

Palmyra Borough Council Meeting
Tuesday October 10, 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 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.

Public Comments

- Don Barry, 711 N. Grant Street, asked the Police Chief why he reports on Civil Service every month.

The following individuals were in attendance to learn more about the E. Cherry Street project:

- Mike McNamara, 311 E. Cherry Street
- Bill Logan, 325 E. Cherry Street

Mr. Powl informed Council and the audience the project start date has been delayed until November because the company making the concrete inlet structures will need 8-12 weeks to complete the order. The delay may prohibit the opening of Cherry Street over the winter, but it is too early to say definitively.

Consent Calendar

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

- a. Approve the minutes of the September 26, 2017 Borough Council meeting.
- b. Approve payment of all bills listed on the September 2017 Bill's List.

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

Action & Discussion Items

- a. Road Closure Request - Lion's Club Reindeer Night:

Motion: To authorize the Palmyra Lion's Club to close South Railroad Street from Main Street to Cherry Street from 5:00 PM to 9:00 PM. on Saturday December 16, 2017 for the 2017 Reindeer Night event at the Town Square. Motion by Beth Shearer, second by Jane Quairola. Motion passed.

- b. Road Closure Request - North Chestnut Street Pumpkin Palooza:

Motion: To approve the road closure of Division Street between North Chestnut Street and North Shellbark Alley on Saturday October 14, 2017 from 12:00 PM to 8:00 PM. Motion by Jane Quairola, second by Mark Smith. Motion passed.

- c. Animal Control Ordinance (Chapter 108) Tweak vs. Amending Zoning Ordinance to Allow "Urban Agriculture": Council continued their discussion from the September 26th meeting. Councilor Quairola requested to remove rabbits and pigs from the definition of livestock in the Zoning Ordinance. Council considered the request and agreed to remove rabbits but, pigs will remain under the definition.

Motion: To remove rabbits from the definition of livestock in Chapter 380 of the Zoning Ordinance and to amend Chapter 108 - Animals of the Code of Ordinances to reflect the zoning changes. Motion by Mark Smith, second by Beth Shearer. Motion passed by a 6-1 vote with Council Quairola voting against the motion because it didn't allow pigs.

Reports

- a. President's Report: President Smith commented that the Fire Department Open House on Sunday, October 8th was a great success.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the September 30, 2017 report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the September 2017 report.
- c. Fire Department:
 1. Increased Apparatus Funding: Mr. Powl advised Council that North Londonderry Township is adding \$5,000/year for next 4-years to get to \$40,000/year total annual funding for apparatus. Council directed Mr. Powl to do the same for the 2018 budget.
- d. Police Department:
 1. Civil Service Test Update: Chief Jasinski had no update.
- e. Planning Commission - Subdivision & Land Development Plans: Mr. Powl stated that Planning Commission is recommending an extension on the Patel Final Subdivision Plan – 201-203 N. Lincoln Street so that the applicant can appear before the Palmyra Zoning Hearing Board to seek approval of necessary variances.

Motion: To approve the recommendation made by the Planning Commission to grant a 64-day extension of time, expiring December 26, 2017, for the review of the Patel Final Subdivision Plan. Motion by Jane Quairola, second by Joe Templin. Motion passed.

- f. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the September report.
 2. Borough Properties: (Municipal Building, Public Works Garage, former Wastewater Treatment Plant)
 - a. Municipal Building: Mr. Powl indicated that he is still working with Beers & Hoffman Architects to schedule the HVAC re-work.
 - b. 910 E. Broad Street: New Public Works Garage Building: Mr. Powl stated that the building should be ready to be rebid later this week. The bid will be for a building shell, excavation around the building for stormwater controls, an electrical panel for lighting and garage door openers, and the plumbing necessary for future additions of radiant floor heat, bathrooms, and a frost-free hose bib for the wash bay. Alternate bids will be received for the inclusion of constructing bathrooms. Other alternate bids will outline the difference between a structural steel building versus a wood pole building.
 - c. Sale of 40 E. Front Street: Mr. Powl reached out to Aaron Black of Wilkins Rogers Mill to offer the property to the mill. Mr. Black will discuss with the company executives to see if there is interest and will get back to Mr. Powl.
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
 - a. DCNR Grant - Memorial Park Project Update: Ms. Pera updated Council on the progress of the park renovations.
 4. Refuse & Recycling:
 - a. GLRA Board Report: Councilor Craig will check on the minutes from the last meeting to see if they were distributed.

- b. Crew Resignation: Mr. Powl advised Council that the newest employee, Keith Harris, has resigned effective 10/12/17 to move to South Carolina. Applications are being accepted to fill the position.
5. Sewer System:
 - a. Sewer Pump Station #3: Mr. Powl reported that the main pumps were removed, re-built, and re-installed. Now the back-up pumps have been removed and are currently being re-built.
 - b. Main Pump Station: The electrical “soft start” control problem has been resolved and an uninterruptible power supply unit has been installed for each pump control drive.
6. Sinkholes:
 - a. Shellbark Alley Drain – New Injection Wells: (to the rear of 138 N. Chestnut St) Mr. Powl informed Council that the Borough is waiting on concrete inlet structures. Once received, the Public Works staff will be installing the pipes and inlets to bring the new injection wells online.
 - b. 140 S. Center Ave: The area is holding. Mr. Powl will be contacting the property owners to install the curbing & sidewalk so the Borough can repair the road.
7. Stormwater Management:
 - a. 300 Block E. Cherry St / 100 Block S. Grant St Detention Basin & Restoration Project: An update on this project was provided under Public Comments.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) – Mr. Powl stated that he and the Borough Solicitor are participating in a conference call on 10/13/17 with the school district and their solicitor to discuss the last issues relating to the easement agreement.
 - c. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: The permit application was submitted as required by DEP, but no decision on the waiver has been made.
8. Street & Alley Maintenance: Mr. Powl had no updates.
9. Traffic Signals: Councilor Quairolini inquired about the timing of the lights at the east end of the Borough. She stated that they are not adapting to non-existent traffic on Main Street through the detour on Rt. 422.
- g. Solicitor’s Report: Solicitor Cleary has been working with Mr. Powl on the Easement Agreement with PASD for Ridge Road Park Wetlands (Phase A Stormwater System). Mr. Powl also advised Council that Raymond Brandt, 46-50 West Main Street, has submitted a request to the Pennsylvania Supreme Court to hear his property maintenance violation appeal. Ms. Cleary’s office has submitted the required brief to the Supreme Court asking them to deny the appeal.
- h. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the September 2017 report.
 2. Zoning Hearing Board: Mr. Powl informed Council that two hearings are scheduled for October 16th beginning at 5:30 PM:
 - a. 42 S. Lingle Ave – Robert Kettering: (continued from September 18th hearing)
 - Variance Sec. 380-15.B (Permitted Uses) – To construct 3-unit dwelling.
 - Variance Sec. 380-28(M)(5)(b)- required 30’ setback/proposing 24’ setback
 - Variance Sec. 380-28(M)(5)(c)- required 20’ setback/proposing 2’ setback
 - Variance Sec. 380-38.I - required (3) parking spaces per unit/proposing 2, or, in the alternative, a special exception request under 380-38(G) for a proposed off-site parking area.

Council discussed the application and took no official position.

- b. 984 E. Walnut Street – Steven & Gloria Mann:
- Variance Sec. 380-76.B(1) (Maximum Fence Height) – To construct a 6-foot high fence in a front yard area where the maximum fence height is 3-feet.

Council found no issue with the request and asked Mr. Powl to relay their position of support to the Zoning Hearing Board.

i. Borough Manager's Report:

1. 2018 Budget: Mr. Powl is currently working on the 2018 budget. He inquired if Council wanted to keep their request for a Police SUV 4X4 in the budget for 2018 since no effort has been made to this point in 2017 to acquire one as Council desired. There were no comments from Council, so President Smith asked Mr. Powl to remove it.
2. Mr. Powl informed Council that the Borough needs to start planning for the uncompensated absences that the Borough's auditor has been warning the Borough about for employees that plan to retire. The Personnel Handbook allows employees to be paid for their unused PTO time that has accumulated through their years of service only if the employee retires from the Borough. The Borough has two employees retiring at the end of 2017 that will need to be compensated. Mr. Powl explained that he consulted with the Borough's auditor, who suggested the creation of a new Employee Benefits Fund be established to receive annual transfers from the General, Refuse, and Sewer Funds so that money is set aside for the immediate need of the pending retirements, and to build a reserve in the new fund to cover future payouts to retirees so that it is readily available when an employee retires, otherwise, the Borough could be faced with raising taxes during a year with a retirement since no money is being set aside currently. Councilor Quairoli was concerned with the additional cost of auditing the fund. Councilor Craig asked if the funds can be placed in the Capital Reserve Account. Mr. Powl said he would consult with the auditor for additional guidance.
3. Mr. Powl advised Council that he contacted Brad Remig, Public Financial Management, Inc., to inquire about consolidating the \$5 million and \$3 million dollar loans to possibly save money on the Borough's annual debt service payments. The outcome was that it is not beneficial to the Borough at this time due to the interest rates but, will be revisited again next year.

Other Business

There was no other business.

Announcement

President Smith announced that Borough Council will conduct a public meeting on Tuesday, October 24, 2017 and on Tuesday, November 14, 2017 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairoli, second by Beth Shearer. The meeting adjourned at 8:02 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager