

Palmyra Borough Council Meeting
 Tuesday October 23, 2018
 7:00 PM

Borough Council President Beth 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, Josh Holl, Carissa Mellinger, Tom Miller, Jane Quairoli, and Joe Templin. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Chief Stan Jasinski. Mayor Fred Carpenter was absent.

Public Comment Period #1

- Dave Boyer, 12 Cortland Crossing, requested to use the pavilion at Memorial Park for the Palmyra Area School District Krypton Cougars robotics team.
- Brian Craig, 215 W. Oak Street, shared his support of outsourcing the refuse/recycling program and thanked Council for their service to the community.

Consent Calendar

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

- a. Approve the minutes of the October 9, 2018 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period September 1 through September 30, 2018:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$3,166,620	\$1,286,155	\$668,434	\$1,058,687	\$17,470	\$231,801
YTD Expenses	\$3,191,487	\$935,176	\$502,161	\$378,460	\$455,045	\$24,308
Difference	\$(24,867)	\$350,979	\$16,273	\$680,228	\$(437,575)	\$207,493
Fund Balance	\$1,812,230	\$571,882	\$434,037	\$1,756,845	\$1,852,569	\$734,808

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$28,581	\$39,747	\$36	\$52,713	\$1,011	\$107,205
YTD Expenses	\$28,500	\$28,043	\$45	\$0	\$473	\$78,112
Difference	\$81	\$11,704	\$(10)	\$52,713	\$538	\$29,092
Fund Balance	\$1,674	\$201,266	\$4,736	\$376,492	\$41,590	\$29,092

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.

Action & Discussion Items

- a. 2019 Draft Budget Presentation: Mr. Powl provided a PowerPoint presentation to outline the draft budget in a worst-case scenario. Council asked several questions and will be prepared to discuss the budget in detail at the November 13th meeting.

b. Bid Award – Contracted Waste & Recycling Collection:

1. Results of the Refuse/Recycling Customer Satisfaction Survey: Mr. Powl shared the results of the survey.

- Most of the respondents were satisfied with the overall service provided
- Most of the respondents agreed that the current yard waste schedule met their needs.
- The responses were favorable for white goods collection, but overwhelmingly against the need for used tire collection.
- 44% of respondents opted to outsource the refuse collection. 43% of respondents opted to keep refuse collection in-house.
- Most respondents have lived in the Borough over 20 years and own their home.

2. Bid results for contracted waste and recycling collection: Council discussed the options for either contracting the refuse service to an outside hauler or retaining the service as a Borough function. Mr. Powl prepared two draft budgets, one with contracting out the service and the other to retain the program in-house.

Retaining the Borough operated service would require the Borough to budget as follows:

- Hire (3) CDL Drivers (\$18/hr. min);
- Hire (2) Laborers (\$14/hr. min);
- Maintain Vehicle Replacement Schedule –2019 Contribution = \$122,543

This option would translate into the following new quarterly rate calculation:

- $\$343,878/2850$ customers = \$120.65 per year increase /4 quarters = \$30 per quarter + \$61 current rate = \$91/quarter (\$364/year)
- Projected \$20,747 increase to Pension MMO in 2020, will require an additional \$2 per quarter increase to \$93 per quarter for 2020 (\$372/year)

Contracting the service to a private hauler would require the Borough to budget as follows:

- Waste Management was the low bidder at \$181.08 UF1 and \$4.50 SB1.
- The Vehicle Replacement Schedule will no longer be needed, and Council can subsidize the new quarterly rate with the refuse fund balance surplus.
- The Borough can sell the vehicles and equipment and expect to recoup between \$100,000 and \$150,000

The following new quarterly rate calculation would apply only if Council desires to recoup 100% of the contract cost:

- $\$277,101/2850$ customers = \$97.22 per year increase /4 quarters = \$24 per quarter + \$61 current rate = \$85/quarter (\$340/year)
- Single-Bag Program = \$6.00 per bag X 26-bag minimum = \$156/year (52 bags per year cost = \$312/year)

Motion: To authorize the Borough Manager to issue a Notice of Intent to Award a contract to Waste Management in the amount of \$181.08 per unit fee / per year, or \$4.50 per bag on the special single bag program, for the collection of residential refuse & recycling. Motion by Carissa Mellinger, second by Tom Miller.

President Shearer called for a roll call vote:

<i>Don Barry</i>	-	<i>Yes</i>
<i>Josh Holl</i>	-	<i>Yes</i>
<i>Carissa Mellinger</i>	-	<i>Yes</i>
<i>Tom Miller</i>	-	<i>Yes</i>
<i>Jane Quairoli</i>	-	<i>No</i>
<i>Joe Templin</i>	-	<i>Yes</i>
<i>Beth Shearer</i>	-	<i>Yes</i>

The motion passed by a 6-1 vote.

- c. Ordinance #790 - Stormwater Management Ordinance Language Review – Section 310-16.A(7): Council discussed the options that were presented by the Borough Engineer clarifying fencing requirements for any new stormwater detention basin. Council could not agree on whether to require a fence for any basin two feet or more (Option #2), or if a requirement for interior slope dimension versus basin depth should require a fence (Option #5). After discussion, President Shearer tabled the issue and asked Mr. Powl to consult with the Solicitor. She asked that the Ordinance be placed on the agenda for the November 13th meeting.
- d. Request to use Memorial Park Pavilion: Mr. Powl informed Council that the Krypton Cougars, a Palmyra High School robotics club team, has requested the use of the enclosed pavilion at Memorial Park from January through April so the club has a dedicated home to meet to build robots, and store tools and supplies.

Motion: To authorize the exclusive use of the Memorial Park Pavilion by the Krypton Cougars from January through April at no cost pending proof of insurance, and with the understanding that there will be no heat, water, or bathrooms available. Motion by Jane Quairolì, second by Don Barry. Motion passed.

Reports

- a. President's Report: President Shearer reminded everyone that Trick or Treat was scheduled for October 31, 2018 from 6 – 8 PM.
- b. Library Report: Councilor Quairolì provided a copy of the October 2018 report.
- c. Police Department: Mayor Carpenter provided a copy of the October 2018 report.
 1. Civil Service Test Update: Chief Jasinski reported that the Civil Service Commission certified the remaining candidate on the eligibility list. However, he and the Mayor interviewed the candidate and are not interested in hiring him at this time.

Motion: To request the Civil Service Commission void the eligibility list. Motion by Jane Quairolì, second by Josh Holl. Motion passed.

Motion: To request the Civil Service Commission begin the process for creating a new eligibility list. Motion by Josh Holl, second by Carissa Mellinger. Motion passed.
- d. Solicitor's Report: Solicitor Cleary
 1. Ordinance #789 – Motor Vehicles & Traffic Update – Mr. Powl reported that this will be ready for action at the November 13th meeting.
- e. Zoning Hearing Board: There were no Hearings conducted on October.
- f. Borough Manager's Report:
 1. 300 Block E. Cherry St / 100 Block S. Grant St Stormwater & Road Restoration Project: Mr. Powl reported that the project is moving along. The curbs and sidewalks were installed, and the crews will be working on laying a base course on the streets to open them before winter. Final paving may not take place until Spring 2019.
 2. Sinkhole Repairs:
 - a. Plum Alley continues to be a problem behind 221 E. Maple Street. Staff met with Dr. Seaton and Bob Sabanas, PE from ARM Group to discuss a plan for moving forward. It was agreed that excavation to find the throat of the subsidence is in order and Jack Custer, Custer Excavating, will be working in the alley on Thursday, October 25th.

- b. Excavation on the S. Green Street sinkhole will begin after Plum Alley is completed.
3. New Public Works Garage Building Project: The rest of the concrete floor has been poured. The contractor is planning on finishing the building by the end of 2018.
4. Palmyra Area Middle School – Site Improvement Bond Reduction Request: Ms. Pera explained that Evans Engineering, Inc. on behalf of the Palmyra Area School District requested a reduction in their Site Improvements Bond for the Middle School Additions and Renovations. The request was reviewed by Max Shradley, Borough Engineer, RETTEW, and approved via phone call on October 23, 2018. A review letter will follow.

Motion: To approve the recommendation by the Borough Engineer to authorize a reduction in the amount of \$58,900.00 to the Site Improvements Bond for the Palmyra Area School District Middle School Additions and Renovations project leaving a new outstanding financial security balance of \$13,300. Motion by Jane Quairola, second by Tom Miller. Motion passed.

Other Business

There was no other business.

Public Comment Period #2

- Greg Reed, 233 E. Hazel Street, castigated Council for voting to outsource refuse collection and not listening to the residents that wanted to keep the service in-house.
- Cindy Smith, 45 N. Grant Street, inquired as to the next budget meeting. She also had questions regarding the refuse collection contract.
- Marie Boyer, 12 Cortland Crossing, questioned the impetus behind soliciting contracted refuse service bids.
- Crystal Shifflet, 133 N. Penn Street, asked how much extra work it is for the Borough to continue billing for refuse. She explained that she feels Waste Management should be doing the billing. Mr. Powl explained that the Borough is already performing that function with the sewer bill so there is no impact to the Borough. Tom Stang of Waste Management explained that he would have had to increase his bid amounts if the Borough wanted Waste Management to do the billing. He explained that over 80% of their municipal customers continue billing themselves because they are already sending out a sewer bill, etc. so, it is more cost effective for the municipality to continue doing the billing in-house.
- Brian Craig, 215 W. Oak Street, thanked Council for their votes and was looking forward to the cost savings.
- Dustin Kennelly, 703 W. Cherry Street, spoke on support of outsourcing the trash program and asked Council to learn from the mistakes of past Councils and start moving the community forward.
- Clair Hall, 735 E. Cypress Street, complained that she cannot see the code enforcement report.
- Tom Stang, Waste Management, stood to inform Council that he was a part of all three refuse program bids and he wanted to assure everyone that they understand they have big shoes to fill and will work to build a good relationship with the Borough.
- Mike McNamara, 311 E. Cherry Street, questioned the fence height around the detention basin in the 300 block of E. Cherry Street.
- Dean Lenker, The Sun, introduced the new replacement reporter for the newspaper as he will be moving to the Pittsburgh area.

Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, November 13, 2018 and on Tuesday, November 27, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairola, second by Don Barry. The meeting adjourned at 9:15 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager