

Palmyra Borough Council Meeting
Tuesday, September 11, 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 Quairolì, 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 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

- Greg Reed, 233 E. Hazel Street, inquired if the trees at the square were going to be trimmed.

Consent Calendar

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

- a. Approve the minutes of the August 28, 2018 Borough Council meeting.
- b. Approve payment of all bills listed on the August 2018 Bill's List.

Motion: To approve the consent calendar. Motion by Josh Holl, second by Carissa Mellinger. Motion passed.

Action Items

- a. Councilor Mark Smith announced that due to his new work schedule, he is no longer going to be able to attend Borough Council meetings, therefore, he is regrettably resigning, effective with tonight's meeting.

Motion: To accept, with regret, the resignation submitted by Councilor Mark Smith. Motion by Jane Quairolì, second by Don Barry. Motion passed.

Borough Council will have 30-days from this date to appoint a replacement to serve the remainder of Councilor Smith's term on Council.

- b. 2019 Minimum Municipal Obligation (MMO) for Pension Funding:

1. Non-Uniformed Pension Plan: 2019 MMO = \$271,629
2. Uniformed (Police) Pension Plan: 2019 MMO = \$70,729

Motion: To approve the Uniformed and Non-Uniformed Minimum Municipal Obligation for pension plan funding for the 2019 Budget Year. Motion by Jane Quairolì, second by Don Barry. Motion passed.

- c. Resolution 2018-27 – Police Pension Plan Employee Contributions:

Motion: To approve Resolution 2018-27, a resolution reducing the required 5% employee contributions to 2.7% for the Police Pension Plan for calendar year 2019. Motion by Jane Quairolì, second by Joe Templin. Motion passed.

- d. Waiver Request – Stormwater Management Ordinance – Section 310-16.A(7):

Motion: To approve the waiver request made by RGS Associates on behalf of ShadowStone for the requirements of Section 310-16.A(7) of the Code of Ordinances of the Borough of Palmyra, which requires a minimum 4-foot high fence to be installed around a new stormwater management facility. Motion by Josh Holl, second by Mark Smith. Motion passed.

Reports

- a. President's Report: President Shearer did not have a report.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the August 2018 report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the August 2018 report. She commented about the concern of staff over the individuals that refuse to pay within 30-days. Efforts will be made to identify collection practices by other municipalities and assess how many residents are repeat offenders for non-payment.
- c. Fire Department: President Andy Braden announced that the department has ordered a new Seagrave 95' Aerialscope Tower Ladder truck. He also commented that the department participated in a regional grant that awarded funds to replace all of their 15-year old self-contained breathing apparatus.
- d. Police Department: There was nothing to report.
- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month.
- f. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the August 2018 report.
 2. Borough Properties:
 - a. 325 S. Railroad Street - Municipal Building: There was nothing to report.
 - b. 910 E. Broad Street - Public Works Facility: Mr. Powl commented that no work has been done on the building due to a change in location for under-slab plumbing and the weather conditions.
 - c. 40 E. Front Street - Vacant Lot: Mr. Powl mentioned that the soil probes are scheduled for early October.
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)
 - a. Memorial Park Project Update: Ms. Pera provided a letter to Council from the Palmyra Garden Club / Bowman Trust Committee. The letter requests improvements to the buildings at Memorial Park for which the Committee received the following proposals:

○ Integrity Painting – to paint the interior of the pavilion	\$5,280.00
○ Heisey Electric, LLC – electrical upgrades and installation of security lighting to park buildings	\$8,700.00
○ Keefer Siding Company – to install siding, fascia, soffit Gutter, and new entry doors on the kitchen and band shell	\$19,965.00
○ Hershey Door Service, Inc. – to install 4 roll-down doors for the kitchen facility.	\$2,168.00

The Bowman Trust Committee intends to provide funding for the improvements, but also requested Borough Management to oversee the project.

Motion: To approve the request of the Palmyra Garden Club / Bowman Trust Committee to make improvements to the Memorial Park buildings with oversight of the project to be conducted by Borough Management. Costs of the improvements will be paid using Bowman Trust funds. Motion by Jane Quairolì, second by Don Barry. Motion passed.

4. Refuse & Recycling:
 - a. Recycling Crisis:
 - Waste Management – Palmyra Transfer Station Status: Mr. Powl reported he attended a joint municipality and hauler meeting hosted by GLRA. While in attendance, he spoke with Steve Johnson of Waste Management to discuss the recycling transfer station in the Borough. Mr. Johnson informed Mr. Powl that it will cost \$50k - \$70k to fix or replace the scale at the transfer station and Waste Management has not made a final decision on this issue. He believes no decision will be made before January 2019. Mr. Powl stated that this gives the Borough time to pull together more information to make an informed decision on the refuse/recycling program.
 - Refuse/Recycling Program Customer Satisfaction Survey: Mr. Powl suggested to Council to survey residents to determine their expectations for refuse and recycling services. Then Council can decide if they want to outsource the program or properly staff the Borough refuse service. Council agreed with the survey and asked that it be included in the October newsletter. Mr. Powl commented that it would also be available on the website, and on an online survey service.
5. Sewer System: There was nothing to report.
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). This project is still waiting for time to install.
 - b. 223 S. Locust Street & PASD Injection Well: Mr. Powl reported that both wells failed, and he expects the School District to contact the Borough for an expanded testing area.
 - c. N. Duke Street & First National Bank detention basin: Mr. Powl stated that no area for an injection well was found on the bank property and he expects the bank to contact the Borough for an expanded testing area.
 - d. Town Square: Research has shown that the Borough does not own the first parking space next to the park. The property owner will be fixing the sink hole area next to the Town Square.
 - e. Plum Alley (to the rear of 221 E. Maple Street): Mr. Powl commented that this area might be best for a small-scale injection grouting project because there is not much room to maneuver excavation equipment in the alley. He will work with ARM Group, Inc. to determine the next steps for remediation.
 - f. First Block N. Lincoln Street (between curb & sidewalk near North Ave): The property owner met with Mr. Powl to lay out the history on this area. A stormwater inlet on the corner of Main and Franklin Streets daylighted in the area of this sinkhole. The property owner informed Mr. Powl that this has always been a Borough issue.
 - g. Southeast Park - Mr. Powl informed Council of a new sinkhole that developed on the east side of the head-wall of the detention basin. The Public Works crew has made repairs.
7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Weather has once again affected this project. The contractor started working on the trench to connects the wells, but Mr. Powl advised the contractor not to have any open trenches with Hurricane Florence forecast to hit the area in the next week.

Mr. Powl also informed Council of a sewer line failure that occurred in a line that was installed by the contractor in South Ave. The failure was due to the pipe settling due to improper trench compaction during installation.

- b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.)
There was nothing new to report. Mr. Powl continues to research options to move forward.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St).
This project is waiting for time to finish.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: RETTEW is filing the MS4 paperwork that is required of each municipality by September 30, 2018.
 - e. Stormwater Phasing Plan – Updated Cost Estimates: Mr. Powl provided a copy of the updated funding plan. Council would like to explore the Arch Street area for the next step. They also asked the Treasurer for an updated loan tracking report to determine how much money remains for stormwater projects.
8. Street & Alley Maintenance:
- a. Alley Right of Way Clearance Issues: Mr. Powl provided a photo of an alley between 114 & 122 East Oak Street that is overgrown with bushes. The photo shows the bushes have grown into the right-of-way and making the property owner cut the bushes back to the line will more than likely cause the bushes to die. He cautioned Council that the refuse employees get knocked off the back of the truck, the bushes are scratching the equipment, and hitting the mirrors. Mr. Powl asked Council for their opinion on how to handle these right-of-way infringements because they are prevalent throughout the Borough.

Council vacillated in their responses between respecting property owners and protecting the Borough employees and equipment. Ms. Pera insisted that Council decide because staff would not be able to uphold any ordinance that clears the right-of-way areas without the support of Council. Council agreed for staff to require property owners to clear the Borough rights-of-way as required by the ordinance.
- g. Solicitor's Report: There was no report.
- h. Zoning & Codes Enforcement:
1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the August 2018 report.
 2. Zoning Hearing Board: (Hearings scheduled for September 17th at 5:30 PM)
 - a. 940 E. Main Street - Mavis Discount Tire:
 - Variance - Section 380 - Table 380-46 (Permanent Sign Requirements) to exceed the maximum sign area for two individual signs. The applicant is also seeking a variance to exceed the maximum number of signs by placing a total of three signs (one freestanding, and two wall signs) on the property.

Council agreed that they are against the variance request for additional signage and asked Mr. Powl to communicate that to the Zoning Hearing Board members at the hearing.
- i. Borough Manager's Report: There was nothing new to report.

Communications

Mr. Powl provided a copy of a letter dated 8/28/18 from Jeremy Keefer requesting the use of Memorial Park for a "Church Beyond the Walls" event on Sunday October 14th from 10:00 a.m. to 4:00 p.m. Council asked staff to contact Mr. Keefer and let him know that the park is not ready for rentals.

Other Business

There was no other business.

Public Comment Period #2

- Greg Reed, 223 E. Hazel Street, inquired about when the paving on his street was to begin and complained that his neighbor did not have water service to their property. It was disconnected.
- Robert Keller, 759 W. Cherry Street, expressed his concern for any new building at S. Lingle and E. Cherry Streets due to stormwater issues.
- Maria Boyer, 12 Cortland Crossing, shared her opinion on keeping the refuse service in the Borough.
- Debra Shifflet, 809 E. Birch Street, shared her opinion on keeping the refuse service in the Borough.
- Cory & Crystal Shifflet, 122 N. Penn Street, had questions about delinquent sewer/refuse accounts.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, September 25, 2018, and Tuesday, October 9, 2018 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Josh Holl, second by Jane Quairolì. The meeting adjourned at 8:58 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager