulting from discussions held during the Executive Session will occur at a future public meeting.
5. **Special Visitors:** None Scheduled
6. **Public Comment Period #1:** (Please state your name & address for the record, and try to limit your comments to 5-minutes)
7. **Consent Calendar:**

The following agenda items will be acted upon by a single motion, unless a member of Borough Council wishes a specific item to be voted on separately:

 - a. Approve the minutes of the October 23, 2018 Borough Council meeting.
 - b. Approve payment of all bills listed on the October 2018 Bill's List.
8. **Action Items:**
 - a. Ordinance #789 - Motor Vehicles & Traffic Regulations Update:

Discussion on and if appropriate:

Suggested Motion: To enact Ordinance #789, an ordinance updating the following regulations:

 - Section 350-26 (Special Purpose Parking Zones):
 1. Add – 100 N. Chestnut Street – West side – Parking for Handicap
 3. Add – 27 N. Harrison Street – West side – Parking for Handicap
 4. Add – 727 E. Oak Street – North side – Parking for Handicap
 5. Remove – 28 S. Locust Street – East side – Parking for Handicap
 6. Remove – 115 N. Lincoln Street – West side – Parking for Handicap
 7. Remove – 45 N. Lincoln Street – West side – Parking for Handicap
 - Section 350-27 & 350-31 (Street Sweeping):
 1. Combine into one Section and stipulate sweeping to be conducted from April through September. Delete Section 350-31 and re-number Section 350-32 to 350-31.
 - Section 350-35 (Snow Emergency Routes):
 1. Remove N. College Street – East & West – From Main Street to W. Broad Street.
 - b. Ordinance #790 - Stormwater Management Ordinance Language Review – Section 310-16.A(7):

Discussion on, and if appropriate

Suggested Motion: To authorize the Borough Solicitor prepare and advertise Ordinance #790, an ordinance clarifying fencing requirements for new stormwater detention basins.

8. **Action Items:** (continued)

c. **Bid Award - Janitorial Services Contract:**

Discussion on, and if appropriate:

Suggested Motion: To authorize the Borough Manager to execute a contract with Green Commercial Cleaning, Inc. 125 Pickwick Circle, Palmyra PA 17078 as follows:

- \$22,740 for daily cleaning service at the Municipal Center
- \$325.00 for once per year cleaning of the interior and exterior windows
- \$2,600.00 for once per year VCT refinishing (stripping and waxing)
- \$1,200.00 for cleaning the bathrooms at Memorial Park every Monday from April to November.

d. **Employee Bonuses:**

Discussion on, and if appropriate:

Suggested Motion: To authorize the payment of \$1,500 to each of the (5) Public Works Department employees, and \$500 to each of the (3) Administration Office employees in order to express the Borough's gratitude for a job well done in weathering the refuse/recycling collection crisis this year. The cost for this expenditure shall be charged to Refuse Fund Budget Line Item #09.427.112.

e. **2019 Budget:**

9. **Reports:**

a. President's Report: President Shearer

b. **Financial Report:**

1. Financial Statement: (as of October 31, 2018)
2. Delinquent Sewer & Refuse Account Report: (Asst. Mgr. Pera)

c. Fire Department:

d. **Police Department:**

1. Police Chief Search Update:
2. **New Patrol Officer Search Update:**

Discussion on, and if appropriate:

Suggested Motion: To rescind the motion made at the October 23rd meeting requesting the Civil Service Commission begin the process for creating a new eligibility list, and to delay creating a new eligibility list until a new Police Chief has been hired.

3. Other:

e. **Planning Commission - Subdivision & Land Development Plans:** (Did not meet this month)

1. Next Scheduled Meeting: Wednesday December 5, 2018 beginning at 7:00 p.m.
2. Still need a replacement for Jim Hartman, who moved to North Londonderry Twp.

f. **Public Works Department:** Borough Manager Powl

1. Superintendent's Monthly Report: (10/05/18 – 11/02/18)
2. **Borough Properties:**
 - a. 325 S. Railroad Street - Municipal Building:
 - b. 910 E. Broad Street - Public Works Facility:
 - c. 40 E. Front Street - Vacant Lot: (Environmental Report)

9. Reports: (continued)

f. Public Works Department: (continued)

3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)

4. Refuse & Recycling:

- a. Waste Management to start collection service on Monday November 26th.
- b. Borough will collect yardwaste the week of November 26th and December 17th (weather permitting)

5. Sewer System:

- a. Main Pump Station (910 E. Broad St) – Control Issue:

6. Sinkholes:

- a. 25 N. Franklin Street: (Extend new piping via Hennessy Way to Injection Well #3 along Division St between N. Harrison St & N. Franklin St)
- b. 223 S. Locust Street & PASD Injection Well:
- c. N. Duke Street & First National Bank detention basin:
- d. Town Square:
- e. First Block N. Lincoln Street (between curb & sidewalk near North Ave):
- f. Plum Alley (to the rear of 221 E. Maple Street):
- g. First Block South Green Street:

7. Stormwater Management:

- a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project:
- b. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St)
- c. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status:
- d. Phase B Stormwater Management System: (between Main Street & railroad tracks - Grant Street & Palmyra Shopping Center)

8. Street & Alley Maintenance:

9. Other:

g. Solicitor's Report: (Josele Cleary, Esq. - Morgan, Hallgren, Crosswell & Kane PC)

h. Zoning & Codes Enforcement:

1. Zoning Officer/Codes Enforcement Officer Report: (10/01/18 – 10/31/18)
2. Zoning Hearing Board: (No hearings scheduled this month)

i. Borough Manager's Report:

10. Communications: None

11. Other Business:

12. Public Comment Period #2: (Please state your name & address for the record and try to limit your comments to 3-minutes)

13. Announcement:

- a. Borough Council will conduct its next public meetings on Tuesday, November 27, 2018, and Tuesday, December 11, 2018 beginning at 7:00 p.m.

14. Motion to Adjourn: