Borough of Palmyra  
Council Workshop Meeting Minutes  
Monday, February 15, 2010

Borough Council President Keith Costello called the meeting to order at 6:00 PM. Council members in attendance included J. Scott Bidding, Pat Hennessy, Fred Carpenter Gary Laudermilch, and Jane Quairoli. Staff members in attendance included Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera.

**Visitors**

- Chris Sholly, Lebanon Daily News

**Highway Department**

a. Borough Manager Powl stated that the highway department has been focused on snow removal for the past two weeks. Councilor Carpenter commented that he felt the crew did a commendable job with the snow removal as well as working with residents during the snow emergency. President Costello asked that the crew open up the crosswalks around the schools and business district.

b. Stormwater Management Phasing Plan- Mr. Powl outlined the order of priority for the stormwater management plan. He indicated the area north of the railroad tracks should be the first area for the phase-in plan. This area will coincide with the Ridge Road project that the Rec Commission is considering. The next section for stormwater management should be the Arch Street area. Mr. Powl mentioned that once the discharge points are established, the highway department has the personnel to install the storm water pipe. Borough Council asked Mr. Powl to get a proposal to design the first phase of the storm water management plan from RETTEW.

**Police Department**

a. Councilor Carpenter indicated his support to keep the borough streets at 35 m.p.h. due to the accident reports on the streets not implicating speed as a contributing factor.

President Costello discussed a program that was implemented in Springfield, IL called Kid Safe. The city developed a comprehensive plan to consider speed limits, repaint crosswalks, and provide other safety measures concerning school zones. They chose specific neighborhoods to implement a pilot program and assessed the impact of the changes to provide safety zones. He also stated that he supports lowering the speed limit throughout the borough.

Councilors Laudermilch, Quairoli, and Hennessy all expressed their support for enhanced enforcement.

Councilor Bidding stated that there is a problem on East Oak Street and he support increased enforcement wherever possible.

b. Mr. Powl provided a copy of an ordinance that prohibits storage on public streets. The ordinance was prepared by Chief Jasinski. After discussion, President Costello suggested that Chief Jasinski contact Jeff Risser for additional comments from a contractor’s perspective.
Sewer Department

a. Sewer Rate Increase Update – EDU Audit – President Costello inquired as to how long an audit of the commercial EDUs would take and how can it be accomplished. He suggested completing an audit by September 1, 2010 and using the remainder of 2010 to determine how to change the ordinance to bill properly. He indicated that this plan of action would require the Borough to pay the first debt service payment in September 2010 from the Special Sewer reserve.

Administration Department

a. New Municipal Center Project Update: Mr. Powl indicated that a building committee should be created with all tenants participating in order to have open discussion on the next steps. Borough Council agreed and asked Mr. Powl to develop a committee and establish a meeting time.

b. Rental Unit Regulation – Council agreed that the Borough should enforce the zoning and property maintenance codes as a first steps and revisit a rental unit ordinance if the code enforcement is not working for rental units. President Costello would like to table discussion on this issue until after the PSAB Conference to be held April 25-28, 2010.

c. 300 Block S. Prince St. – Cul-de-Sac Project: (Resolution of Phillippy Parking Complaints) – Questions were raised on sharing the expenses with the school district. Mr. Powl commented that PASD did not indicate opposition to sharing expenses, but that the costs were still unknown.

e. Orchard Hill Estates Street Dedication: a copy of the ordinance will be provided to Council in their meeting packet. The ordinance is ready to be voted on at the February 22, 2010 meeting.

f. Employee Policies & Procedures Manual: Councilor Carpenter indicated that he had no issue with the employee manual, but he would like to see language added that required all employees to have National Incident Management System certification. Councilor Laudermilch reiterated his support for an arbitration board to be created from Borough Council in case any employee is unjustly terminated. President Costello indicated that Pennsylvania is an “at will” state and the decisions of management should be final. He believes this type of board will be micro-managing the day-to-day decisions of Borough Management. Councilor Carpenter pointed out that the Pennsylvania Labor Relations Board is available for anyone believing they were wrongfully terminated. President Costello indicated that Councilor Laudermilch is free to make a motion to add this type of board to the manual at the council meeting.

g. Job Descriptions for Zoning & Codes Enforcement Officer and Secretary/Treasurer – President Costello asked Borough Council to review the job descriptions provided and be prepared to discuss at the March workshop meeting.
h. Borough Management Incentive Program – President Costello provided an incentive plan to Borough Council as a way to evaluate Borough Management. He asked Council to review and be prepared to discuss at the March workshop meeting.

Other Business

- Councilor Laudermilch inquired about the police accident that occurred last year. He wanted to know why he wasn’t apprised of the situation. Mr. Powl stated that the incident was addressed and the Borough worked with the homeowners regarding damage to their property.
- Councilor Laudermilch asked Mr. Powl why he no longer receives a weekly report from the highway department.
- Councilor Laudermilch inquired about the sidewalk abutting his property on North Railroad Street. He believes the sidewalk is the responsibility of the Borough and he would like a resolution to the issue. After discussion, President Costello asked Mr. Powl to work with the solicitor on the options available to council.

Announcement

President Costello made the following announcements:

- Borough Council will conduct the regular monthly meeting on Monday February 22\textsuperscript{nd} beginning at 7:00 p.m.
- Borough Council will conduct a public workshop meeting on Tuesday March 9\textsuperscript{th} beginning at 6:00 p.m.

Motion to Adjourn

A motion to adjourn was passed by unanimous consent. The meeting adjourned at 8:18 PM.

Executive Session: An executive session was conducted at the conclusion of the meeting to discuss legal issues as permitted by the Pennsylvania Sunshine Law.

Respectfully submitted,

Roger E. Powl
Secretary/Treasurer
Borough Manager

REP/blp