

Palmyra Borough Council Meeting  
 Tuesday October 22, 2019  
 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, Tom Miller, Jane Quairoli, and Joe Templin. Also, in attendance Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Mayor Fred Carpenter and Police Chief Andrew Winters. Jim Tesche was not in attendance.

Public Comment Period #1

- Bob Fox, REMAX, 1135 W. Governor Road, Hershey, asked questions about the rental inspection ordinance.

Consent Calendar

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

- a. Approve the minutes of the October 8, 2019 Borough Council meeting.
- b. Approve the Treasurer’s Report for the period September 1 through September 30, 2019:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$3,160,514	\$1,327,311	\$897,704	\$276,689	\$22,803	\$243,909
YTD Expenses	\$2,846,070	\$1,172,562	\$945,382	\$692,508	\$112,746	\$628,621
Difference	\$314,444	\$154,750	\$(47,678)	\$(415,819)	\$(89,943)	\$(384,712)
Fund Balance	\$1,748,016	\$851,348	\$359,455	\$1,133,469	\$1,351,918	\$349,725

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$28,844	\$41,766	\$57	\$61,812	\$722	\$114,274
YTD Expenses	\$30,000	\$22,691	\$0	\$420,018	\$0	\$40,596
Difference	\$(1,156)	\$19,075	\$57	\$(358,206)	\$722	\$73,678
Fund Balance	\$775	\$217,621	\$3,918	\$20,093	\$42,512	\$102,910

*Motion: To approve the consent calendar. Motion by Josh Holl, second by Jane Quairoli. Motion passed.*

Action & Discussion Items

- a. Ordinance #796 – Amend Chapter 202 (Grass & Weeds):

*Motion: To enact Ordinance #796, an ordinance to amend Chapter 202 (Grass & Weeds) of the Palmyra Borough Code of Ordinances to clarify regulations and revise enforcement provisions. Motion by Jane Quairoli, second by Josh Holl. Motion passed.*

b. Ordinance #797 – Amend Chapter 277 (Rental Property):

*Motion: To enact Ordinance #797, and ordinance to amend Chapter 277 (Rental Property) of the Palmyra Borough Code of Ordinances to restate and revise regulations governing residential rental units. Motion by Tom Miller, second by Don Barry. Motion passed by a 5-1 vote with Jane Quairoli voting against the ordinance.*

c. Palmyra Borough Code of Ordinances - Short Term Rental Issues (Air B-n-B's): Council reviewed and discussed the ordinance information provided by the Borough Solicitor. Councilor Miller suggested that Council table this discussion for the time being because they will need to focus on the budget over the next several meetings. Council agreed that the discussion is not a priority at this time, but also asked that the Solicitor attend a meeting to answer any questions Council may have about Short Term Rentals in residential zones.

d. Financial Security Release Request – Palmyra Area School District Forge Road Elementary Project:

*Motion: To approve the recommendation made by the Borough Engineer to authorize the Borough Treasurer to release the \$591,000 financial security being held from the Palmyra Area School District for the proper completion of the Forge Road Elementary School Access Road Project, contingent upon all comments listed on the Borough Engineer's letter dated October 17, 2019 being satisfied. Motion by Jane Quairoli, second by Don Barry. Motion passed.*

e. 2020 Draft Budget Presentation: Mr. Powl presented the 2020 draft budget for each fund. Chief Winters communicated the changes in the Police Department budget. The presentation highlighted the need for a tax increase and an increase in refuse rates. Sewer rates will not need to be increased. Mr. Powl stressed that the numbers are very fluid as the expected revenue from taxes in 2019 may be underestimated since there was a tax increase and the amount of anticipated revenue is not based on history. Council conducted a preliminary review and asked pertinent questions regarding the increase. Mr. Powl assured Council that this is the worst-case scenario and includes everything. Council will need to decide what they want to accomplish in 2020 and plan their budget accordingly.

Mr. Powl also informed Council that they will need to meet on Monday, January 6<sup>th</sup> to conduct the Biennial Reorganization meeting as required by the Borough Code. Their regularly scheduled meeting will be on Thursday, January 9<sup>th</sup>. Mr. Powl asked Council if they would rather conduct their regular meeting on January 6<sup>th</sup> as well and not meet on January 9<sup>th</sup>. Council agreed to hold their meeting on January 6<sup>th</sup> at 7 PM. Mr. Powl will advertise the meeting schedule with the change.

### Reports

a. President's Report: President Shearer thanked the Fire Department for their hard work in handling the fire at 327 E. Main Street on Sunday, October 20<sup>th</sup>.

b. Library Report: Councilor Quairoli did not have the October 2019 report because she was unable to attend the meeting.

c. Fire Department: Councilor Holl commented that it has been a busy month for the department. It started with the Open House on October 6<sup>th</sup> and continues with the number of calls received.

d. Police Department: Chief Winters provided a copy of the September 2019 report. He also mentioned that there was a more department overtime in October, but that approximately half of it will be reimbursed by other entities that requested assistance.

1. Conditional Offer of Employment - New Patrol Officer: (Replacement for Officer McGuire)

*Motion: To hire Frank Joseph Bucsi as a full-time Patrol Officer for the Palmyra Police Department, with a starting salary of \$48,399 (\$23.24/hour), contingent upon the following: successful completion of the police academy; passing the required MPOETC certification exam; successfully completion of a medical and psychological examination. Motion by Joe Templin, second by Don Barry. Motion passed.*

- e. Recreation Commission: Councilor Quairoli provided a copy of the October 2019 Director's Report.
- f. Solicitor's Report: There was nothing new to report.
- g. Zoning Hearing Board: (Results of hearing conducted on Monday October 21<sup>st</sup>)
  1. 211 S. Lingle Ave (Robert Morrison):
    - APPROVED - Seeking a Variance of Section 380-127 (Expansion or Alteration of a Non-Conforming Use) so that a 50'X50' addition can be constructed, which will be a 64% expansion versus the 50% maximum permitted. The approval was conditioned on the applicant having only one use for the property at a time. No other type of business will be allowed to operate from this property.
- h. Borough Manager's Report:
  1. N. Duke Street Sinkhole Repair Status: Mr. Powl reported that the basin has been regraded and prepared for the membrane liner installation. The contractor believes that the project will be finished by November 4<sup>th</sup>. The Borough is still waiting to learn of the cost to repave the entire width of Duke Street & Arch Street from Main Street to the existing injection well on Arch St.
  2. Street Sweeper (2003 Freightliner/Johnston Bus) – Mr. Powl informed Council that the sale results from MuniBid netted \$43,200 for the old street sweeper. The vehicle has already been transferred and picked up by the new owner.
  3. Sinkhole – Mr. Powl stated that a sinkhole opened on N. Hetrick Ave. as a result of heavy rain. The sinkhole was at a trench repair that UGI created when installing a natural gas line to the new cardboard manufacturing building being constructed along North Lingle Avenue. UGI never finished paving the trench which allowed water into the trench causing the sinkhole. It was repaired by UGI.
  4. Zoning Map Change Request: ShadowStone is requesting to have the current zoning of the 415 N. Railroad Street property changed from Light Industrial (LI) to Manufactured Home Park (MHP). Palmyra Planning Commission will review the request at their November 6<sup>th</sup> meeting. Borough Council will need to conduct a public hearing and enact an ordinance, which is scheduled for the November 26<sup>th</sup> meeting.

#### Communications

Mr. Powl provided a copy of an invitation to The Caring Cupboard's 4<sup>th</sup> Annual Dinner & Silent Auction, Friday, November 1, 2019 beginning at 6:00 PM at the Hershey Lodge.

#### Other Business

- During the budget discussion, Chief Winters mentioned his desire to sell the current speed trailer on MuniBid and replace it with a digital speed alert sign that connects to a sign post. These digital signs will require a rechargeable battery. Councilor Templin suggested that Chief Winters look for a solar option for recharging the sign battery.
- Councilor Quairoli mentioned that she attended the Lebanon County Township Convention.

Public Comment Period #2

- Nancy Fleegle, 127 E. Maple Street, inquired how to register her Air BnB for the rental registration license.
- Bob Fox, REMAX, 1135 W. Governor Road, Hershey, explained that on page #5 of Ordinance #797, the language explains that a rental license is required per each rental unit.

Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, November 12, 2019 and on Tuesday, November 26, 2019 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn the meeting by Josh Holl, second by Jane Quairolì. The meeting adjourned at 9:17 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager