

Palmyra Borough Council Meeting
Tuesday, August 8, 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, Jane Quairola and Joe Templin. Also in attendance were Mayor Fred Carpenter, Police Chief Stan Jasinski, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Carissa Mellinger was absent from the meeting.

Public Comments

- Don Barry, 711 N. Grant St, was in attendance to complain about the condition of his alley.
- Lisa Patt, 427 W. Maple St, informed Council that there is a truck with a refrigeration unit parking on W. Maple St and leaving the unit running all night and is a nuisance. Council asked for a commercial no parking sign to be installed in that block.

Consent Calendar

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

- a. Approve the minutes of the July 25, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the July 2017 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairola, second by Joe Templin. Motion passed.

Action & Discussion Items

- a. Road Closure Request - Palmyra Area High School Annual Homecoming Parade:

Motion: To authorize the closure of the roads necessary to accommodate the annual Palmyra High School Homecoming Parade on Friday October 6, 2017 from 6:00 - 6:35 p.m. (with a rain date of Monday October 9, 2017) for the following parade route: Beginning in front of the Palmyra Middle School on W. Cherry St, proceeding east on E. Cherry St., turning right onto S. Lincoln St., turning right onto E. Oak St., turning left onto S. Railroad St., turning right onto W. Walnut St., turning right onto S. Locust St, and terminating at the rear of the Palmyra Middle School. Motion by Beth Shearer, second by Jane Quairola. Motion passed.

- b. Road Closure Request - Palmyra Area High School Band Spirit Parade:

Motion: To authorize the closure of S. Railroad St, from Park Drive to Walnut St, and W. Walnut St, from S. Railroad St to S. Bowman Ave, on Friday October 20, 2017 beginning at 5:40 p.m. in order for the Palmyra Area High School Band to conduct a "Spirit Parade" before the final home football game of the season. Motion by Beth Shearer, second by Jane Quairola. Motion passed.

- c. Bid Award – East Oak Street Reconstruction Project:

Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Ankiewicz Enterprises, Inc., 301 East Main Street, Tamaqua, PA in the amount of \$75,312.50 for the reconstruction of East Oak Street between S. Forge Road and the unnamed north/south alley to the west. Motion by Joe Templin. The motion died for a lack of a second.

Motion: To reject all bids. Motion by Jane Quairola, second by Beth Shearer. President Smith called for a roll call vote.

<i>Brian Craig</i>	-	<i>Yes</i>
<i>Josh Holl</i>	-	<i>Yes</i>
<i>Jane Quairol</i>	-	<i>Yes</i>
<i>Beth Shearer</i>	-	<i>Yes</i>
<i>Joe Templin</i>	-	<i>No</i>
<i>Mark Smith</i>	-	<i>No</i>

The motion passed by a 4-2 votes and all bids were rejected.

d. Bid Award – E. Cherry Street & S. Grant Street Stormwater Basin & Road Restoration Project:

Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Ankiewicz Enterprises, Inc., 301 East Main Street, Tamaqua, PA in the amount of \$439,224.00 for the construction of a new stormwater detention basin and collection system at the 300 Block of E. Cherry St., and reconstruction of E. Cherry Street, between S. Grant St and an un-named north/south alley to the east, and South Grant Street, between E. Cherry St. and Plum Alley. Motion by Jane Quairol, second by Beth Shearer. Motion passed.

e. Resolution #2017-22 - Auditor Appointment for 2017 Audit:

Motion: To approve Resolution #2017-22, a resolution appointing Brown, Schultz, Sheridan & Fritz to perform the annual Audit for year ending December 31, 2017 for a fee not to exceed \$14,350. Motion by Mark Smith, second by Jane Quairol. Motion passed.

f. Resolution #2017-23 – WLCREMA Emergency Operations Plan Update:

Motion: To approve Resolution #2017-23, a resolution approving an update to the Emergency Operations Plan (EOP) for the Western Lebanon County Regional Emergency Management Agency. Motion by Jane Quairol, second by Beth Shearer. Motion passed.

Reports

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

b. Financial Report:

1. Financial Statement: Mr. Powl provided a copy of the July 31, 2017 report.
2. Delinquent Sewer & Refuse Account Report: Ms. Pera reported that the delinquent numbers have increased due to July being one of the quarterly billing months.

c. Fire Department:

1. New Firehouse Update: Councilor Holl reported that the Fire Company received their occupancy permit and will move into and begin working out of the new fire house on August 14th. The old fire house is still up for sale.

d. Police Department:

1. Civil Service Test Update: Chief Jasinski reported that there are four names on the list. Councilor Holl asked if background checks have been completed for the candidates and Chief Jasinski responded that since there are no current vacancies in the department, they will not be conducting background investigations.
2. Pharmaceutical Collection Box: Council discussed the recent decision of Chief Jasinski to remove the medicine collection box from the Police Department waiting room. His decision was based upon the new Lebanon County policy that would require the Palmyra police officers to

transport the contents to the Lebanon County courthouse and his perception of a medicine smell emanating from the box that could be unsafe to police personnel.

Mr. Powl inquired about the number of other collection boxes in Lebanon County police departments and why those drop boxes are considered safe but, Palmyra's is not considered safe? Chief Jasinski said he gets paid to ensure the safety of his officers, and is not concerned with other departments in Lebanon County.

Ms. Pera asked Council what they want the Borough Administration office to do with any medicine left in the building after-hours drop box if the medicine collection box is removed. After lengthy conversation, Council asked Mr. Powl to determine if the after-hours drop box can be retrofitted to receive envelopes only to eliminate the possibility of residents dropping medications in the box. Council will discuss this further at the next meeting.

e. Planning Commission - Subdivision & Land Development Plans: Borough Manager Powl

1. Patel Final Subdivision Plan – 201-203 N. Lincoln Street:

Mr. Powl explained that the plan engineer suffered a series of serious health issues that resulted in the delays on this plan, and this should be the final time extension necessary to complete the plan.

Motion: To approve the recommendation made by the Planning Commission to grant a 61-day extension of time, expiring October 24, 2017, for the review of the Patel Final Subdivision Plan. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

f. Public Works Department: Borough Manager Powl

1. Superintendent's Monthly Report: Mr. Powl provided a copy of the July 2017 report.

2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)

a. Municipal Building: HVAC Re-Work & Police Fume Hood Ductwork: Mr. Powl reported that the fume hood ductwork was installed in the police processing room. He also reported that he is still waiting for information from Beers & Hoffman regarding the HVAC system corrections.

b. New Public Works Garage Building: Mr. Powl reported that he is still waiting for information from Beers & Hoffman regarding the new public works garage.

c. Sale of 40 E. Front Street: The sale of the property has been advertised. Bids are due on August 18th at 4:30 PM.

3. Parks: (Heritage Park, Palmyra Memorial (Fireman's) Park, and Southeast Park)

a. DCNR Grant - Fireman's Park Project Update: Ms. Pera reported that the storm water pipe is from the detention basin to the injection well has been completed. The contractor has installed the new water supply line and began dressing the pipe line area with top soil. Staff met with Custer Excavating to develop a plan for the excess fill on site. Mr. Custer will be working on costs for moving the fill.

b. Heritage Park Basketball Court Resurfacing: Mr. Powl reported that he has been trying to contact the contractor to learn when the court will be resurfaced, but contractor has not responded. He suspects school work is being done now before school starts and they will get to us after school starts. The Encounter Church group was onsite every day last week to clean up and make improvements to the park. Mr. Powl said their efforts have really improved the park.

4. Refuse & Recycling:
 - a. GLRA Board Report: Councilor Craig provided a copy of the July report.
5. Sewer System: There was nothing new to report.
6. Sinkholes:
 - a. Shellbark Alley Drain – New Injection Wells: (to the rear of 138 N. Chestnut St) – ARM Groups is still working on the final plans for linking the injection wells together.
 - b. 140 S. Center Ave: Mr. Powl reported that this area is holding and has not shown any signs of further settlement. The property owner will need to replace the curb and sidewalk and the Borough crew will restore the road.
7. Stormwater Management:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St Detention Basin & Restoration Project: Council just awarded the bid for this project. There is nothing new to report.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) – Mr. Powl announced that DEP approved a one-year extension to the grant. RETTEW is working on a map exhibit to show where the Borough’s responsibility for the stone lane starts and stops for maintenance and any future paving. This will be forwarded to the Solicitor for inclusion in the agreement between the Borough and School District.
 - c. Injection Well #1 (Spruce & Chestnut Street) Relocation Project Status Update: Mr. Powl announced that this project is completed and he will be removing this item from future agendas.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl commented that Representative Frank Ryan and Senator Mike Folmer have written letters of support for the Borough’s waiver request.
8. Street & Alley Maintenance:
 - a. West Oak Street Re-Paving: This project is on hold until the completion of other projects.
 - b. East Oak Street & Forge Road Vertical Realignment Project: Borough Council rejected all the bids for this project earlier in this meeting.
9. Traffic Signals: There was nothing new to report.
- g. Solicitor’s Report: Solicitor Cleary recorded the agreement between the Borough and Cedar Palmyra Shopping Center. The property owners need to provide survey data so that those portions of Arch & Duke Street can be dedicated by ordinance.
- h. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer – Mr. Powl provided a copy of the July 2017 report.
 2. Zoning Hearing Board: Mr. Powl outlined the following hearings scheduled for August 21st beginning at 5:30 PM:
 - a. 42 S. Lingle Ave – Robert Kettering:
 - Variance Sec. 380-15.B (Permitted Uses) – To construct 3-unit dwelling.
 - Variance Sec. 380-38.I (Required Parking Spaces)

- b. 50 W. Cherry Street – Palmyra Area School District:
 - Variance Sec. 380-14.G (Area & Design Requirements within the Low Density Residential Zone) – Proposing maximum impervious coverage of 40%. 35% is the maximum permitted.
- c. 103 N. College Street – Penn Equity Associates, Inc.:
 - Variance Sec. 380-19.B (Permitted Uses) – convert existing Jubilee Ministries building into apartments.
 - Variance Sec. 380-38.I (Required Parking Spaces) – Proposing 1 space for 1-bedroom units, and 1.5 spaces for 2-bedroom units. 3 spaces per unit are required.

Council opted not to take a position for the three hearings. However, they did express their concern for the lack of required parking spaces on the 103 N. College Street application and asked Mr. Powl to bring their concerns to the Zoning Hearing Board.

- i. Borough Manager’s Report:
 1. Ordinance #778 – Hotels, Motels & Inns: Mr. Powl reported that the ordinance was advertised for action at the 8/22/17 meeting.
 2. Mr. Powl commented that the Zoning Officer has a property that is non-responsive to their Notice of Violation and the Borough will need to move to the next step in filing for a hearing before the Magisterial District Judge.

Motion: To authorize the Borough Solicitor to file a civil enforcement action against Michelle C. & William Bell, Jr. for zoning ordinance violations at 650 N. Chestnut Street as set forth in a Notice of Violation dated June 26, 2017. Motion by Jane Quairolì, second by Mark Smith. Motion passed.

Other Business

- Councilor Shearer reminded Council of the Miss Pennsylvania Meet & Greet event on August 17th from 6-8 PM at the municipal building.
- Councilor Quairolì inquired if the Liquid Fuels audit had been finalized. Mr. Powl responded that he is still waiting for the final report.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, August 22, 2017 and on Tuesday, September 12, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairolì, second by Beth Shearer. The meeting adjourned at 8:32 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager