

Palmyra Borough Council Meeting
Tuesday February 12, 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, Carissa Mellinger, Tom Miller (via Skype), and Jane Quairoli. Also, in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Acting Chief Pete Mathews. Mayor Fred Carpenter and Joe Templin were absent from the meeting.

Announcements

President Shearer announced that Borough Council held an executive session prior to this evening's meeting to discuss personnel issues as permitted by the Pennsylvania Sunshine Act. Any official action resulting from the Executive Sessions will occur at a future public meeting.

She also announced that the Borough is looking for residents interested in serving in the following appointed positions:

- Planning Commission: To serve the remainder of Jim Hartman's four (4) year term, expiring December 31, 2021.
- Palmyra Municipal Authority: To serve the remainder of Jim Hartman's five (5) year term, expiring December 31, 2021.

President Shearer announced that the Borough was looking for a volunteer to serve a new (6) year term, expiring December 31, 2024 on the Palmyra Civil Service Commission: Kenneth M. Shank has agreed to fill this vacancy.

Motion: To approve Resolution #2019-06, a resolution appointing Kenneth M. Shank to serve a new six (6) year term on the Palmyra Civil Service Commission, expiring December 31, 2024. Motion by Jane Quairoli, second by Don Barry. Motion passed.

Special Visitors

President Shearer presented the 2018 William & Nancy Kepler Community Service Award to Mike Reigle, President of the Palmyra Midget Football & Cheerleading Association. Mike thanked Council and Borough staff for working with the organization to provide opportunities for the kids of the community.

Public Comment Period #1

- Kelly Altfather, 885 Block Lane, Mt. Gretna, was in attendance to observe the meeting. She is a nursing student at Millersville University.

Consent Calendar

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

- a. Approve the minutes of the January 22, 2019 Borough Council meeting.
- b. Approve payment of all bills listed on the January 2019 Bill's List.

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

Action & Discussion Items

- a. Single-Bag Trash Program (SBTP) – Can We Offer to Tenants/Apartments? Council considered the pros and cons of offering the SBTP to tenants. Landlords are not forthcoming with information regarding tenant turnover, so there is a concern with tenants signing up for the SBTP, moving, and a new family moving into the apartment and requiring more refuse service than the SBTP offers. In this scenario, the Borough would be paying for more refuse tonnage than it is collecting fees to pay for the disposal of the tonnage.

Councilor Miller offered two options, 1) to not offer a SBTP to any resident and treat all customers equally, or 2) only offer the SBTP to owner occupied properties.

Councilors Shearer and Quairoli commented that they couldn't support the first option because they informed residents about the benefit of a SBTP when discussing outsourcing the whole program.

Ms. Pera mentioned a third option which would be to implement a rental inspection program which would require an inspection upon the change of tenants. Council Quairoli indicated that she cannot support this proposal unless it is mandated for all properties within the Borough.

Council agreed that this program cannot be offered to tenants at this time but will continue to determine if there is a way to make it happen in the future.

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 January 2019 report.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera commented that the total balance over 180 days old in January 2019 is over \$6,000 less than January 2018. Council thanked staff for their efforts in collecting delinquent balances.
- c. Fire Department: There was no report.
- d. Police Department:
 1. Police Patrol Officer Vacancy:
 - a. Rescind previous motion to request decertification of current Civil Service List:

Motion: To rescind the motion made at the October 23, 2018 meeting requesting the Civil Service Commission consider voiding the current eligibility list, and to re-affirm the current eligibility list. Motion by Don Barry, second by Josh Holl. Motion passed.
 - b. Authorize the Hiring of a New Patrol Officer:

Motion: To hire Dylan James Murphy as a full-time Patrol Officer for the Palmyra Police Department, with a starting salary of \$48,339 (\$23.24/hour), contingent upon the successful completion of a medical and psychological examination. Motion by Don Barry, second by Josh Holl. Motion passed.
 - c. Civil Service Commission – New Eligibility Test:

Motion: To request the Civil Service Commission begin the process for creating a new eligibility list. Motion by Josh Holl, second by Don Barry. Motion passed.
 2. Acting Chief Mathews informed Council that the vendor used for the new uniforms has been bought out by another company making it impossible to purchase new uniforms. He mentioned that he is looking into options for uniforms and will let Council know when a viable option is determined.
- e. Planning Commission - Subdivision & Land Development Plans:
 1. East Point Trade Center Building C Revised Plan: (New warehouse type building on the General Mills property located along North Lingle Ave. in Derry Township & North Londonderry Township) - Developer: LIT Palmyra, LP & Plan Engineer: Light-Heigel Associates, Inc.

Mr. Powl explained that the original plan was granted a waiver on 8/7/13 for a prospect building to be built with no known tenant. Recently, CBRE, Inc., who manufactures sheets of corrugated

cardboard, signed on as a tenant and now a purpose-built building will need to be constructed for them. Derry Township is requiring a revised land development plan to be submitted, reviewed, and approved for the construction of the new building, which will be located entirely within Derry Township and North Londonderry Township. However, because the overall property does include areas in the Borough, the Planning Commission needs to review the changes to the revised plan or recommend a waiver to the requirement of a submitting land plan. The Commission chose the second option and recommended a waiver to Borough Council since there is no impact to the portion of the property located within the municipal boundaries of the Borough.

Motion: To approve the recommendation made by the Planning Commission to grant a waiver of the requirement to prepare, submit, and obtain approval of a land development plan for the revised East Point Trade Center Building C plan. Motion by Jane Quairolì, second by Carissa Mellinger. Motion passed.

- f. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the January 2019 report.
 2. Borough Properties: Mr. Powl commented that there was nothing new to discuss regarding the following properties.
 - a. Municipal Building – 325 S. Railroad Street:
 - b. Public Works Department – 910 E. Broad Street:
 - c. Vacant Lot – 40 E. Front Street:
 3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) Ms. Pera advised Council that the contractor should begin working on Memorial Park in the next several weeks.
 4. Refuse & Recycling: There was nothing to report.
 5. Sewer System:
 1. Broken Sewer Main – Federal Alley: Mr. Powl indicated that the public works crew is watching this collection pipe to keep it flowing until it can be repaired.
 2. Main Pump Station – Back-up Mechanical Controls: There was nothing new 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) There was nothing new to report.
 - b. 223 S. Locust Street & PASD Injection Well: There was nothing new to report.
 - c. N. Duke Street & First National Bank detention basin: Mr. Powl commented that he has not received any new information regarding this sinkhole from the bank.
 - d. Southeast Park: Mr. Powl advised Council that a total of six sinkholes were filled with approximately 152 cubic yards of concrete. The area was brought back up to grade. Now the public works crew will begin watching the area for settlement.
 7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project:
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl mentioned that Mr. Wagner from ShadowStone believes he is still making progress with The Hershey Company to get this approved.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St)
 - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: No new information has been received about the Borough's Waiver request.
 8. Street & Alley Maintenance:
 - a. 2019 Paving Bids: Mr. Powl announced that the project will be advertised on February 15th & 22nd. The bid opening is scheduled for March 7th.
 9. Traffic Signals: There was nothing new to report.

10. Mr. Powl reported that in between winter weather events the Public Works Crew has been working to set up the new Public Works building and installing piping from the air compressor to retractable air-hose cord reel locations throughout the building to power air tools.
- g. Recreation Commission Report: Councilor Quairolì asked for this report to be moved to the second meeting of the month. She will provide a report at the next meeting.
- h. Solicitor's Report: There was nothing from Solicitor Cleary.
- i. Zoning & Codes Enforcement:
1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the January report.
 2. Zoning Hearing Board: (Hearings scheduled for Monday February 25th at 5:30 PM)
 - a. 112 N. Green Street - Charles B. Lynch, Jr.:
Variance from Table 380-14G Attachment 1 for the following setbacks:
 - Side-yard setback: 10-feet required – 5-feet requested
 - Rear-yard setback: 30-feet required – 16-feet proposedCouncil discussed the application and agreed not to take a position on the application and to have the Zoning Hearing Board rule on the merits of the request.
- j. Borough Manager's Report: Mr. Powl has nothing additional to report.

Other Business

There was no other business.

Public Comment Period #2

There were no additional public comments.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, February 26, 2019, and Tuesday, March 12, 2019 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn by Jane Quairolì, second by Josh Holl. The meeting adjourned at 8:07 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager