

Palmyra Borough Council Meeting
Tuesday December 10, 2019
7:00 PM

Borough Council Vice-President Tom Miller 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, Jane Quairola, Jim Tesche, and Joe Templin. Also, in attendance Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Andrew Winters. Beth Shearer, Josh Holl, and Mayor Fred Carpenter were absent from the meeting.

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 November 26, 2019 Borough Council meeting.
- b. Approve payment of all bills listed on the November 2019 Bill's List.

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

Action & Discussion Items

- a. 2020 Preliminary Budget Discussion: Mr. Powl asked if there were any last-minute changes for creation of 2020 Final Budget. He reported that the November financial statement numbers were added to the budget to update the budget projections and it showed a surplus of \$76,000 anticipated for the end of 2019. He explained that this means no tax increase would be necessary for 2020, however, he reminded Council that N. Duke Street will need to be milled and paved at an estimated cost of \$65-\$70,000. He also received a proposal to re-finish the failing stained concrete floors in the Municipal Building with an epoxy/flake/clearcoat type finish at an estimated cost of \$12-\$14,000. He explained that if Council would like to include these two items in next year's budget, they would need a small tax increase of 0.04-mills, which would cost the average property owner in the Borough \$7.29 per year, or \$0.61 per month. Council was agreeable with including these two expenditures in the 2020 Budget.

- b. Ordinance #799 – Motor Vehicles & Traffic – Truck Traffic Restrictions – Revise Handicap Parking:

Motion: To enact Ordinance #799, an ordinance amending Chapter 350 (Motor Vehicles & Traffic) to establish prohibition of truck traffic on E. Poplar St, E. Cedar St., E. Hazel St., and E. Spruce St. between N. Railroad St. and N. Chestnut St., and, revising handicap parking spaces. Motion by Jane Quairola, second by Don Barry. Motion passed.

- c. Financial Security Reduction Request – Mavis Discount Tire:

Motion: To approve the recommendation made by the Borough Engineer to reduce the financial security for the Mavis Discount Tire development from \$326,697.05 to \$0.00. Motion by Jane Quairola, second by Jim Tesche. Motion passed.

- d. Humane Society Of Lebanon County – 2019-2020 Stray Housing Agreement:

Motion: To authorize the Borough Manager to execute the 2019-20 Stray Housing Agreement with the Humane Society of Lebanon County, 150 N. Ramona Road, Myerstown, PA. Motion by Jane Quairola, second by Jim Tesche. Motion passed.

Reports

- a. President's Report: Vice-President Miller commented that he thinks the holiday decorations look great, however, he recently drove through Ephrata and came away with the thought of how much

holiday decorations can set a perception of the overall health of the community. He would like some thought given and some money dedicated when preparing the 2021 Budget towards improving the holiday decorations here in Palmyra. He also asked if he could serve on a Downtown Revitalization Committee as a seated Borough Council member.

- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the November 30, 2019 report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the November 2019 report.
- c. Fire Department: There was no report.
- d. Police Department: Chief Winters reported that the outfitting of the newest police vehicle will be finished by this coming Friday. He is working on updating WatchGuard, the in-vehicle camera system. The department will be subscribing to Crime Watch, which will provide a new police website for the department. Officer Bucsi has been outfitted and has begun his Field Training Officer program. The department was visited by a few students from Pine Street Elementary School who learned about the police station.
- e. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet in December.
- f. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the November report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street:
 - Mako-ver Epoxy (654 W. Main St.) – Mr. Powl received a proposal to refinish the lobby floors. The proposal is for an epoxy type material with a clear coat overlay that will replace the original water based pigmented sealer currently on the floor. Council agreed to move forward with the floor makeover and asked Mr. Powl to provide the product website to Council so that physical samples can be selected and provided for the final selection.
 - b. Public Works Department – 910 E. Broad Street: There was nothing new to report.
 - c. Vacant Lot – 40 E. Front Street: There was nothing new to report.
 - d. Vacant Lot – Northeast corner of the intersection of N. Lingle Ave and W. Main Street: There was nothing new to report.
 - e. Vacant Lot (Shaffer-Erb Tract) – south side 900 Block East Cherry Street: There was nothing new to report.
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) - There was nothing new to report.
 4. Refuse & Recycling: Councilor Barry reported that his cardboard, which was flattened and bound with twine, is either not collected or thrown in the refuse truck. Mr. Powl explained that he reported this to our representatives at Waste Management and Waste Management has not been able to confirm the complaint. Mr. Powl will issue another complaint to Waste Management.
 5. Sewer System: There was nothing new to report.
 6. Sinkholes:
 - a. N. Duke Street @ First National Bank detention basin: Mr. Powl reported that the contractor intends to mill and overlay the street with the hope of opening the street within the next week. The temperature may affect the opening because of the PennDOT requirement to apply thermo-plastic striping at the traffic signal.

- b. Plum Alley: Mr. Powl indicated that the compaction grouting contractor is hoping to be onsite within a week to begin the project. He will inform the neighbors once a decision for a starting date is confirmed.
 - c. 35 W. Walnut Street: (in front of firehouse ramp) Mr. Powl stated that the sinkhole is stable for the time being, and Dr. Seaton from ARM Group, Inc. will be conducting some additional geophysical testing. Preliminarily, he does not believe the area requires compaction grouting due to the height of the bedrock in the area.
7. Stormwater Management:
- a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: This project is being closed out. The project will now be under the one-year contractor warranty period.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Wagner forwarded the maximum impervious surface coverage zoning analysis conducted by RETTEW to Matt Crocker of The Hershey Company. He is waiting to hear their comments regarding the stormwater project.

Mr. Powl also informed Council that he received an email from the Superintendent regarding the possibility of the School District subdividing and gifting/selling a portion of the Ridge Road Park property. The Superintendent asked for the name of The Hershey Company contact in order to begin discussions.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) There was nothing new to report.
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl stated that he and Ms. Pera, along with RETTEW staff, are meeting with DEP on December 12, 2019 to discuss the MS4 application. More information will come as a result of this meeting.
8. Street & Alley Maintenance: There was nothing new to report.
9. Traffic Signals: There was nothing new to report.
- g. Zoning & Codes Enforcement: Mr. Powl provided a copy of the November 2019 Zoning Officer/Codes Enforcement Officer Report.
1. Zoning Hearing Board: Three hearings are scheduled for Monday, December 16th at 5:30 PM. Council discussed the following applications and decided not to take a position on any of the applications:
 - a. 407 W. Maple Street – Richard & Jessica Hodnett:
 - Variance of the minimum (35') front yard setback (Section 380-14.G) to enable construction of a new front porch with a (20') front yard setback.
 - b. 101 N. Harrison Street – Joseph T. Burgio (Aradiant):
 - Variance of Section 380-99 (mini-warehouses) and Special Exception approval necessary to replace a current prior non-conforming use with a new non-conforming use (mini-warehouse/self-storage).
 - c. 401 W. North Ave. – Richard Whitman:
 - Variance of Section 380-38.I (Parking Spaces) and Section 380-27.B(2) (Open Space Requirements). Also seeking Special Exception for Section 380-38.G (Location of Parking Spaces) to enable the use of neighboring properties owned by Kevin Bashore and Richard Gerhart to be utilized for parking by patrons for the applicant's Microbrewery/Pub previously approved by the Zoning Hearing Board.

h. Borough Manager's Report:

1. Ordinance #798 – 2020 Real Estate Tax Ordinance: Mr. Powl advised Council that the ordinance has been advertised and will be on the December 19th agenda.
2. Appointed Officials Term Expirations: Mr. Powl shared a copy of the term expirations for all Borough Committees.

Other Business

- Councilor Templin reported that the temporary detour sign for Jack Williams Tire & Auto has blown over.
- Councilor Barry reported that there is no stop sign at the McDonald's intersection of the shopping center and Rt. 422.
- Councilor Quairola reported a trash concern at 119 W. Main Street.
- Councilor Barry asked that the meeting date change for 2020 be reported in the January newsletter.
- Vice President Miller requested an executive session after the meeting to discuss personnel issues.

Public Comment Period #2

There was no public comment.

Announcement

Vice President Miller announced that Borough Council will conduct its next public meetings on Thursday, December 19, 2019, and Monday, January 6, 2020 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairola. Second by Jim Tesche. The meeting adjourned at 7:50 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager