

Palmyra Borough Council Meeting
 Tuesday, June 27, 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 Beth Shearer, Brian Craig, Josh Holl, Carissa Mellinger, Jane Quairoli and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera.

Special Visitors

- a. Jim Koontz and Brian Marchuck of Brown Shultz Sheridan & Fritz Certified Public Accountants were present to discuss the 2016 Audit report.

Public Comments

- Greg Reed, 233 E. Hazel St, inquired about the amount of debt owed to North Londonderry Township based off the information shared by the auditors.
- Maddie Reed, 233 E. Hazel St, asked why the 6’ fence at the 300 block of E. Cherry St isn’t in place and what is the schedule for repairs; inquired if W Oak Street is going to be paved; creating a park on the lot next to the Borough building that the Library will not be using; wanted an explanation for the no trespassing signs at Fireman’s Park, and stated the banners throughout the downtown business district are in disrepair and should either be replaced or removed.
- Shellie Reigle, 716 N. Chestnut St, wanted an update on Fireman’s Park and asked if the property that the Firehouse is on was probed for sinkholes prior to building.
- Mike McNamara, 311 E. Cherry St, inquired about the location for the 6’ fence around the 300 Block of E. Cherry Street.
- Justin Flocken, 121 N. Prince St, reported that a 4” line of grass in his beauty strip was killed by the weed sprayer on the street sweeper and he wants the grass repaired.
- Jael Wolf, 301 E. Cherry St, inquired about the length of fence required at the 300 block of E. Cherry St.

Consent Calendar

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

- a. Approve the minutes of the June 13, 2017 Borough Council meeting.
 b. Approve the Treasurer’s Report for the period May 1 through May 31, 2017:

| | General Fund | Sewer Fund | Refuse Fund | Capital Reserve Fund | Special Sewer Fund | Liquid Fuels Fund |
|--------------|--------------|------------|-------------|----------------------|--------------------|-------------------|
| YTD Revenue | \$2,052,479 | \$620,580 | \$407,137 | \$1,092 | \$92,169 | \$223,609 |
| YTD Expenses | \$1,301,348 | \$639,945 | \$431,065 | \$428,059 | \$34,761 | \$1,700 |
| Difference | \$751,131 | \$(19,365) | \$(23,646) | \$(426,967) | \$57,408 | \$221,909 |
| Fund Balance | \$2,385,297 | \$522,544 | \$241,100 | \$857,492 | \$2,315,421 | \$542,872 |

| | Library Fund | Police Health Care Fund | Town Square Reserve Fund | Joint Fire Apparatus Fund | Cemetery Fund |
|--------------|--------------|-------------------------|--------------------------|---------------------------|---------------|
| YTD Revenue | \$26,709 | \$43,848 | \$5 | \$293 | \$622 |
| YTD Expenses | \$22,000 | \$19,264 | \$0 | \$0 | \$0 |
| Difference | \$4,714 | \$24,584 | \$5 | \$293 | \$622 |
| Fund Balance | \$5,317 | \$196,183 | \$4,739 | \$283,312 | \$40,992 |

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

Action Items

- a. Road Closure Request – Palmyra United Christian Church – Vacation Bible School Kick-Off Night:

Motion: To authorize the closure of Division St from N. Railroad St to N. Chestnut St, and Hamilton Alley between E. Broad St and Arch St on Saturday July 15th from 4:00 PM – 7:30 PM for the Palmyra United Christian Church to host their Vacation Bible School Kick-Off Night. Motion by Jane Quairolì, second by Beth Shearer. Motion passed.

- b. Resolution #2017-17 – Amend 2017 Fee Resolution:

Motion: To approve Resolution #2017-17, a resolution amending Resolution 2017-15, which establishes fees for various Borough services, permits, inspections, licensing, subdivision & land development plans, and stormwater management plans. Motion by Jane Quairolì, second by Mark Smith. Motion passed.

- c. Resolution #2017-18 – Appoint Michelle Bowman as Zoning Officer/Codes Enforcement Officer:

Motion: To approve Resolution 2017-18, a resolution appointing Michelle A. Bowman as the Zoning Officer/Codes Enforcement Officer. Motion by Beth Shearer, second by Joe Templin. Motion passed 6-1 with Jane Quairolì voting against the motion.

- d. Motel Issues: Council continued discussion from the last meeting on whether an Ordinance update is desired to better regulate Hotels, Motels, & Inns located in the Borough. They agreed that there is a need to start cleaning up some of the current establishments in the Borough. Council liked the Borough of Media ordinance sample but, want to exempt Bed & Breakfasts or Air BnB’s in the new ordinance. A definition for Air BnB should be added if an Air BnB is not classified the same as a regular Bed & Breakfast. Councilor Craig asked to consult with the Solicitor to determine if a provision could be added to require proof of trash hauler service upon request, or if this would be better suited with a corresponding amendment to the solid waste ordinance. Councilor Quairolì asked that exemption language be added to Section 185-10 so that minor children do not count toward the maximum room occupancy. Council also asked that the enforcement of the ordinance be the responsibility of the Codes Enforcement Officer, and that permits be issued by the Borough Manager “and/or his/her assigned.”

Motion: To authorize the Solicitor to prepare a draft ordinance regulating hotels and motels in the Borough using the sample ordinance from the Borough of Media, and including all suggested changes as discussed during tonight’s meeting. Motion by Mark Smith, second by Jane Quairolì. Motion passed.

Reports

- a. President's Report: President Smith thanked Ms. Pera for installing the engraved pavers at Fireman's Park. He also inquired if the Borough received any additional information from the VA about the cemetery. Ms. Pera commented that she pulled rules and regulations from area cemeteries to review headstone policies, but has not reached out to the VA for any information. She also reported that Mr. Long, area historian, provided a notebook of information regarding all the individuals buried at the cemetery. She has not had an opportunity to review the notebook.
- b. Fire Department:
 1. New Firehouse Update: Mr. Powl reported that the contractor's insurance company will cover 40-55% of the costs to repair the sinkhole back to the original status. An analysis determined that enough money remains in the construction loan so that any improvements being made outside of the original design plan can be covered in the overall cost of the project. Repairs are expected to begin after the July 4th holiday.
- c. Library Board Report: Councilor Quairoli provided a copy of the June 2017 report.
- d. Police Department: Mayor Carpenter provided a copy of the June 2017 report. He also reported that the Borough received one applicant for the Civil Service test.
- e. Recreation Commission Report: Councilor Quairoli provided a copy of the June 2017 report.
- f. Solicitor's Report: Solicitor Cleary
 1. Ridge Road Park Wetlands Easement Agreement with Palmyra Area School District: Mr. Powl provided a copy of the proposed agreement. He reported that the Borough will need to construct an access road to the wetland site and the agreement states the Borough will construct and maintain the road access. The agreement does not require the access road to be paved, but that could be a requirement. RETTEW is putting together a price to pave the access road just in case "paving" becomes a requirement of the agreement.
 2. N. Duke St. & E. Arch Street - Public Dedication Status Update: Mr. Powl had nothing new to report.
- g. Zoning Hearing Board: Mr. Powl reported that the Board approved the following application:
 1. 901 E. Main Street – Palmyra Shopping Center (Bartush Signs):
 - Variance of Section 380 – Attachment 7 (100 square feet maximum permitted sign area) granted to allow an additional 20 square feet to the existing Shopping center sign containing 115 square feet in the Highway Commercial (HC) District.
- h. Borough Manager's Report:
 1. Phase A Stormwater System – ShadowStone/Ridge Road Park Wetlands Project: Mr. Powl mentioned that the latest update on this topic was already discussed under the Solicitor's Report.
 2. Injection Well #1 Relocation Project (at Palmyra Memorial (Fireman's) Park): The Public Works staff began the installation of the storm pipe from the detention basin to the injection well. Unfortunately, they ran into rock and will need to rent equipment with a breaker before proceeding any further.
 3. 300 Block E. Cherry Street Sinkhole Repair & Stormwater Management: Mr. Powl reported that the Borough Engineer has the plans ready for bid and provided a schedule for the project. The final paving of Cherry Street will need to wait until 2018, but the street should be ready to be opened to traffic for the winter season. Council should be able to act on the bid results at the July 25th meeting.
 4. Shellbark Alley New Injection Well Project: (to the rear of 138 N. Chestnut St) – Mr. Powl mentioned that the final design for the inlets and pipes are almost finished. The inlets can be ordered and installed by the Public Works Crew when time permits.

5. East Oak Street & South Forge Road Vertical Re-Alignment & Paving Project: The Borough Engineer is working on the final design and bid documents for this project.
6. Heritage Park Basketball Court Resurfacing: Mr. Powl reported that the Borough received a check in the amount of \$5,500 from the Encounter Church to cover the costs of resurfacing. He mentioned that the weather put Brenneman & Sons behind schedule, but they should be available to resurface the court in the next couple of weeks.
7. Turkey Hill – 100 W. Main St – Liquor License Transfer Request: (July 25th Public Hearing) Mr. Powl commented that a request for a liquor license transfer has been received and Turkey Hill representatives will be at the July 25th meeting to outline their plan at the required advertised public hearing.
8. Palmstown Manor – Speed Hump Request for South Ave: (PennDOT Traffic Calming Manual) – Mr. Powl informed Council that the owner of the Palmstown Manor is requesting a speed hump in South Avenue between the Palmstown Manor and their parking lot. The owner complained that one of the employees was almost hit while crossing the alley. Mr. Powl provided a copy of the approved PennDOT speed humps from the PA Traffic Calming Handbook, showing the associated required signage and road markings. Mr. Powl also indicated that a traffic study would most likely be necessary to support the installation of speed humps.

Council agreed to consider the request if the property owner provides information from an engineering traffic study warranting the speed hump.
9. Mr. Powl reported that staff met with the architect to discuss the bids for the new public works garage building. He mentioned that a representative from Woodland Contractors, Inc. was also in attendance to assist the architects in reworking the plans to reduce the overall costs of the project so that it can be re-bid.

Other Business

There was no other business.

Announcement

Borough Council will conduct a public meeting on Tuesday, July 11, 2017 and on Tuesday, July 25, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairola, second by Beth Shearer. The meeting adjourned at 8:51 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager