

Palmyra Borough Council Meeting  
 Tuesday, September 26, 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.

Announcements

President Smith announced that Borough Council held an Executive Session after the September 12<sup>th</sup> Borough Council meeting and prior to tonight’s 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 an open public meeting.

Public Comments

The following individuals were in attendance for updates on the E. Cherry Street stormwater project:

- Barry Shellenhamer, 228 E. Cherry Street
- Jael Wolf, 301 E. Cherry Street

Consent Calendar

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

- a. Approve the minutes of the September 12, 2017 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period August 1 through August 31, 2017:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$2,519,394	\$962,148	\$763,633	\$465,634	\$95,024	\$221,116
YTD Expenses	\$1,862,085	\$1,202,447	\$628,300	\$494,898	\$71,002	\$4,497
Difference	\$657,308	\$(240,299)	\$135,333	\$(29,264)	\$24,022	\$216,619
Fund Balance	\$2,291,474	\$301,610	\$400,079	\$1,255,195	\$2,282,034	\$537,582

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund
YTD Revenue	\$28,470	\$43,972	\$8	\$40,489	\$648
YTD Expenses	\$28,000	\$23,070	\$0	\$0	\$0
Difference	\$470	\$20,902	\$8	\$40,489	\$648
Fund Balance	\$2,128	\$192,500	\$4,742	\$323,508	\$41,018

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

### Action & Discussion Items

- a. Animal Control Ordinance (Chapter 108) Tweak vs. Amending Zoning Ordinance (Chapter 380) to Allow “Urban Agriculture”: Council continued the discussion regarding the conflict between Chapter 108 and Chapter 380 of the Palmyra Code of Ordinances concerning animals within the Borough limits. The discussion surrounded the definition of domestic animals and the desire to allow urban agriculture in the Borough. Council tabled the discussion until the October 10<sup>th</sup> meeting.
- b. Street Paving Inspection Results: Mr. Powl provided Council with a map and spreadsheet from the Borough’s new asset management program for road conditions. The map categorized the roads as excellent, good, fair, or poor condition based upon Mr. Powl’s inspection of all the Borough’s streets using PennDOT’s Publication 336 – Automated Pavement Condition Survey Field Manual. Mr. Powl also obtained a budgetary cost per square foot for paving to calculate the costs for a 1.5” overlay with edge and seam milling only. He applied these costs to the total linear foot of roads in poor condition and the asset management software determined that it will cost the Borough approximately \$5.9 million dollars to pave all the roads in poor condition, and that cost does not include any needed road base repairs.

In addition, Mr. Powl advised Council that, while fixing the roads in poor condition is needed, there is also the responsibility to micro-surface the roads that are in good or fair condition to keep them from becoming part of the poor condition list. Micro-surfacing will allow the Borough to get at least 8-10 years more wear from the existing paving surfaces, at about one-third to one-half the cost of paving.

Council discussed this information and asked Mr. Powl to proceed with using the balance in the Liquid Fuels account to fix the worst ranked roads on the list and possibly micro-surface some of the good/fair roads as money allows.

### Reports

- a. President’s Report: President Smith did not have a report.
- b. Fire Department: There was no report.
- c. Library Report: Councilor Quairoli did not have a report.
- d. Police Department: Chief Jasinski shared a copy of the civil service eligibility list with Council.
- e. Recreation Commission Report: Councilor Quairoli did not have a report.
- f. Solicitor’s Report:
  1. Easement Agreement with PASD for Ridge Road Park Wetlands (Phase A Stormwater System): Mr. Powl reported that the School Board has reviewed the agreement and had some legal questions for their solicitor.
  2. 27 N. Harrison St – Zoning Enforcement – Generator: Mr. Powl, Ms. Bowman, three employees from the Public Works crew, and two police officers were present on the morning of September 15<sup>th</sup> to remove the generator from the back yard according to permission granted from a court order from the Lebanon County Court of Common Pleas. Mr. Powl sent a letter to the property owner stating that the generator would be removed on this date if it was not turned off permanently. The Borough attempted to contact the owner again on the morning of September 15<sup>th</sup>, but there was nobody at the house. Mr. Powl stated that they had to cut a lock off the back gate and then remove the generator. The Borough has been advised by the Solicitor to keep the generator until the electricity to the property is turned back on at which time it can be returned to the property owner.

3. 27 N. Harrison St – Zoning Enforcement – Junkyard: Mr. Powl commented that all efforts to get the property owner to remove the junk from their back have been exhausted. The next step is to file an action at law with the Lebanon County Court of Common Pleas.

*Motion: To authorize the Borough Solicitor, to proceed with an action at law, and in equity, in Lebanon County Court against the owner and occupants of 27 North Harrison Street seeking an order directing the owner to come into compliance with the Borough's Zoning Ordinance as required by the Zoning Enforcement Notice issued on August 3, 2017. Motion by Jane Quairoli, second by Mark Smith. Motion passed.*

- g. Zoning Hearing Board: Mr. Powl informed Council of the results of the hearings conducted August 21<sup>st</sup>:

1. 42 S. Lingle Ave – Robert Kettering: (Granted a 30-day continuance)
  - Variance Sec. 380-15.B (Permitted Uses) – To construct 3-unit dwelling.
  - Variance Sec. 380-38.I (Required Parking Spaces)
2. 103 N. College Street – Penn Equity Associates, Inc.:
  - Granted a variance of Sec. 380-19.B (Permitted Uses) – convert existing Jubilee Ministries building into apartments with following conditions:
    - Maximum number of units set at 24-units
    - Shall provide minimum of 42 off-street (10'x18') parking spaces shall be provided
    - Shall provide 1.5 off-street parking spaces for studio apartments; 2.0 spaces for 1-bedroom apartments, and; provide the number of spaces required by ordinance for 2-bedroom apartments
    - Shall paint 4" wide lines to designate parking spaces
    - Shall provide bumper blocks for each parking space
    - Shall install signage to indicate who can park in designated parking spaces

- h. Borough Manager's Report:

1. Sale of 40 East Front Street – Mr. Powl informed Council that the 2<sup>nd</sup> round bids were due on Friday, September 22<sup>nd</sup> at 4:00 PM and no bids were received. Council is now able to dispose of the property in any manner they choose. Council authorized Mr. Powl to try to sell the property for \$1 if it will allow the Borough to get rid of it.
2. Heritage Park Basketball Court: Mr. Powl reported that the basketball court has been resurfaced and recommended that Council members stop by the park and look at the nice job that the Encounter Church group did to fix up the park.
3. Public Works Garage Building: Mr. Powl informed Council that Beers & Hoffman Architects do not believe constructing a wooden pole barn will save the Borough money. However, Mr. Powl will reach out to some local companies that construct these buildings to see if there is a cost savings. He also explained that the project will be re-bid with both the structural steel and wood pole building options.

#### Communications

President Smith read a letter from Peter McDannell, 22 S. Harrison Street, requesting that the Borough require the property owner at 327 E. Cherry Street to fix up the property. Mr. Powl stated that the office received the same letter and it was forwarded to the Codes Enforcement Officer, who is already addressing the situation.

#### Other Business

- Councilor Quairoli asked if the NIMS training was up to date, and Ms. Pera responded in the affirmative.

- Councilor Quairoli expressed her concern for the costs of the proposed new police uniforms in the 2018 draft budget provided by the Chief.
- Councilor Templin announced that he attended the Grand Opening of the new beer/wine store at the Weis Markets. He was presented with a \$500 check to be used for signage at Memorial Park.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, October 10, 2017 and on Tuesday, October 24, 2017 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn by Jane Quairoli, second by Beth Shearer. The meeting adjourned at 8:28 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager