

Palmyra Borough Council Meeting  
Tuesday November 28, 2023  
7:00 PM

President Shearer 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 Don Barry, Anthony Catalani, William Garber, Tom Miller, Jane Quairolì and James Tesche. Also in attendance were Police Chief Andy Winters, Borough Manager Roger Powl and Assistant Borough Manager Brenda Pera. Mayor Fred Carpenter was absent from the meeting.

Public Comment Period #1

There were no public comments.

Consent Calendar

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

- a. Approve the minutes of the November 14, 2023 Borough Council meeting.
- b. Approve payment of all bills listed on the October 2023 Detailed Check Listing Report.
- c. Approve the Treasurer's Report for the period October 1 through October 31, 2023:

|              | General Fund | Sewer Fund  | Refuse Fund | Capital Reserve Fund | Special Sewer Fund | Liquid Fuels Fund |
|--------------|--------------|-------------|-------------|----------------------|--------------------|-------------------|
| YTD Revenue  | \$3,619,408  | \$1,583,349 | \$1,090,158 | \$14,307             | \$42,938           | \$225,677         |
| YTD Expenses | \$3,244,876  | \$1,544,964 | \$1,045,234 | \$425,210            | \$3,065            | \$235,000         |
| Difference   | \$374,532    | \$38,385    | \$44,925    | \$ (410,903)         | \$39,873           | \$ (9,323)        |
| Fund Balance | \$1,013,793  | \$139,769   | \$210,394   | \$1,421,098          | \$2,150,302        | \$47,641          |

|              | Library Fund | Police Health Care Fund | Joint Fire Apparatus Fund | Cemetery Fund | Employee Benefits Fund | Fire Protection Tax Fund |
|--------------|--------------|-------------------------|---------------------------|---------------|------------------------|--------------------------|
| YTD Revenue  | \$29,491     | \$54,572                | \$82,320                  | \$538         | \$205,847              | \$396,158                |
| YTD Expenses | \$28,000     | \$58,274                | \$123,212                 | \$66          | \$75,699               | \$281,336                |
| Difference   | \$1,491      | \$ (3,702)              | \$ (40,892)               | \$472         | \$130,148              | \$114,823                |
| Fund Balance | \$3,405      | \$301,853               | \$160,509                 | \$44,193      | \$666,328              | \$121,154                |

*Motion: To approve the consent calendar. Motion by James Tesche, second by Don Barry. Motion passed.*

Action & Discussion Items

- a. 2024 Preliminary Budget Discussion: Mr. Powl reviewed the changes to the budget as outlined by Borough Council at the last meeting. He highlighted items such as the requested 50% reduction of funds to transfer to the Employee Benefits fund and the moving of the basketball court removal & reconstruction out of the General Fund to the Capital Reserve Fund. Councilor Quairolì suggested reducing or eliminating the \$100,000 transfer to the

Capital Reserve Fund and eliminating the new second Codes Enforcement Officer position. After lengthy discussion on how to reduce or eliminate the proposed tax increase of .37 mills, Councilor Tesche commented that Council just needs to cast their vote on the suggested motions.

Required Advertisement of the Preliminary Budget:

*Motion: To authorize the Borough Manager to advertise the 2024 Preliminary Budget and to make the 2024 Preliminary Budget available for the required 10-day public review period pursuant to Section §1308(a) of the Borough Code for final consideration of the Budget to occur at the Tuesday, December 26, 2023 Borough Council meeting. Motion by William Garber, second by James Tesche. President Shearer called for a roll-call vote:*

|                           |            |
|---------------------------|------------|
| <i>Don Barry –</i>        | <i>Yes</i> |
| <i>Anthony Catalani –</i> | <i>Yes</i> |
| <i>William Garber –</i>   | <i>Yes</i> |
| <i>Tom Miller –</i>       | <i>No</i>  |
| <i>Jane Quairolì –</i>    | <i>No</i>  |
| <i>James Tesche –</i>     | <i>Yes</i> |
| <i>Beth Shearer –</i>     | <i>Yes</i> |

*The motion passed by a 5 – 2 vote.*

b. Ordinance #828 – 2024 Real Estate Tax Ordinance:

*Motion: To authorize the Borough Solicitor to prepare and advertise Ordinance #828, the 2024 Real Estate Tax Ordinance, to set the real estate tax rate pursuant to Section §1310.1 of the Borough Code for the Year 2024 at the following rates:*

*Real Estate Tax = 4.14 mills;*  
*Fire Tax = .67 mills;*  
*Public Library Tax = .06 mills*

*Motion by James Tesche, second by Don Barry. President Shearer called for a roll-call vote:*

|                           |            |
|---------------------------|------------|
| <i>Don Barry –</i>        | <i>Yes</i> |
| <i>Anthony Catalani –</i> | <i>No</i>  |
| <i>William Garber –</i>   | <i>Yes</i> |
| <i>Tom Miller –</i>       | <i>No</i>  |
| <i>Jane Quairolì –</i>    | <i>No</i>  |
| <i>James Tesche –</i>     | <i>Yes</i> |
| <i>Beth Shearer –</i>     | <i>Yes</i> |

*The motion passed by a 4 - 3 vote.*

c. Bid Award – Phase A Stormwater Pipe Installation & Basin Improvement Project:

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Kinsley Construction, Inc., 1110 E. Princess St., York, PA 17405 in the amount of \$ 592,400 for the installation of a 54” diameter pipe under the Norfolk-Southern Railroad and the improvement of the existing ShadowStone stormwater basin on the north side of the railroad and the S. G. Irvin Ventures, LLC (Palmyra*

*Business Center) stormwater basin on the south side of the railroad. Motion by William Garver, second by Jane Quairolì. Motion passed.*

Council discussed their desire to distribute a press release and hold a ground breaking event at the beginning of the project because the Borough has been working on this stormwater improvement project for at least a decade.

d. Bid Award – 2024 Street Paving:

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Pennsy Supply, 2400 Thea Drive, Suite 3A, Harrisburg, PA 17110 in the amount of \$612,975.58 for the milling & paving of the streets listed in the 2024 Road Resurfacing Project. Motion by Beth Shearer, second by Don Barry. Motion passed.*

e. Bid Award – 2024 Street Microsurfacing:

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Asphalt Maintenance Solutions, LLC, P.O. Box 387, Center Valley, PA 18034 in the amount of \$48,511.00 for the Microsurfacing of E. Spruce Street from N. Grant Street to N. Forge Road. Motion by Tom Miller, second by Don Barry. Motion passed.*

f. Road Closure Request - 2023 Lions Club Reindeer Night: This item was added to the agenda after distribution, so Council considered the following motion to allow it to be added to the agenda:

*Motion: To add the 2023 Lions Club Reindeer Night roads closure request to the agenda for action. Motion by Jane Quairolì, second by Beth Shearer. Motion passed.*

*Motion: To authorize the Palmyra Lion's Club to close South Railroad Street from Main Street to Cherry Street from 4:00 PM to 8:30 PM on Saturday December 16, 2023 for the Reindeer Night event at the Town Square. Motion by Jane Quairolì, second by Beth Shearer. Motion passed.*

Reports

- a. President's Report: President Shearer thanked Council for their discussion on the budget.
- b. Financial Report: Mr. Powl provided a copy of the October 2023 report.
- c. Fire Department: Firefighter Doug Fleegle reported that the Fire Department ordered a new tower vehicle in 2019 at the cost of \$1.2 million. The Elizabethtown Fire Department ordered a new tower vehicle in 2023 at the cost of \$2.3 million.
- d. Police Department: Chief Winters provided a copy of the October 2023 report. He also reported that the Civil Service physical agility test will be held on Friday, December 1<sup>st</sup>. Chief Winters advised Council that new police vehicles are now over \$50,000.
- e. Recreation Commission: Councilor Quairolì commented that the report will be forwarded to Council by Mr. Powl when received. She also stated that there will be no meeting in December for the Rec Commission and the Library Board.
- f. Solicitor's Report: Mr. Powl shared a letter from Solicitor Cleary concerning the Hoffsmith Grinder Pump agreement for the property located at 303 S. Lingle Avenue. President Shearer asked that the agreement be placed on the agenda for the next meeting.

g. Borough Manager's Report:

1. Municipal Building Renovations Update: Mr. Powl reported the renovations are progressing nicely and seem to be ahead of schedule.
2. Mr. Powl informed Council that Met-Ed is making changes to the streetlight poles on Main Street, and it will affect the Borough's ability to hang the winter snowflakes. He stated that the Public Works will be hanging the snowflakes, but if they do not light up, then the pole connections have been moved. He has spoken to Jason Heisey, of Heisey Electric, for a cost proposal quote of changing the wiring on the poles to accommodate the snowflakes. A preliminary estimate could be between \$6,000 and \$10,000. Mr. Powl will keep Council informed.

Other Business

- Chief Winters offered to show Borough Council the new evidence room if they wanted to take the tour.
- Councilor Barry thanked Mr. Powl and Michelle Bowman for participating in the Monday evening meeting with Jack DiCicco to discuss the next steps for the N. Harrison Street property.
- Councilor Tesche commented that Council should have a photo taken at the next meeting.
- Councilor Catalani reported an obscured stop sign at the intersection of N. Harrison Street and N. Hennessy Way. He has observed many close calls there for accidents.

Public Comment Period #2

Joe Grubb, 214 W. Maple Street, commented that he and his wife moved to Palmyra four years ago from the Highspire/Steelton area. They love the community and thanked Council for serving and encouraged them to keep up the good work.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, December 12, 2023, and Tuesday, December 26, 2023 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn the meeting by Jane Quairola, second by Don Barry. The meeting adjourned at 8:35 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager