

Palmyra Borough Council Meeting
Tuesday, September 12, 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, 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. Brian Craig was absent from the meeting.

Public Comments

- Maddie Reed, 233 E. Hazel Street, inquired about the status of the E. Cherry Street project. She also asked Council to consider making the first block of S. Locust Street one-way, or not allow parking on both sides of the street because it is too narrow.

Consent Calendar

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

- a. Approve the minutes of the August 22, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the August 2017 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

Action & Discussion Items

- a. Palmyra Area School District Final Land Development Plan – Middle School Addition/Renovations: Kevin McGarvey of Evans Engineering and Darcy Brenner-Smith, Palmyra Area School District Director of Business Affairs, were present to discuss the renovation plan. Mr. McGarvey explained that the plan recently received a variance from the Palmyra Zoning Hearing Board for maximum impervious surface coverage to permit 40% coverage where 35% was the maximum allowed. He also explained several waivers approved by the Palmyra Planning Commission and that no DEP NPDES Permit is required for the project. He explained that the remaining Borough Engineer & Solicitor comments are administrative in nature, which should be taken care of quickly to enable construction to start in November as scheduled.

Motion: To grant approval of the Palmyra Area School District Final Land Development Plan for the Middle School Addition and Renovations, contingent upon the satisfaction of all remaining review comments contained in review letters from the Borough Engineer and Borough Solicitor. Motion by Mark Smith, second by Jane Quairoli. Motion passed.

- b. Road Closure Request – 2017 Palmyra Christmas Parade:

Motion: To authorize the Palmyra Area Heritage Association (PAHA) to implement the following road closures necessary for the 2017 Palmyra Christmas Parade to be held on Saturday November 11, 2017 from 10:30 AM – approximately 2:00 PM.:

*Parade Staging from 10:00 AM-2:00 PM: Close S. Railroad Street from Main Street to E. Maple Street, and W. Cherry Street from S. Railroad Street to Mark Street, and:
Parade Route: Beginning at 12:00 Noon at S. Railroad Street and E. Maple St. the parade will proceed East on E. Maple St.; turning North onto S. Green Street; turning West onto E. Main Street; turning South onto S. Horstick Ave., turning East onto W. Cherry St., and disbanding at the Palmyra Middle School at approximately 2:00 PM.*

Motion by Mark Smith, second by Josh Holl. Motion passed

c. Trick-Or-Treat Night:

Motion: Upon recommendation from the Palmyra Police Chief, and the Lebanon County Police Chief's Association, Trick-Or-Treat Night shall be held in the Borough on Tuesday October 31st from 6-8 PM (with a rain date of Wednesday November 1st from 6-8 PM) in conjunction with Countywide Trick-Or-Treat Night. Motion by Jane Quairolì, second by Carissa Mellinger. Motion passed.

d. 2018 Minimum Municipal Obligation (MMO) for Pension Funding:

1. Uniformed (Police) Pension Plan: 2017 MMO = \$57,892
2. Non-Uniformed Pension Plan: 2017 MMO = \$279,252

Motion: To approve the Uniformed and Non-Uniformed Minimum Municipal Obligation for pension plan funding for the 2018 budget year. Motion by Jane Quairolì, second by Mark Smith. Motion passed

e. Resolution #2017-24 - Police Pension Plan Employee Contributions:

Motion: To approve Resolution #2017-24, a resolution reducing the required 5% employee contributions to 2.7% for the Police Pension Plan for calendar year 2018. Motion by Jane Quairolì, second by Joe Templin. Motion passed.

f. 2017-18 PennDot Winter Maintenance Agreement:

Motion: To approve the 2017-2018 PennDot Winter Service Agreement in the amount of \$9,010.12 for the winter maintenance of 8.98 lane miles of State owned roadways located within the Borough. Motion by Mark Smith, second by Beth Shearer. Motion passed.

g. Public Works – Refuse/Recycling Collection Crew - Probation Period:

Motion: To officially remove Keith A. Harris from probationary status effective August 19, 2017 and to retain him as a full-time employee for the Borough of Palmyra Public Works Department. Motion by Jane Quairolì, second by Joe Templin. Motion passed.

Reports

a. President's Report: President Smith commented that Miss Pennsylvania, Katie Schreckengast, represented Palmyra and Pennsylvania very well in the 2018 Miss America pageant. He also announced that Council will be meeting in an executive session after this meeting.

b. Financial Report:

1. Financial Statement: Mr. Powl provided a copy of the August 31, 2017 report. There were no questions.
2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the August 2017 report. Council thanked staff for their efforts on reducing the overall amounts.

c. Fire Department:

1. New Firehouse Update: Councilor Holl reported that the move into the new building went smoothly and the volunteers are loving the new space. He also reported that there have been some parking issues during home football games but, that should be taken care of with signage that hasn't been installed yet.
2. Sale of Floor Scrubber Machine to Fire Department: Mr. Powl informed Council that the Borough purchased a floor scrubber for the new building when the cleaning person was a part-

time Borough employee. Since then, the Borough is contracting the janitorial service and the floor scrubber is not being used. The fire department indicated their interest in purchasing the scrubber to use on the floors in the fire house. They offered to purchase the scrubber for \$1,500.

Council considered the idea and decided to donate the scrubber to the department.

Motion: To authorize the donation of the Viper Fang 18C floor scrubber to Citizens Fire Co. No. 1. Motion by Jane Quairola, second by Mark Smith. Motion passed with Councilor Holl asking to abstain from the vote due to his membership in the fire department.

d. Police Department:

1. Civil Service Test Update: Chief Jasinski informed Council that Officer Dojka's last day is September 14th. He requested Council to authorize moving forward with the Civil Service Commission to fill the vacancy.

Motion: To move forward in filling the police vacancy by creating an eligibility list. Motion by Jane Quairola, second by Beth Shearer. Motion passed.

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

1. Patel Final Subdivision Plan – 201-203 N. Lincoln Street: The plan is still being reviewed by the Planning Commission. The Commission is scheduled to act on the plan in October.

f. Public Works Department: Borough Manager Powl

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

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

- a. Municipal Building: Beers & Hoffman (B&HA) HVAC Repair Proposal: Mr. Powl reported that B&HA refused the 80/20% split counter offer proposed by Council at the last meeting for repairing the HVAC system. They can only agree to the 50/50% split offered previously.

Motion: To accept the 50/50% agreement with Beers & Hoffman Architects for the repair of the HVAC system. Motion by Jane Quairola, second by Mark Smith. Motion passed.

- b. 910 E. Broad Street: New Public Works Garage Building: Mr. Powl informed Council that B&HA need to get moving on the plans for the garage. Council discussed the costs of the building with Mayor Carpenter voicing his concern for the costs. Mayor Carpenter also accused Mr. Powl and Ms. Pera of trying to get rid of the refuse department to which both Mr. Powl and Ms. Pera vehemently denied any involvement in the decision to seek bids from private trash haulers to collect trash & recycling for the Borough. Mr. Powl informed Mayor Carpenter that the request to seek bids for a private trash hauler was initiated by former Council President, Pat Hennessy, after he met with Waste Management, and that staff was only following a directive issued by Council to prepare and advertise the bid documents.

- c. Sale of 40 E. Front Street: The Borough placed the 2nd advertisement for this property and is accepting bids by September 22nd at 4:30 PM.

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

- a. DCNR Grant - Memorial Park Project Update: Ms. Pera announced that the bathrooms passed final inspection, the excavator is working on spreading top soil for the athletic fields, and she is scheduled to meet with the Bowman Trust to discuss approval of using Trust funds to pay for the tree plantings.

- b. Heritage Park Basketball Court Resurfacing: Mr. Powl reported that all his attempts to contact the contractor for resurfacing the basketball court are going unanswered. He will keep trying to make contact.
4. Refuse & Recycling:
 - a. GLRA Board Report: There was no report.
5. Sewer System: Mr. Powl reported that the pumps at the Main Pump Station were having issues re-starting after power failures, causing high wet-well alarms, so the Public Works Superintendent has been working with a Borough resident, who is an electrical engineer, to resolve the issue with the “soft start” controls.
6. Sinkholes:
 - a. Shellbark Alley Drain – New Injection Wells: (to the rear of 138 N. Chestnut St). Mr. Powl explained that the final design has been received and the inlet structures have been ordered so that the public works crew can install the inlets and piping necessary to tie the several new injection wells together.
 - b. 140 S. Center Ave: Mr. Powl informed Council that this area is under observation for any additional settlement. Once the ground has stopped settling, the public works crew will pave the road, and the property owner will replace the curb & sidewalk.
7. Stormwater Management:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St Detention Basin & Restoration Project: Mr. Powl reported that the contractor is submitting shop drawings for approval to RETTEW. Once approved, he will order the concrete inlets which will take about 4-6 weeks. The contractor plans to mobilize to the site in mid-October. The job must be finished by the end of May. The contractor is hoping to get all the trenchwork and pipe crossings installed and the road restored good enough to enable Cherry Street to be opened to traffic before Winter. Final paving would be completed during Spring.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) The contractor has agreed to extend his bid until the end of December 2017. The School District has reviewed the agreement and has sent legal questions to their solicitor.
 - c. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl stated that the permit application requesting a waiver from MS4 requirements has been submitted by RETTEW before the September 15th deadline.
8. Street & Alley Maintenance:
 - a. Pavement Inspection/Analysis: Mr. Powl completed the analysis of the Borough streets. He is working to input the data into the CS Datum program to generate a map to share with Council to begin discussions on what roads should be prioritized for paving, sealing, etc.
- g. Solicitor’s Report: Solicitor Cleary – Mr. Powl commented that the solicitor is still working with the School Board solicitor on the stormwater agreement for the Phase A stormwater project.
- h. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the August 2017 report.
 2. Zoning Hearing Board: Mr. Powl reported that two hearings are scheduled for September 18th beginning at 5:30 PM
 - a. 42 S. Lingle Ave – Robert Kettering: (continued from August 21st hearing)
 - Variance Sec. 380-15.B (Permitted Uses) – To construct 3-unit dwelling.
 - Variance Sec. 380-38.I (Required Parking Spaces)

- b. 103 N. College Street – Penn Equity Associates, Inc.: (continued from August 21st hearing)
 - 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.
- i. Borough Manager’s Report:
 1. Liquid Fuels Expenditures: The Borough is required to return any unused liquid fuels funds not spent within 3-years of receiving the funds. To answer Council’s request from the last meeting, Mr. Powl reported that funds will need to be spent next year or risk losing them but, with the amount of road work that is needed, there should be no problem using these funds next year.
 2. Mr. Powl informed Council that there is a conflict in the animal control ordinance (Chapter 108) versus the zoning ordinance. The animal control ordinance allows for farm type animals if they are properly controlled, whereas, the zoning ordinance does not allow these types of animals at all. The animal control ordinance will need to be updated, unless Council wants to entertain the idea of allowing residents to have chickens, goats, etc. Council asked to have this item on the September 26th agenda.

Other Business

- Councilor Shearer asked Council if they want to ride in the Christmas Parade to let her know so that she can arrange a vehicle for them.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, September 26, 2017 and on Tuesday, October 10, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Carissa Mellinger, second by Beth Shearer. The meeting adjourned at 8:01PM.

Respectfully submitted,

Roger E. Powl
Borough Manager