

Palmyra Borough Council Meeting
Tuesday March 13, 2018
7:00 PM

Borough Council President Beth Shearer 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 Don Barry, Josh Holl, Carissa Mellinger, Jane Quairola, Mark Smith, 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 Comment Period #1

- Karl Landis, 246-248 N Railroad Street, was in attendance to learn if his request for a new driveway connection will be approved.

Consent Calendar

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

- a. Approve the minutes of the February 23, 2018 Borough Council meeting.
- b. Approve payment of all bills listed on the February 2018 Bill's List.

*Motion: To approve the consent calendar. Motion by Jane Quairola, second by Mark Smith.
Motion passed.*

Action Items

There were no Action Items.

Reports

- a. President's Report: President Shearer announced that the Citizens Fire Company #1 was holding a Blood Drive on March 24th from 9 Am to 1 PM.
- b. Financial Report:
 1. Financial Statement: Councilor Quairola asked about the Council & Mayor salary line item showing 31.52% of budget at the end of February. Mr. Powl indicated that he will research the financial records for an answer.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the February 2018 report.
- c. Fire Department: Chief Dugan reported that closing for the sale of the old fire station will take place on March 19, 2018.
- d. Library Report: Councilor Quairola provided a copy of the February report.
- e. Police Department: Mayor Carpenter highlighted current legislation in the Pennsylvania House of Representatives allowing municipal police departments to use radar. He indicated that no action is necessary.

President Shearer inquired how many applications have been received for the police officer vacancy. Chief Jasinski was unaware of the number.

Councilor Josh Holl asked staff to calculate any costs incurred by the Borough for the planned nationwide school walkout at the Palmyra Area Schools and provide him with the information.
- f. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month.
- g. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the February report. Councilor Shearer asked Mr. Powl to have the Public Works Crew work on Shellbark Alley south of South Ave when they have alley work scheduled again.

2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)
 - a. Municipal Building: Mr. Powl commented that he is waiting on Haller for a cost update and a project schedule for the HVAC system modifications.
 - b. 210 N. Forge Road: The Sales Agreement was executed. Settlement will be scheduled on or before April 30th.
 - c. 910 E. Broad Street: The Public Works Crew has been working to update the administrative office building at the old sewer plant to serve as their new office.
 - d. 40 E. Front Street: There was nothing new to report.
3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
 - a. Memorial Park Project Update: Ms. Pera informed the Park Committee that there is a need to meet to discuss several items regarding expectations of signs.

Mr. Powl remarked that the public works crew estimated they can finish paving the parking lot for \$27,000, including the rest of the walking trail. \$2,700 was budgeted this year to pave the remainder of the trail only.
 - b. Memorial Park Field Lighting: Mr. Powl indicated that further study of the electrical service and circuit breaker panels at the park revealed that a service upgrade for the lights is not necessary. He also stated that he is waiting for OSRAM/Sylvania to send their estimate for lighting at the park to compare to the Musco proposal.
4. Refuse & Recycling:
 - a. GLRA Board Report: A new Palmyra Borough representative is needed to serve on the GLRA Board to replace Brian Craig.
 - b. 47-49 E. Cherry Street - Dumpster Situation: Mr. Powl highlighted a problem regarding the dumpsters at this address. The property is a land-locked rental property that is bordered by Bethany United Church on the west, another rental unit along South Ave, and S. Chestnut Street on the east. As a result, the property owner has two 1-yard dumpsters that are located on the sidewalk on the S. Chestnut St side of the property. He also keeps several recycling cans in a corral behind the building, which is accessed only by descending stairs on the property. To collect these dumpsters, the Refuse Crew must physically move the dumpsters across the sidewalk and down over an 8-inch curb to get to the back of the refuse truck to be tipped and emptied. Superintendent Plouse explained to Mr. Powl that this is very dangerous and is an employee injury waiting to happen, and asked if there was any possibility of placing larger dumpsters on the street so that the dumpsters can be easily rolled to the back of the truck. The property owner would also like to maintain a larger refuse and recycling dumpster for his tenants because the existing dumpsters are always overflowing, Placing the dumpsters within the street right-of-way violates Chapter 314, Article V, of the Palmyra Code of Ordinances. Solicitor Cleary explained to Mr. Powl that Council can grant waivers for the placement of refuse/recycling dumpsters within a public right of way, but the Ordinance should specifically state that Council has this authority. If Council believes this to be the best solution, then the Ordinance should be updated for this purpose.

Council deliberated about possible resolutions to the problem and considered making a no parking zone that would enable an asphalt ramp to be placed against the S. Chestnut Street curb so the current dumpsters can be rolled into the street for collection, thereby eliminating the need for Borough refuse staff to lift them off the curb.

Mr. Powl will discuss this proposal with the Public Works Superintendent Plouse and try to ascertain if it is possible with the street width at this location.

5. Sewer System:

- a. ASK Additional Sewer Capacity Request – Cost of Additional Capacity from NLT: Mr. Powl informed Council that a meeting is scheduled with North Londonderry Township to discuss the cost of capacity at their sewer treatment plant to assign a value to the ASK request.

6. Sinkholes:

- a. 25 N. Franklin Street: Mr. Powl reported that he is waiting for a quick drainage area calculation from Rettew so that the correct sized pipes will be used to capture the water at N. Franklin Street and North Ave. and convey it to the Injection Well #3 at the intersection of Division Street & Hennessy Way.
- b. 150 W. Walnut Street: No change since filled. Staff continues to monitor this area.
- c. 223 S. Locust Street: (Palmyra Middle School Injection Well – ARM Group Proposal) Mr. Powl reported that he, Ms. Pera, the Public Works Superintendent, along with Dr. Seaton from ARM Group met with representatives of the Palmyra Area School District (PASD) to discuss their injection well. Dr. Seaton stated that the well is too shallow and is causing the sinkholes at this location. He recommended that a new well be located and the existing well be closed. The proposal for the geophysical testing is \$12,000.

Mr. Powl stated that the School Board agreed to cost share the expense at their March 8th meeting, but the percentage of cost share was not determined. Mr. Powl also told the PASD that he would bring the idea to Council of helping PASD get out of the injection well business in exchange for PASD agreeing to sign the DEP landowner agreement for the Ridge Road Park wetlands project. Council Mellinger suggested that PASD pay 100% for the cost of the geophysical study since there is little to no Borough stormwater flowing into the existing failing injection well on PASD property, it is causing the Borough sinkhole repair costs, and PASD needs an appropriate outlet for the additional stormwater associated with their proposed artificial turf athletic fields project.

Motion: To approve the proposal from the ARM Group to perform geophysical testing in the 200 Block of South Locust Street, not to exceed \$12,000, and expense the cost from Capital Reserve Budget Line Item #30.446.371 (Emergency Sinkhole Repairs) on the condition that PASD pays 100% of the cost or pending approval of the Borough's wetland project at Ridge Road Park. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.

7. Stormwater Management:

- a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl reported that the contractor is required to finish the project by May 30th. They have finished the installation of pipes and inlets to Maple Street and are now working in Plum Alley to connect to the inlets proposed along S. Lincoln Street.
- b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) There was nothing new to report.
- c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) The inlets were received. The public works crew is waiting for better weather to start installation.
- d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: There was nothing new to report.

- e. Stormwater Management System Phasing Plan:
 - Mr. Powl provided a copy of the \$5-million & \$3-million Loan Balance Report. Councilor Quairolì suggested that Council determine which project of the stormwater plan they feel should be next. President Shearer asked Mr. Powl to place this item on the next meeting agenda.
8. Street & Alley Maintenance: There was nothing new to report.
9. Traffic Signals: There was nothing new to report.
- h. Solicitor's Report: Solicitor Cleary did not have anything to report.
- i. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the February 2018 report.
 2. Zoning Hearing Board: (Hearings scheduled for the March 19th hearing date)
 - a. 300 S. Duke Street – Moyer:
 - Variance: Section 380-76.B(1) - Fences & Walls – to enable a 4-foot high fence to be installed in a front yard area versus the 3-foot high maximum required.

Council was opposed to the application but, did not take a position on the application.
 - b. A regular Zoning Hearing Board Member and Alternate Member are still needed for the Zoning Hearing Board.
- j. Borough Manager's Report:
 1. Sheetz – 811 E. Main Street – 50% Approval of the (\$5,618.45) Sewer Bill Credit Request: Mr. Powl informed Council that he spoke to a representative from Sheetz and they are unhappy with the 50% reimbursement. They believe they should be refunded the entire amount for the second water meter charges they received. Council remained steadfast in their decision.
 2. 3-Year Pension Audit Reports by Dept. of the Auditor General: Mr. Powl provided copies of the audit reports to Council. There were no findings.
 3. 246 N. Railroad St - PennDot Highway Occupancy Permit (HOP) Application - New Driveway: Mr. Karl Landis, property owner, explained the reason for the request to add a driveway to his property at this location. He must request approval from PennDOT because Railroad Street is a state road, but PennDOT requires a letter of awareness from the local municipality to accompany his application. Council discussed the request.

Motion: To authorize the Borough Manager to send the required "Letter of Awareness" to PennDOT in support of the new driveway connection proposal for 246 North Railroad Street. Motion by Jane Quairolì, second by Joe Templin. Motion passed.
 4. Macintosh Crossing Final Subdivision & Land Development Plan – Financial Security Reduction Request: Mr. Powl advised Council that the Borough Engineer inspected the Macintosh Crossing project and determined that the financial security can be reduced by \$151,550 to a new balance of \$163,850.00.

Motion: To approve the recommendation by the Borough Engineer to authorize a reduction in the amount of \$151,550.00 to the Subdivision and Land Development Bond # 6147800 for Macintosh Crossing Subdivision leaving a new outstanding financial security balance of \$163,850.00. Motion by Mark Smith, second by Jane Quairolì. Motion passed.

Communications

- a. Memo dated 2/23/18 from Mike Kuhn, Chairman, Lebanon County Tax Collection Committee, concerning an approved By-Laws amendment.
- b. 2018 Greater Lebanon Refuse Authority Refuse Report.

Other Business

There was no other business.

Public Comment Period #2

- Mike McNamara, 311 E. Cherry St, reported that stones are washing out under the steel plate covering a trench in the alley behind his property and is becoming dangerous. Mr. Powl will have the contractor take care of the issue.
- Barry Shellenhamer, 228 E. Cherry Street, stated that his refuse was not collected because the alley was blocked due to the construction in Plum Alley. Mr. Powl explained that the trash should be left out so that the Refuse Crew can check back and pick it up once the construction progresses past his property.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, March 27, 2018, and Tuesday, April 10, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairoli, second by Mark Smith. The meeting adjourned at 8:23 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager