

Palmyra Borough Council Meeting  
Tuesday, April 10, 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 Quairol, and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Mark Smith was absent from the meeting.

Public Comment Period #1

- Maddie Reed, 233 E. Hazel Street, inquired as to which roads were scheduled for paving this year; asked if a Memorial Park dedication ceremony was being planned, which lead to a brief discussion where Mayor Carpenter agreed to lead the dedication effort to possibly take place on Veterans Day weekend; she complained of the unsightliness of the rust bleeding through the paint on the bollards surrounding the Municipal Building; explained that there is broken glass near the concession stand at Memorial Park, and; asked if Palmyra Midget Football activities would return to Memorial Park this year.
- Greg Reed, 233 E. Hazel Street, asked how it is determined which roads are paved each year.
- The following individuals requested a no commercial parking sign be placed on their block:
  - Lisa Patt, 427 W. Maple Street
  - Sandra Pillsbury, 421 W. Maple Street
- Gerald Ricci, 201 S. Railroad Street, complained that the Chief of Police is unwilling to speak to him and the Mayor did not call him like he expected with an answer to his question.

Consent Calendar

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

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

*Motion: To approve the consent calendar. Motion by Jane Quairol, second by Carissa Mellinger. Motion passed.*

Action Items

- a. Resolution #2018-21 – Appoint Member to Zoning Hearing Board:

*Motion: To approve Resolution #2018-21, appointing Benjamin S. Miller as an alternate member of the Zoning Hearing Board, who shall serve new three (3) year term expiring December 31, 2020. Motion by Jane Quairol, second by Josh Holl. Motion passed.*

- b. Personnel – Public Works Department – Retain Full-Time Employee:

*Motion: To officially remove David C. Seesholtz and Dustin G. Forry from probationary status effective April 12, 2018 and to retain them as full-time employees for the Borough of Palmyra Public Works Department. Motion by Josh Holl, second by Carissa Mellinger.*

- c. Road Closure Request - 2018 Memorial Day Parade:

*Motion: To authorize the Palmyra Heritage Association to assemble and conduct the Palmyra Memorial Day Parade on Monday May 28, 2018 from 8:00 AM - 10:00 AM utilizing the following parade route:*

*Beginning at the Palmyra Area Middle School on West Cherry Street; south on S. Railroad Street; east on E. Maple Street; north on South Green Street; west on East Main Street; south on S. Locust Street, and; disbanding at the Palmyra Area Middle School.*

*Motion by Jane Quairol, second by Carissa Mellinger. Motion passed.*

- d. Amend Code of Ordinances – Enforcement of Right of Way Encroachments:
- Chapter 337 (Trees) - Add the following definition of “tree”: Any tree, shrub or other woody plant in or upon any public right-of-way within the Borough or that part of any tree, shrub or other woody plant which extends within the lines of any right-of-way within the Borough.
  - Chapter 314 (Streets and Sidewalks), Article V (Placement & Storage of Items Within Right-Of-Way) - add a prohibition of items which block or obstruct the right-of-way (including vegetation) except as specifically authorized.
- Motion: To authorize the Borough Solicitor to prepare and advertise an ordinance to amend Chapter 337 (Trees) and Chapter 314 (Streets & Sidewalks) to add language to enable the proper enforcement of encroachment into Borough owned public right-of-way by trees, shrubbery, and other vegetation. Motion by Jane Quairoli, second by Joe Templin. Motion passed.*
- e. Commercial No Parking Sign(s) – 400 Block W. Maple Street: Council agreed to have commercial no parking signs installed on this block.

### Reports

- a. President’s Report: President Shearer expressed her condolences on the passing of Bryan Hetrick.
- b. Financial Report:
1. Financial Statement: Mr. Powl provided a copy of the March 31, 2018 statements.
  2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the March report.
- c. Fire Department:
1. Andy Braden introduced Rev. Charles Walker to Council. Rev. Walker is the new Vice President of the Fire Department.
  2. Missy Gernert, Secretary of the Fire Department, presented the idea of an All-You-Can-Eat Crab & Beer Fundraiser. She asked Council if they would consider allowing the Fire Department to have the event at Memorial Park. Council would not waive the no alcohol restriction at the park, but the Fire Company was encouraged to call Dan Fogleman in North Londonderry Township to see if he would allow them to use his farm.
- d. Police Department: There was no report.
- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month.
- f. Public Works Department:
1. Superintendent's Monthly Report: Mr. Powl neglected to provide a copy of the March report and will send it to Council via e-mail.
  2. Borough Properties:
    - a. Municipal Building: Mr. Powl has been working with Haller to begin the re-work needed on the HVAC system.
    - b. 210 N. Forge Road: Mr. Powl commented that the public works staff has been working diligently to move out of this property and into 910 E. Broad St. The computers were moved on April 9<sup>th</sup>.
    - c. 910 E. Broad Street: The start of construction for the new building has been moved back due to the weather.
    - d. 40 E. Front Street: Mr. Powl received a request from a contractor to lease this space during a road construction project. Mr. Powl was amenable to the idea, but never heard back from the contractor.

3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
  - a. Memorial Park Project Update: Mr. Powl reported that staff, representatives from RETTEW, and the contractor met onsite to discuss reseeding the areas of the park where grass did not grow.
  - b. Memorial Park Field Lighting: Mr. Powl informed Council that the OSRAM representatives called last week for copies of the park plans. They should have a lighting plan to the Borough very soon.
4. Refuse & Recycling:
  - a. GLRA Board Report: A new Palmyra Borough representative is needed to serve on the GLRA Board to replace Brian Craig.
5. Sewer System:
  - a. ASK Additional Sewer Capacity Request: Mr. Powl commented that he is waiting for capacity cost calculations from North Londonderry Twp's Sanitary Sewer Engineer.
  - b. Sewer Lateral Repair: Mr. Powl reported that the sewer lateral at 126 S. Grant Street was crushed by the contractor installing storm water drain pipes for the new basin at the 300 block of East Cherry Street. The public works staff corrected the lateral problem so the contractor could continue moving forward with the project.
6. Sinkholes:
  - a. 25 N. Franklin Street: This project is waiting for the opportunity to install pipes to Injection Well #3.
  - b. 150 W. Walnut Street: The sinkhole is holding stable.
  - c. 223 S. Locust Street: The School District has contracted directly with ARM Group to identify a new injection well location.
7. Stormwater Management:
  - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: The Borough engineer does not believe the contractor will be able to complete the project by the May 30<sup>th</sup> deadline. However, he does not believe they will be too far past this date.

Mr. Powl provided a copy of a change order in the amount of \$51,620.00 from the contractor. The change order is needed to install drain pipes from the injection well in South Avenue to the new injection well on S. Harrison Street. The new injection wells are both needed to accept the water discharging from the new Cherry Street stormwater basin.

Mr. Powl indicated that the thought of utilizing the Public Works Crew to install the pipe was discussed, but it was determined that they are too busy with other projects in the Borough. The Borough engineer reviewed the change order and did not believe the unit pricing used to develop the change order cost to be unreasonable for the work to be conducted.

*Motion: To authorize the Borough Manager to execute the proposed change order, which has been reviewed and approved by the Borough Engineer, in the amount of \$51,620.00 for Ankiewicz Enterprises, Inc., 301 East Main Street, Tamaqua, PA to install storm water drainage pipes to the injection well located on S. Harrison Street. Motion by Jane Quairolì, second by Carissa Mellinger. Motion passed.*
  - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl reported that the Hershey Company continues to disagree with the Borough's plans for storm water improvements. He is continuing to try to get a meeting with all solicitors.
  - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) The installation of this system is waiting for the Public Works Crew to have an opportunity to start.

- d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl stated that neither the Borough, nor the Borough Engineer, has heard anything regarding the waiver request.
- e. Stormwater Management System Phasing Plan: The Borough engineer should have updated engineering cost estimates within a week.
- 8. Street & Alley Maintenance: Mr. Powl reported that the public works crew are repairing pot holes as time permits.
- 9. Traffic Signals: Councilor Holl reported that he sat through three light cycles on N. Railroad Street. Mr. Powl indicated that is not unusual because the lights were programmed to prioritize east / west traffic flow during rush hour periods.
- g. Solicitor's Report:
  - 1. Mr. Powl provided a copy of an email from the Solicitor stating enforcement of dog waste removal can be considered under the property maintenance ordinance. However, he cautioned Council that there really is no way to properly enforce this issue and any citations taken to court will more than likely be dismissed by the judge. Council asked Mr. Powl to proceed with enforcement efforts to handle this issue as best as possible with the understanding of all the possible variables to enforcement.
- h. Zoning & Codes Enforcement:
  - 1. Mr. Powl provided a copy of the Zoning Officer/Codes Enforcement Officer Report for March.
  - 2. Zoning Hearing Board: No Hearings are scheduled for the April 16<sup>th</sup> hearing date.
- i. Borough Manager's Report: Mr. Powl had nothing else to report.

#### Other Business

President Shearer reported a pothole at N. Penn Street & Main Street.

#### Public Comment Period #2

There was no public comment.

#### Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, April 24, 2018, and Tuesday, May 8, 2018 beginning at 7:00 PM.

#### Motion to Adjourn

*Motion to adjourn by Josh Holl, second by Jane Quairolì. The meeting adjourned at 8:24 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager