

Palmyra Borough Council Meeting
Tuesday May 8, 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, Carissa Mellinger, Jane Quairolì, Mark Smith, and Joe Templin. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Chief Stan Jasinski. Josh Holl and Mayor Carpenter were absent from the meeting.

Announcements

President Shearer announced that Borough Council held an executive session prior to tonight's Borough Council meeting to discuss personnel issues 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.

Public Comment Period #1

- Richard Lewis, 151 N. Franklin Street, was in attendance to request an ordinance requiring individuals to clean up after their pets on private property. Council advised Mr. Lewis that his issue is a civil complaint between him and his neighbors.
- William Logan, 323/325 E. Cherry Street, referenced an email he received from Mr. Powl regarding updates on the Cherry Street project. He questioned if he would have access to his garage in South Avenue when the drainage pipe is installed to the well on S. Harrison St.

Consent Calendar

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

- a. Approve the minutes of the April 24, 2018 Borough Council meeting.
- b. Approve payment of all bills listed on the April 2018 Bill's List.

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

Action Items

- a. Ordinance #784 – Regulating Obstructions in the Public Street Rights-of-Way:

Motion: To enact Ordinance #784, an ordinance amending the Code of Ordinances of the Borough of Palmyra to revise regulations relating to obstructions in the public street rights-of-way. Motion by Jane Quairolì, second by Mark Smith. Motion passed.

- b. Road Closure Request – Palmyra Scholastic Spring Sports Victory Parade(s):

Motion: To authorize the closure of the roads necessary to accommodate the following parade route for possible 2018 PIAA District & State Championships won by Palmyra boys lacrosse on Wednesday May 23rd and baseball on Thursday May 31st, each between 6:00 – 8:00 PM (depending on the time of the championships) utilizing the following parade route:

- *Parade Route: Beginning at the Middle School Front Circle; left onto W. Cherry St; right onto Horstick Ave; right onto Main St. (US422); right onto S. Green St.; right onto E. Maple St.; left onto S. Railroad St.; right onto W. Walnut St.; right onto S. Locust St., right on Cherry to Middle School front circle.*

Motion by Jane Quairolì, second by Mark Smith. Motion passed.

Reports

- a. President's Report: President Shearer did not have a report.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provide a copy of the April report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the April report. She also commented that out of the 14 properties approved by Council for Writ of Scire Facias in 2017, 2 are paid-in-full, 2 have payment arrangements and are meeting those payments, 4 made large payments and lowered the outstanding balance significantly, 3 are under additional review, and the final three will be recommended for Sheriff's Sale.
- c. Fire Department: Andy Braden was in attendance to request permission to place a shed on the municipal campus to house lawn mowers and their snow blower. The shed would sit next to the dumpster corral. Mr. Braden mentioned that the shed would be donated. Council had no issue with the shed, but advised Mr. Braden to work with the Zoning & Codes Officer to file a permit application.
- d. Police Department: Chief Jasinski had nothing to 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 provided a copy of the April report.
 2. Borough Properties:
 - a. 325 S. Railroad Street - Municipal Building: Mr. Powl reported that Haller has finished the HVAC update. The separation from the MDJ office took about a week and borough & MDJ staff are starting to experience more comfortable temperatures.
 - b. 910 E. Broad Street - Public Works Facility: Mr. Powl informed Council that the Crew has removed the pine trees that were in the way of the new building area. The first building meeting was held to discuss the plan and any adjustments to the building. Excavation is scheduled to begin within the next week or so. The new building is scheduled for delivery by the end of next week as well.
 - c. 40 E. Front Street - Vacant Lot: There is nothing new to report.
 - d. Mr. Powl mentioned that he removed 210 N Forge St from the agenda because the property has been sold. Settlement took place on April 30th and the \$300,000 check has been deposited as stipulated in the Budget.
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
 - a. Memorial Park Project Update: Ms. Pera informed Council that she received a quote for all signs except the main entrance sign. The quote received totaled \$1,000. She also mentioned that she received prices for benches, litter receptacles, and picnic tables to be submitted to the Bowman Trust for approval. In addition, Ms. Pera is seeking proposals for updates to the kitchen facility and band shell. These structures have been infested with carpenter bees and need aluminum soffit and fascia board around the perimeter. She will also be seeking an estimate from a painter for the inside of the pavilion as well as an electrician for some security lighting around the buildings and walking trail. These proposals will also be submitted to the Bowman Trust for funding consideration.
 - b. Memorial Park Field Lighting: Mr. Powl stated that he has not received a quote from OSRAM Sylvania but, expects one to be forthcoming very soon. He also requested advice from OSRAM Sylvania on placement of lighting for the walking trail.

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 reported that he spoke with North Londonderry Township and the capacity cost calculations have been completed. Staff should be meeting with NLT in the very near future.
6. Sinkholes: Mr. Powl reported that all sinkholes are stable at present and are still being monitored.
 - a. 25 N. Franklin Street:
 - b. 150 W. Walnut Street:
 - c. 223 S. Locust Street:
7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl displayed the plan for the new detention basin on the projector screen and pointed everyone's attention to the 4'X4' concrete outlet structure designed for the northeast corner of the basin. He explained that all the water leaving the new basin will be leaving through this outlet structure to the pipes leading to the new injection wells. Mr. Powl then displayed a photograph of the outlet structure as it is currently being installed by the contractor. The photograph shows that the outlet structure was made with a large section of the corner missing to accommodate the 24-inch pipe to be installed into the outlet structure at an approximate 45-degree angle. Mr. Powl explained that Public Works Superintendent Plouse raised concerns that the outlet structure will never be able to be made completely watertight, which is a huge concern at this location. Mr. Powl explained that the engineers at ARM Group explained to him that the outlet structure was supposed to be made so that there was a water tight boot in the sidewall of the outlet structure for the pipe to fit into it at an angle. The contractor explained that the engineering design was impossible to achieve for the angle shown on the plan but, they failed to submit the required shop drawings to the engineer for approval by the engineer prior to having the outlet structure manufactured. Mr. Powl explained that two solutions are available to fix the problem. Option #1 is to allow the contractor to place a water tight rubber boot around the pipe as it exists and then build formwork on the inside and outside of the outlet structure to enable fresh concrete to be poured into the formwork and around the pipe to make the existing structure structurally sound and water tight. Option #2 is to have the contractor order a completely new structure containing the water tight pipe boot, remove the existing structure, and then install the new outlet structure rotated in a fashion so that the pipe can enter the outlet structure at a right angle to the sidewall of the new outlet structure. The field modification described in Option #1 may take 3-5 working days. Option #2, may delay the project by as much as 6-weeks due to the wait for the new structure to be manufactured. Council discussed the options and decided that a 6-week delay is worth the wait to ensure a proper and water tight job since this outlet structure is situated directly over the epicenter of the original sinkhole location, and no water leaks can be afforded. Mr. Powl explained that he would notify the Cherry Street residents of this new unanticipated delay.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl informed Council that he mailed their letter to Michele Buck, CEO of The Hershey Company, but has not received a response yet.
 - c. Shellbark Alley Drainage System - New Injection Wells: to the rear of 138 N. Chestnut St) This project is on hold until the Public Works Crew can work this job into their schedule.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl commented that no decisions have been made by DEP on the waiver request. He also

updated Council on the federal floodplain map update project currently underway by FEMA. Mr. Powl received a response to his argument that Spring Creek does not run through the southwest corner of the Borough. The response comment denoted that the draft floodplain data should not be revised based on the submittal data.

The response was received the day after a 1-inch rain event, so Mr. Powl walked the area in question taking photos of small puddles of standing water sporadically throughout the area, but there was no evidence of a running creek. He shared these updated photos with FEMA, but has not heard anything from their office.

- e. Stormwater Management System Phasing Plan: Updated Engineering Cost Estimates were provided to Council for their review. Council asked Mr. Powl to have RETTEW begin looking at how much additional water can be added to the basin at Memorial Park from the E. Spruce St & N. Chestnut St intersection.
8. Street & Alley Maintenance: Mr. Powl had nothing to report.
9. Traffic Signals: Mr. Powl had nothing to report.
- g. Solicitor's Report: Solicitor Cleary is preparing a response at the request of Mr. Powl to Sheetz, who is still not satisfied with Council's decision to provide a 50% credit on disputed sewer billing.
- h. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: (04/01/18 – 04/30/18)
 2. Zoning Hearing Board: (No Hearings scheduled for the May 21st hearing date)
- i. Borough Manager's Report:
 1. Municipal Bond Refinance: Mr. Powl received the necessary paperwork for the Borough to receive a bond rating. He will be completing that as the initial steps to a bond refinance.
 2. CGI Communications – 2018 Community Video: CGI Communication works in cooperation with local municipalities to create welcome videos for municipal websites. There is no cost to the municipality, however, CGI will solicit financial support from the local businesses. Council reviewed the literature that was provided and agreed not to pursue this idea.

Communications

- a. Letter dated 4/30/18 from the Palmyra Congregation of Jehovah's Witnesses.

Other Business

There was no other business.

Public Comment Period #2:

- Mr. Logan asked if Cherry Street will be reprofiled when repaved to stop the flow of water down the unnamed alley beside his property and flooding his garage.
- Barry Powell, 41 N. Franklin Street, inquired whether there will be a grand opening ceremony for Memorial Park, complained about the length of time E. Cherry Street has taken, and complained about the length of time to fix the injection well/sinkhole on N. Franklin Street.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, May 22, 2018, and Tuesday, June 12, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Mark Smith, second by Don Barry. The meeting adjourned at 8:08 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager