

Palmyra Borough Council Meeting  
 Tuesday, May 22, 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, Jane Quairoli, Mark Smith, and Joe Templin. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Mayor Fred Carpenter, and Chief Stan Jasinski.

Announcements

President Shearer announced that Borough Council held an executive session prior to tonight’s Borough Council meeting to consult with the Borough’s labor attorney on personnel issues 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

- Sarah Porche, owner of 313 N. College Street, came before Council to complain about owing a past due sewer/refuse bill. She stated that she owns the property, but had a sales agreement with a couple living at the property that didn’t pay the bill. Council President Shearer assured her that Council would consider the issue.

Consent Calendar

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

- a. Approve the minutes of the May 8, 2018 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period April 1 through April 30, 2018:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$1,552,770	\$676,930	\$355,080	\$879	\$2,029	\$226,816
YTD Expenses	\$835,729	\$260,983	\$249,494	\$45,269	\$50,921	\$2,347
Difference	\$717,041	\$415,947	\$105,585	\$(44,390)	\$(48,892)	\$224,469
Fund Balance	\$2,554,137	\$675,801	\$373,350	\$1,032,227	\$2,241,251	\$751,784

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$23,013	\$38,356	\$4	\$266	\$34	\$107,012
YTD Expenses	\$4,500	\$10,016	\$0	\$0	\$0	\$77,176
Difference	\$18,513	\$28,339	\$4	\$266	\$34	\$29,836
Fund Balance	\$20,106	\$217,902	\$4,750	\$324,045	\$41,086	\$29,836

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

### Action Items

a. Debt Collection Action:

*Motion: To authorize the Borough Solicitor to pursue Writs of Scire Facias to commence foreclosure proceedings against the following properties:*

- Adam Coble, 122 N. Chestnut Street, for a delinquent balance of \$2,035.61
- Adam Coble, 124 N. Chestnut Street, for a delinquent balance of \$1,696.11
- Michael J. Davis & Kenn Medina, 233 E. Maple Street, for a delinquent balance of \$2,165.22
- Michael J. Davis & Kenn Medina, 235 E. Maple Street, for a delinquent balance of \$3,993.80
- Diane Watkins, 826 W. Main Street, for a delinquent balance of \$3,634.14
- Denise & Aahron Bartram, 613 W. Oak Street, for a delinquent balance of \$3,234.04
- Jason Umholtz, 710 N. Railroad Street, for a delinquent balance of \$2,954.72
- Ronald Hunter, 442 W. Main Street, for a delinquent balance of \$5,698.10
- Ronald Hunter, 444 W. Main Street, for a delinquent balance of \$6,379.26

*Motion by Jane Quairola, second by Josh Holl. Motion passed.*

- b. Plum & Pear Alley “No Man’s Land”: Mr. Powl informed Council of an area at the southeast corner of the intersection of Plum & Pear Alley that has been maintained by the Public Works staff for many years because nobody seems to know who the rightful owner is. He explained that the proposal from Kaylor, Allwein & Hartman will provide the Borough with a survey plan of the entire block, which can then be used by the Solicitor to do a title search, if necessary, to determine who the property belongs to so that the Borough can cease maintaining it.

*Motion: To approve the proposal submitted by Kaylor, Allwein & Hartman, Inc. to research and survey the block between S. Lingle Ave, S. Windsor Ave, W. Cherry St., and W. Maple St. in an amount not to exceed \$5,900 to determine who owns a piece of land at the southeast corner of the intersection of Plum & Pear Alley. The cost for this work will be expensed to General Fund Budget Line Item #01.408.313 – Engineering Services.*

*Motion by Jane Quairola, second by Mark Smith. Motion passed.*

### Reports

- a. President’s Report: President Shearer reminded Council of the Memorial Day Parade on May 28<sup>th</sup> at 9 AM, the Memorial Day program at the Palmyra Middle School at 10:30 AM, and the PAHA Craft Show which will be held on June 9<sup>th</sup> from 1-5 PM at the First United Methodist Church.
- b. Library Report: Councilor Quairola provided a copy of the May 2018 report.
- c. Police Department: Mayor Carpenter provided a copy of the April 2018 report.
- d. Solicitor’s Report:
1. Sheetz – Liquor License Transfer Request: Mr. Powl stated that a transfer request has been received and the required hearing is scheduled for the June 26<sup>th</sup> Council meeting.
- e. Zoning Hearing Board: No hearings were conducted this month.
- f. Borough Manager’s Report:
1. 300 Block E. Cherry St / 100 Block S. Grant St Stormwater & Road Restoration Project: The contractor has been informed of Council’s decision to purchase a correct outfall structure. Otherwise, the week-long run of poor weather has stalled the project.
  2. New Public Works Garage Building Project: The new building has been delivered and the building layout has been staked out. The poor weather has stalled this project as well.

3. Capital Loan Debt Refinancing – Municipal Bond: Mr. Powl stated that the Borough credit rating should be available by 6/12. Brad Remig, Public Financial Management, LLC, will be circulating a Request for Proposal to Bond Brokers, and the Bond Brokers may try to attempt to contact the Council members to lobby for their services. Mr. Remig scheduled a bond rating conference call with Standards & Poor for Mr. Powl. Both Mr. Remig and Ben Ried, Eckert Seamans (bond Counsel), will be attending the 6/12 Council meeting to brief Council on the Bond details.
4. Public Works Assistance / Participation in Parade Events: Mr. Powl asked Council for a decision on the Public Works staff assisting with and participating in parade events. He explained that the Police Department has made this request due to the lack of Fire Police to help set-up the road closure barricades. He also explained that nobody has volunteered to drive any Borough vehicles in the parade so, he asked if that is a concern to Council when North Londonderry Twp will most likely have all their dump trucks in the parade as usual. Management gives the crew the option of comp time, but that hasn't prompted anyone to participate. All the parade participants in the past few years have now retired.  
  
Council agreed to require a minimum of two employees to assist with and participate in the Memorial Day parade and to be paid overtime, but those same employees do not have to drive in the Holiday Parade, or the following Memorial Day parade, unless they would volunteer. Parade duty should be rotated among the employees so that the same employees are not required to work the same parade every year.
5. Councilor Smith inquired if the Borough heard anything from The Hershey Company concerning Borough Council's letter sent to them, and Mr. Powl confirmed that no response to the Council letter has been received to this point.

Other Business

There was no other business.

Public Comment Period #2:

There were no public comments.

Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, June 12, 2018 and on Tuesday, June 26, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairoli, second by Josh Hall. The meeting adjourned at 7:30 PM.

Respectfully submitted,

Roger E. Powl  
Borough Manager