

Palmyra Borough Council Meeting  
Tuesday November 13, 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, Chief Stan Jasinski, and Mayor Fred Carpenter.

Announcements

President Shearer announced that Borough Council held an executive session on Thursday November 8<sup>th</sup> at 6:30 PM and Tuesday, November 13<sup>th</sup> at 6:30 PM to discuss a personnel matter as permitted by the Pennsylvania Sunshine Act. Any official action resulting from discussions held during the Executive Session will occur at a future public meeting.

Public Comment Period #1

- Maddie Reed, 233 E Hazel Street, inquired about the purpose of the refuse survey, what the leaf collection schedule is, if the bollards around the Borough building are going to be painted, and will the new police chief get the same salary as the current chief.
- Steve Johnson, 15 Highland Drive, and Len Chimel, 1 N. Clearview Drive, inquired if apartment owners will be allowed to contract refuse collection with their own hauler or if they need to continue to use the Borough's contractor. President Shearer asked for this issue to be placed on the agenda for the next meeting to discuss the 24-unit limit in the ordinance.
- Bill Logan, 323 E. Cherry Street, expressed his concern for the paving done in the north/south alley beside his property. He asked for a rolled curb by his garage door, but the contractor kept the curb approximately two feet or more from the door.
- Dave Boyer, 12 Cortland Crossing, informed Council that the robotics club found a home for the winter at the Conewago Church of the Brethren and will not be needing to use Memorial Park.
- John Hocker, 145 N. Railroad Street, complained about an abandoned vehicle that hasn't been moved from the street in six months. The vehicle is out of inspection and he provided the license plate information for the Chief. He asked Council to reinstate an ordinance requiring vehicles to be moved every two weeks or at least once a month.
- Mike McNamara, 311 E Cherry Street, said the rain on Friday afternoon (Nov. 9<sup>th</sup>) ran into the new detention basin like it was designed to do. He also asked about the pump that is running in the basin.
- Ray Brandt, 50 W. Main Street, informed Council that the Borough is planning on "invading" his property on Nov. 14<sup>th</sup> to clean-up the property and he asked Council to give him additional time in which to conduct the task. Council said they could not go against the court order issued.

Consent Calendar

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

- a. Approve the minutes of the October 23, 2018 Borough Council meeting.
- b. Approve payment of all bills listed on the October 2018 Bill's List.

*Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Don Barry.  
Motion passed.*

Action Items

- a. Ordinance #789 - Motor Vehicles & Traffic Regulations Update:

*Motion: To enact Ordinance #789, an ordinance updating the following regulations:  
Section 350-26 (Special Purpose Parking Zones):*

1. Add – 100 N. Chestnut Street – West side – Parking for Handicap
2. Add – 27 N. Harrison Street – West side – Parking for Handicap

3. *Add – 727 E. Oak Street – North side – Parking for Handicap*
5. *Remove – 28 S. Locust Street – East side – Parking for Handicap*
6. *Remove – 115 N. Lincoln Street – West side – Parking for Handicap*
7. *Remove – 45 N. Lincoln Street – West side – Parking for Handicap*

*Section 350-27 & 350-31 (Street Sweeping):*

1. *Combine into one Section and stipulate sweeping to be conducted from April through September. Delete Section 350-31 and re-number Section 350-32 to 350-31.*

*Section 350-35 (Snow Emergency Routes):*

1. *Remove N. College Street – East & West – From Main Street to W. Broad Street.*

*Motion by Carissa Mellinger, second by Joe Templin. Motion passed.*

- b. Ordinance #790 - Stormwater Management Ordinance Language Review – Section 310-16.A(7):

Council discussed the options for fencing requirements for new stormwater detention basins. A consensus could not be reached, so Council opted to review the options and revisit the ordinance language at the next meeting.

- c. Bid Award - Janitorial Services Contract:

*Motion: To authorize the Borough Manager to execute a contract with Green Commercial Cleaning, Inc. 125 Pickwick Circle, Palmyra PA 17078 as follows:*

- *\$22,740 for daily cleaning service at the Municipal Center*
- *\$325.00 for once per year cleaning of the interior and exterior windows*
- *\$2,600.00 for once per year VCT refinishing (stripping and waxing)*
- *\$1,200.00 for cleaning the bathrooms at Memorial Park every Monday from April to November.*

*Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.*

- d. Employee Bonuses: Mr. Powl explained that the Office staff fielded many angry complaints and the Public Works crew stepped-up after the refuse crew resignations to handle the refuse/recycling collection route in addition to their regular duties. Their efforts kept the refuse and recycling program going during the Council discussions about outsourcing to a private hauler or re-tooling to continue as a Borough service. Mr. Powl asked Council to consider giving bonuses to the staff for the extra work they managed using the remaining salaries in the refuse fund line item.

*Motion: To authorize the payment of \$1,500 to each of the (5) Public Works Department employees, and \$500 to each of the (3) Administration Office employees to express the Borough's gratitude for a job well done in weathering the refuse/recycling collection crisis this year. The cost for this expenditure shall be charged to Refuse Fund Budget Line Item #09.427.112. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.*

- e. 2019 Budget: Mr. Powl asked Council for direction with the budget. He explained several categories that have been added to the budget to allow the Borough to plan for future needs. Each department now includes a line item to make an annual contribution for vehicle replacement. The General Fund also includes an amount for paving in addition to what is planned in the Liquid Fuels Fund to commence additional road repairs.

Councilor Quairoli reviewed and questioned several line items in the budget. Mr. Powl asked Council to make decisions on what they want in the budget and what they want removed since time is very limited between the Preliminary and Final Budget stage and he will not have enough time to redo the budget and advertise before Council needs to vote to approve the Budget on December 20<sup>th</sup>.

Mr. Powl asked Council about the refuse rate. He commented that Council can keep the rate the same for 2019 and subsidize the cost of refuse/recycling collection with the balance in the refuse fund. Council agreed that the first year should be subsidized to allow for the Borough to gather data on costs of the outsourced program. The rate will remain \$61 per quarter.

Councilor Barry departed the meeting at this point at 9:18 p.m. to go to work.

Mr. Powl explained that there will be an approximate \$500k unappropriated balance surplus from this year's budget to use towards 2019, and he asked Council if they would like to roll 100% of the projected surplus into next year's budget or use a portion and transfer some, or all, into the Capital Reserve Fund. After some discussion, Council gave Mr. Powl the direction of keeping a portion of the projected surplus in the General Fund so that no more than a ½ mill tax increase would be necessary, and, transfer the remaining balance into the Capital Reserve Fund to build the reserve balance.

### Reports

- a. President's Report: President Shearer announced the Holiday Parade is scheduled for November 17<sup>th</sup>.
- b. Financial Report:
  1. Financial Statement: Mr. Powl provided a copy of the October 2018 report.
  2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the October 2018 report. She also apprised Council that 449 water termination letters were mailed on November 5<sup>th</sup> and half of the recipients have paid their outstanding balance. There were a few residents that took offense to the letter, but the number that paid outweighed the few that complained. Staff has determined that the letter was very effective.
- c. Fire Department: Councilor Holl reported that the fire department is looking for ways in which to cover the \$6,000 balance that the Fireman's Relief did not cover.
- d. Police Department:
  1. Police Chief Search Update: Mayor Carpenter announced that progress is being made with the search.
  2. New Patrol Officer Search Update: President Shearer commented that Council needs to consider repealing the motion to begin the process of creating a new eligibility list until the new Police Chief has been hired. Chief Jasinski felt that this was wise decision.

*Motion: To rescind the motion made at the October 23<sup>rd</sup> meeting requesting the Civil Service Commission begin the process for creating a new eligibility list, and to delay creating a new eligibility list until a new Police Chief has been hired.*  
*Motion by Jane Quairola, second by Josh Holl. Motion passed.*
- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month. The next meeting is scheduled for Wednesday, December 5, 2018 beginning at 7:00 PM. President Shearer reminded everyone that the Commission still needs a replacement for Jim Hartman, who moved to North Londonderry Twp.
- f. Public Works Department: Borough Manager Powl
  1. Superintendent's Monthly Report: Mr. Powl did not have a copy of the report due to time constraints for the Superintendent to submit one.
  2. Borough Properties:
    - a. 325 S. Railroad Street - Municipal Building: There was nothing to report.
    - b. 910 E. Broad Street - Public Works Facility: There was nothing to report.
    - c. 40 E. Front Street - Vacant Lot: (Environmental Report) Mr. Powl informed Council that he just received a report from RETTEW on the soil tests. The report disclosed levels of arsenic in the ground that are unacceptable for a residential area. However, Mr. Powl stated that the lot is zoned as light industrial and should not require the same levels. He will be checking

- into the acceptable levels for an industrial area as well as Staff will be looking to determine if there is any Brownfields grant funds available for any further remediation. He also explained that it may cost an additional \$90-\$100,000 to clear the site through DEP to meet residential standards and that would exceed the value of the lot.
3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) There was nothing new to report.
  4. Refuse & Recycling: Mr. Powl reported that Waste Management will begin collection service on Monday November 26<sup>th</sup>. The only thing that will change on this date will be the color of the trucks. The public works crew is scheduled to collect yard waste the week of November 26<sup>th</sup> and December 17<sup>th</sup> (weather permitting). This task will then be the responsibility of Waste Management beginning in April 2019. Details on other services are begin finalized and the Borough will communicate any changes to the residents via the newsletter or robo-calls.
  5. Sewer System:
    - a. Main Pump Station (910 E. Broad St) – Control Issue: Mr. Powl reported that the Main Pump Station was upgraded several years ago, and, unfortunately, no back-up mechanical float control systems were added to keep the pumps running in the event of the electronic bubbler system controls failing. This situation occurred last week, and the Public Works crew had to manually switch the pumps on and off and clean the wet well. The wet well at the pump station almost overflowed because the Borough’s portable bypass pump was not big enough to keep up with the flow. Mr. Powl commented that a fix to this issue is being researched by RETTEW and steps will need to be taken to eliminate this problem in the future to eliminate any risk of an overflow.
  6. Sinkholes:
    - a. 25 N. Franklin Street: (Extend new piping via Hennessy Way to Injection Well #3 along Division St between N. Harrison St & N. Franklin St) There was nothing new to report.
    - b. 223 S. Locust Street & PASD Injection Well: There was nothing new to report.
    - c. N. Duke Street & First National Bank detention basin: Mr. Powl indicated that the sinkhole is growing further into the street and it may be time to ask the Borough Solicitor to intervene and get a conversation going on this issue. The problem is that the Bank wants the Shopping Center to help contribute to the fix because their water is running into the basin too.
    - d. Town Square: There was nothing new to report. Mr. Powl will be removing this from the agenda.
    - e. First Block N. Lincoln Street (between curb & sidewalk near North Ave): The property owner has not taken any steps to remediate this hole. Mr. Powl stated that it may be time to ask the Borough Solicitor to intervene.
    - f. Plum Alley (to the rear of 221 E. Maple Street): The sinkhole was fixed by Custer Excavating at the direction of engineers from ARM Group. Sewer laterals and a section of sewer main were also replaced, and the Borough will be keeping an eye on the area. Plum Alley was scheduled to be paved as part of the Cherry Street project but, that will be credited back to the Borough to watch this area to see how the repair holds up through winter and early spring. If the repair holds, the Borough will pave the alley in the spring.
    - g. First Block South Green Street: Mr. Powl stated that Custer Excavating repaired the sinkhole at the direction of engineers from ARM Group. Approximately 125-yards of concrete was poured into the hole. After Custer had finished paving the road patch and was pulling down the barricades to open the road to traffic, a new hole opened along the north edge of the paved patch. Remediation on the new hole was completed on Monday, November 12<sup>th</sup>, and paving is anticipated for Wednesday, November 14<sup>th</sup> so that the road is available for the Holiday Parade on the Saturday November 17<sup>th</sup>.

7. Stormwater Management:

- a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Cherry Street has been paved and reopened to traffic. The contractor will begin working to connect the two injection wells in South Avenue and S. Harrison Street.
- b. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) There was nothing new to report.
- c. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: There was nothing new to report.
- d. Phase B Stormwater Management System: (between Main Street & railroad tracks - Grant Street & Palmyra Shopping Center) There was nothing new to report.

8. Street & Alley Maintenance: There was nothing new to report.

- g. Solicitor's Report: (Josele Cleary, Esq. - Morgan, Hallgren, Crosswell & Kane PC)
- h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the Zoning Officer/Codes Enforcement Officer Report for October 2018. There were no Zoning Hearing Board hearings scheduled this month.
- i. Borough Manager's Report: Mr. Powl had nothing new to report.

Other Business

- Council Holl advised that there are several bad potholes on West Walnut Street.

Public Comment Period #2

- Barry Powell, 41 N. Franklin Street, asked for clarification on some refuse rules that he heard were changing, asked about the N. Franklin Street stormwater issue, complained that the Superintendent did not submit his monthly report, and advised Council that Councilor Quairolì should charge each of the Council members \$20 per hour for doing their job to review the budget.
- Dave Boyer, 12 Cortland Crossing, announced that the robotics team will have two robots in the parade.
- Mike McNamara, 311 E. Cherry Street, asked how much the ½ mill increase in taxes will cost the average homeowner. Mr. Powl quickly estimated that it would be approximately \$62 a year.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, November 27, 2018, and Tuesday, December 11, 2018 beginning at 7:00 p.m.

Motion to Adjourn

*Motion to adjourn by Jane Quairolì, second by Tom Miller. The meeting adjourned at 10:02 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager