

Palmyra Borough Council Meeting  
 Tuesday, November 28, 2017  
 7:00 PM

Borough Council President Mark Smith called the meeting to order at 7:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Other Council members in attendance included Brian Craig, Josh Holl, Carissa Mellinger, Jane Quairoli, Beth Shearer, and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera.

Public Comments

- Donald Barry, 701 N. Grant Street, told Council that if the Public Works building is needed, then build it because it is only going to get more expensive.

Consent Calendar

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

- a. Approve the minutes of the November 14, 2017 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period October 1 through October 31, 2017:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$2,921,854	\$1,239,431	\$954,430	\$466,151	\$96,179	\$221,340
YTD Expenses	\$2,489,833	\$1,467,252	\$857,897	\$536,418	\$72,516	\$7,999
Difference	\$432,021	\$(227,821)	\$96,534	\$(70,267)	\$23,663	\$213,342
Fund Balance	\$1,946,303	\$314,088	\$361,280	\$1,214,192	\$2,281,676	\$534,305

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund
YTD Revenue	\$28,760	\$44,052	\$10	\$40,624	\$665
YTD Expenses	\$28,000	\$23,561	\$0	\$0	\$0
Difference	\$769	\$20,491	\$10	\$40,624	\$665
Fund Balance	\$2,428	\$192,090	\$4,744	\$323,643	\$41,035

*Motion: To approve the consent calendar. Motion by Carissa Mellinger, second by Beth Shearer. Motion passed.*

Action & Discussion Items

a. Bid Award – Construction of New Public Works Garage (910 E. Broad Street):

Mr. Powl presented Council with the following bid amount and bid alternates:

Base bid amount = \$1,017,217 plus any of the following approved Bid Alternates:

Alternate #1 = \$10,500 (water & sewer line - trenching/backfill by Borough)

Alternate #2 = \$78,313 (electrical work for lighting, garage door openers, outlets, and life safety signage).

Alternate #3 = \$7,280 (provide ceiling fans and electric power supply)

Alternate #4 = \$13,066 (construct restrooms)

Alternate #5 = \$(12,781) (wood pole building versus all metal building)

Alternate #6 = \$(5,217) (remove thermal insulation from roof and exterior facing walls in Room #02 – bays).

*Motion: To instruct the Borough Manager to reject all bids received for the project. Motion by Jane Quairoli. Motion died for lack of a second.*

*Motion: To accept the bids received for the project, but reject all alternates. Motion by Brian Craig. Motion died for lack of a second.*

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Woodland Contractors, Inc., 1316 King Street, Lebanon, PA 17042 in the amount of \$1,017,217, including all bid alternates. Motion by Joe Templin. Motion died for lack of a second.*

Council agreed to table this discussion until the December 12<sup>th</sup> meeting.

b. 2018 Preliminary Budget Discussion: Council reviewed the budget by line item to discuss possible areas for cuts. Several budgeted amounts were adjusted accordingly. After lengthy discussion on the General Fund, Council decided to move on in the agenda and come back to the budget later in the meeting.

c. Memorial Park Softball Field Usage Proposal - In The Net: Mr. Powl provided a proposal which would allow In The Net to use the softball field at Memorial Park between April and July for scheduled tournament play. Council considered the request and decided to keep the softball field open to the residents.

*Motion: To respectfully decline the proposal from In The Net, 798 Airport Rd, Palmyra, PA 17078 to use Memorial Park softball field as proposed by in a letter dated November 15, 2017. Motion by Mark Smith, second by Jane Quairoli. Motion passed.*

Reports

a. President's Report: President Smith did not have a report.

b. Library Report: Councilor Quairoli provided a copy of the November 2017 report.

c. Police Department: Mayor Carpenter

1. Civil Service – Patrol Officer Vacancy Update: Chief Jasinski commented that Jennifer Shoemaker is scheduled to start on November 29<sup>th</sup>.

Ms. Pera asked Council if they are intending on hiring a new officer because the eligibility list currently has one name and it is required to have a minimum of three. To meet the regulations, Council will need to request the decertification of the current list and authorize the Civil Service Commission to retest.

*Motion: To recommend the decertification of the current eligibility list and request the Civil Service Commission to prepare a new list. Motion by Beth Shearer, second by Jane Quairoli. Motion passed with a 5-1 vote with Carissa Mellinger voting against the motion.*

*Councilor Craig excused himself from the meeting at 9:04 PM prior to the vote.*

- d. Recreation Commission Report: Councilor Quairoli commented that the Rec Director was on vacation and a report was not available.

- e. Solicitor's Report: Solicitor Cleary provided information regarding possible driveway parking setback regulations. The Borough can paint parking spaces on the street which will require drivers to park properly. Council agreed that this would be the quickest and simplest resolution to the parking issue on West Walnut Street during school sports activities.

- f. Zoning Hearing Board: There were no hearings conducted this month.

g. Borough Manager's Report:

1. 300 Block E. Cherry St / 100 Block S. Grant St Stormwater & Road Restoration Project: Mr. Powl provided an update on the project and indicated that the progress was slow due to the amount of rock the contractor has had to break to install the storm water pipes.
2. Act 172 – Volunteer Firefighter Tax Relief: Mr. Powl provided information on Act 172. Council discussed the benefits and agreed to have the Solicitor prepare an Ordinance to provide Firefighter Tax Relief.

*Motion: To authorize the Solicitor to prepare a draft ordinance for Act 172 – Volunteer Firefighter Tax Relief. Motion by Jane Quairoli, second by Mark Smith. Motion passed by a 5-0 vote. Councilor Holl abstained from the vote because he is a firefighter and could personally benefit from the ordinance.*

Other Business

- Chief Jasinski informed Council that Sgt. Pete Mathews promotion was still in a probationary period and asked Council to make his promotion permanent as of December 5, 2017.

*Motion: To officially remove Sgt. Pete Mathews from probationary status effective December 5, 2017 and to retain him as a full-time Sergeant for the Borough of Palmyra Police Department. Motion by Jane Quairoli, second by Mark Smith. Motion passed.*

Announcement

President Smith announced that Borough Council will be continuing the current meeting and reconvening the next night, Wednesday, November 29<sup>th</sup> at 7 PM, to enable more discussion on the 2018 Budget. The meeting concluded at 9:15 PM.

Palmyra Borough Council Meeting  
Wednesday, November 29, 2017  
7:00 PM

Borough Council Vice President Beth Shearer reconvened the November 28<sup>th</sup> meeting at 7:00 PM in Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. Other Council members in attendance included Brian Craig, Josh Holl, Carissa Mellinger, and Jane Quairoli. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Mark Smith and Joe Templin were absent from the meeting.

- a. 2018 Preliminary Budget Discussion – Council continued their discussion on the preliminary budget.

General Fund:

- Council discussed the need for new police uniforms. The majority consensus was to allow the police department to purchase all new uniforms in 2018.
- Council also discussed the succession plan for the Public Works department. The majority consensus was to keep the Assistant PW Superintendent position in the budget, but remove the groundskeeper position and evaluate how this level of staffing works over the course of next year.
- Council considered the \$300,000 revenue from the sale of 210 N. Forge Road in 2018. The majority consensus was to place the funds in the General Fund and transfer \$225,000 of the balance to the Capital Reserve Account.

Refuse Fund:

- Council discussed the balance deficit and agreed on a \$3.00 increase per quarter for 2018.

Sewer Fund:

- Mr. Powl informed Council that Sanitary Sewer Engineer Dale Shope is finalizing his sewer rate analysis, and, preliminarily, it appears a rate hike between \$8.50 – \$8.80 per 1,000 gallons (\$85.00-\$88.00 per quarter) will be necessary for 2018 versus the current \$7.30 per 1,000 gallons (\$73.00 per quarter) rate. Council discussed the balance deficit and agreed to increase quarterly fees according to Mr. Shope's rate analysis for 2018.

*Motion: To authorize the Borough Manager to prepare the 2018 Preliminary Budget as discussed at this evening's meeting, and to advertise the 2018 Preliminary Budget for the required 10-day public review period pursuant to Section §1308(a) of the Borough Code for final consideration of the Budget to occur at the December 26, 2017 Borough Council meeting. Motion by Beth Shearer, second by Carissa Mellinger. Vice President Shearer called for a roll call vote:*

<i>Brian Craig</i> -	<i>No</i>
<i>Josh Holl</i> -	<i>Yes</i>
<i>Carissa Mellinger</i> -	<i>Yes</i>
<i>Jane Quairola</i> -	<i>No</i>
<i>Beth Shearer</i> -	<i>Yes</i>

*The preliminary budget passed by a 3-2 vote.*

Announcement

Vice President Shearer announced that Borough Council will conduct a public meeting on Tuesday, December 12, 2017 and on Tuesday, December 26, 2017 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn by Jane Quairola, second by Beth Shearer. The meeting adjourned at 9:08 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager