

Palmyra Borough Council Meeting
 Tuesday July 24, 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, and Joe Templin. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Mayor Fred Carpenter, and Chief Stan Jasinski. Jane Quairoli and Mark Smith were absent from the meeting.

Announcements

President Shearer announced that Borough Council held an executive session meeting on Monday July 23rd at 6:00 PM to consult with the Borough’s labor attorney on 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.

Special Visitors

Ben Reid, Eckert Seamans, was in attendance to explain a resolution needed from Council to approve Post Issuance Compliance Procedures required of the Borough, and to name a Compliance Officer. This requirement is necessary because of the tax-exempt notes and bonds that were recently issued.

Motion: To approve Resolution 2018-24 to adopt the Post-Issuance Compliance Procedures and naming the Borough Manager as the Compliance Officer for reporting purposes. Motion by Josh Holl, second by Don Barry. Motion passed.

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 July 10, 2018 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period June 1 through June 30, 2018:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$2,494,886	\$828,850	\$437,023	\$228,187	\$8,797	\$228,354
YTD Expenses	\$1,716,330	\$412,048	\$359,679	\$324,501	\$226,181	\$4,867
Difference	\$778,556	\$416,802	\$77,344	\$(96,314)	\$(217,384)	\$223,486
Fund Balance	\$2,615,652	\$637,705	\$345,109	\$980,303	\$2,072,760	\$750,801

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$27,081	\$38,788	\$14	\$50,964	\$118	\$107,070
YTD Expenses	\$4,500	\$22,188	\$45	\$0	\$0	\$78,112
Difference	\$22,581	\$16,600	\$(32)	\$50,964	\$118	\$28,957
Fund Balance	\$24,174	\$206,162	\$4,714	\$374,742	\$41,170	\$28,957

Motion: To approve the consent calendar. Motion by Carissa Mellinger, second by Don Barry. Motion passed.

Action & Discussion Items

- a. Ordinance #786 - Amend Chapter 350 (Vehicles & Traffic) Section 32 (Parking of Commercial vehicles, boats, recreational vehicles, and trailers):

Motion: To enact Ordinance #786, amending Chapter 350, Vehicles & Traffic, of the Palmyra Borough Code of Ordinances to revise regulations governing parking of certain vehicles and trailers. Motion by Josh Holl, second by Joe Templin. Motion passed.

- b. Road Closure Request – Palmyra Education Foundation “Glow Run”:

Motion: To authorize the closure of the roads necessary for the Palmyra Education Foundation to conduct a Glow Run on Saturday August 25th from 8:00 – 9:00 PM utilizing the following route:

Beginning at Buck Swank Stadium; west on W. Cherry Street; south on S. Horstick Avenue; east on W. Pine Street; south on S. Columbus Street; east on W. Elm Street; north on S. College Street; east on W. Pine Street; north on S. Bowman Avenue; west on W. Walnut Street; north on S. Locust Street, and; finishing at Buck Swank Stadium.

Motion by Carissa Mellinger, second by Don Barry. Motion passed.

- c. Non-Uniform Employee Policies & Procedures Manual Update:

Motion: To approve the revised sections of the Palmyra Borough Personnel Policies & Procedures Manual for non-uniform employees. Motion by Carissa Mellinger, second by Josh Holl. Motion passed.

Reports

- a. President’s Report: President Shearer did not have a report.

- b. Library Report: A copy of the July 2018 report prepared by Councilor Quairoli was reviewed.

- c. Police Department: Mayor Carpenter reported Police Vehicle #51 was driven into high water during the latest rain event and it blew the engine when water was sucked into the air intake. Hitz & Spahr obtained a price to put a used engine in the old car at a cost of \$2,500. The car probably isn’t worth \$2,000 even with the replacement engine and the car was due to be replaced in 2019, so Mr. Powl contacted New Holland Auto for a price on a 2018 Ford Police Interceptor AWD SUV. The Costars price for the vehicle is \$29,564, but lights, decals, and other equipment will be an additional cost. Mr. Powl indicated that it is not a budgeted item, but there are funds in the General Fund to cover the expense.

Chief Jasinski indicated that the new vehicle should have the LAPD paint scheme to match the other vehicles. The price for this paint option is an additional \$1,100.

Council agreed to the purchase with a funding buffer to allow for the costs to outfit the vehicle.

Motion: To authorize the purchase of a 2018 Ford Police Interceptor from New Holland Auto with LAPD paint scheme, and to authorize purchases to outfit the vehicle for a total value not to exceed \$40,000. The cost associated with this purchase shall be expensed to General Fund budget line item #01.410.760. Motion by Don Barry, second by Josh Holl. Motion passed.

d. Solicitor's Report: Solicitor Cleary provided copies of the following ordinances:

1. Draft Ordinance #787 – Amend Chapter 241 (Noise) to define a “Noise Making Device”
2. Draft Ordinance #788 – Regulation of “Display Fireworks” as defined by PA Act 43 of 2017

Council reviewed the ordinances and decided to have the Fire Chief of Citizens Fire Co. No. 1 named as the “Fire Prevention Officer” and to limit the total number of “display fireworks” permits to three times per year versus the five times per year proposed in the draft. With these minor changes, Council agreed to have the solicitor advertise the ordinances for action at the next meeting.

Motion: To prepare and advertise Ordinance #787 amending Chapter 241 (Noise) to define a “Noise Making Device and Ordinance #788 regulating “Display Fireworks” as defined by PA Act 43 of 2017. Motion by Don Barry, second by Joe Templin. Motion passed.

e. Zoning Hearing Board: No Zoning Hearings were conducted on Monday June 18th.

f. Borough Manager's Report:

1. 300 Block E. Cherry St / 100 Block S. Grant St Stormwater & Road Restoration Project: Mr. Powl expressed his frustration with the contractor. He stated that the engineers have advised him that the liner has not been installed properly and portions will need to be reinstalled if it isn't damaged. If the liner is damaged, the contractor will need to remove and replace with new liner.

Mr. Powl also informed Council that he is checking with the Solicitor on the possibility of removing the contractor from the job. Council agreed that the job must be done properly even if that includes additional time to complete the project.

2. New Public Works Garage Building Project: Mr. Powl reported that the piers are poured and installing the block course will begin in the next week. After that the steel will be erected and the concrete garage floors will be poured after the building is under roof.

3. Recycling Crisis: Mr. Powl provided an email dated 7/11/18 from Leb. Co. Recycling Coordinator Amy Mazzella di Bosco. The email outlines the current crisis with China not purchasing recyclable material anymore, therefore, less items will be accepted for recycling as a change must be made to cater to the recycling commodities market here in the United States. In addition, Mr. Powl learned that Waste Management is considering shuttering the recycling transfer station in Palmyra forcing our staff to haul recyclables to either Reazer's Recycling in Lebanon or Penn Waste in Manchester. The Borough currently does not pay a tipping fee to use the Waste Management transfer station. Penn Waste charges \$40/ton, and Reazer's charges \$75/ton. Currently the Borough's three-man crew is able to pick-up trash in the morning and one of them transports the trash to the GLRA landfill while the remaining two crew members collect the recyclable which can be dumped within the Borough during the afternoon. If the Palmyra transfer station is closed, it would be a game changer for the Borough's collection program due to the increased costs to vehicle operation, tipping fees, and the hiring of two additional employees to enable simultaneous collection of trash & recyclables so that they can be hauled and dumped at a transfer station before the facility closes for the day.

Mr. Powl presented a cost analysis he prepared if this situation comes to fruition. The analysis shows that the Borough would have to raise refuse rates immediately to between \$75-\$77 per quarter from the current \$61 per quarter rate, or, look to contract the refuse program to a private hauler. He will keep Council informed as more information becomes available.

4. 40 E. Front Street – Mr. Powl provided a copy of a proposal for Environmental Remediation from RETTEW. The total cost of the project is estimated to be \$136,400. Council agreed that it would be wise to complete the Step #1 assessment at a cost of \$11,400 to determine if there are any

remaining hazards on the property before considering full remediation. Mr. Powl explained that there is still room in the Engineering budget line item (01.408.314) to cover this expense.

5. Mr. Powl informed Council that he advertised the paving bids. Bids will be due on Friday, August 10th at 2:00 PM. The bids include Windsor St., Hazel St., High St., and N. Lincoln St.
6. Mr. Powl reported that Dr. Seaton from the ARM Group finished his geological study at the Town Square. Dr. Seaton does not feel there is a major problem there since bedrock appears to be only 12-15 feet below ground level, therefore, he believes the area that has dropped can be opened and repaired by standard excavation.
7. Mr. Powl apprised Council that the Commercial No Parking signs were sold for scrap during the move to 910 E. Broad St. There are only 3-4 remaining. He explained that many of the signs were in poor condition, and the wording on the signs needs to be changed anyway so, we will have to determine how many new signs we will need to enable the enforcement of the new ordinance.

Other Business

There was no other business.

Public Comment Period #2

- Mike McNamara, 311 E. Cherry St, inquired about the white material in the detention basin that has been exposed to the elements. Mr. Powl indicated that the material is the liner for the basin that was previously discussed that, according to the manufacturer's specifications, cannot be left exposed to sun or rain, which it has. Mr. Powl will send an email to the Cherry Street neighbors as more information becomes available.

Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, August 14, 2018 and on Tuesday, August 28, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Josh Holl, second by Joe Templin. The meeting adjourned at 8:10 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager