

Palmyra Borough Council Meeting
Tuesday June 11, 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, Jane Quairoli and Joe Templin. Also, in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Mayor Fred Carpenter. Police Chief Andrew Winters was absent from the meeting.

Announcements

President Shearer announced that the Borough is looking for a resident interested in serving in the following appointed position:

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

Public Comment Period #1

- Barry Shellenhamer, 228 E. Cherry Street, raised a concern about the paving job in Plum Alley and how it connects to his garage entrance apron.

Consent Calendar

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

- a. Approve the minutes of the May 28, 2019 Borough Council meeting.
- b. Approve payment of all bills listed on the May 2019 Bill's List.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.

Action & Discussion Items

- a. Road Closure Request – Gravel Hill United Methodist Church Community Day:

Motion: To authorize the closure of E. Spruce Street between N. Grant Street and N. Chestnut Street on Saturday September 20, 2019 from 9:00 a.m. – 8:00 p.m. for Gravel Hill United Methodist Church to conduct their "Great Give Community Day" event at Memorial Park contingent upon the receipt of liability insurance in the amount of \$1,000,000. Motion by Jane Quairoli, second by Josh Holl. Motion passed.

- b. Resolution #2019-11 – Provide Additional 457 Retirement Plan Benefits to Employees:

Motion: To approve Resolution #2019-11, a resolution hiring CBIZ Investment Advisory Services, LLC as an additional alternative investment manager for employees wishing to invest their 457(b) Plan deferrals, transfers, and rollovers at zero cost to the Borough. Motion by Jane Quairoli, second by Tom Miller. 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 May 2019 report.

2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the May 2019 report.
- c. Fire Department: President Braden reported that the department has updated all the self-contained breathing apparatus with a \$150,000 grant. The new tower truck is to arrive on June 12th. They believe they may have a buyer for the old tower truck. The 2018 audit was conducted with no findings. The department received a \$10,000 donation from The Hershey Company. The department also approved a fifth live-in volunteer member.
- d. Police Department: Mayor Carpenter commented that the Police Department is willing to begin issuing citations for high weeds and grass clippings in the streets. Council discussed this issue and decided to let the Police Chief and Codes Officer collaborate on who is responsible for these issues. Mayor Carpenter also mentioned that he would like to begin cracking down on speeding and reckless driving in the Borough, and that he has been told by residents that the increased foot patrols by the Officers are being noticed.
- 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 May 2019 report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street: There was nothing new to report.
 - b. Public Works Department – 910 E. Broad Street: Mr. Powl provided a proposal from Houck Services Inc. regarding a new roof for the three-bay brick garage building. The flat roof is 30 plus years old and is leaking badly around the water drains that pass through the interior of the building. This makes it impossible to store items in the garage.

The proposal provides two options: 1) a total replacement of the roofing membrane and underlying insulation, and re-use of the existing stone ballast at the cost of \$23,200, and; 2) a patch repair for \$3,200. Council considered both options and decided it would be best to replace the roof completely to extend the useful life of the building, which is still very structurally sound.

Motion: To approve the proposal from Houck Service, Inc. to replace the roof on the 3-bay Public Works garage for \$23,200. The amount to be taken from the Capital Reserve Fund 30.340.740. Motion by Tom Miller, second by Don Barry. Motion passed.
 - 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) Mr. Powl reported that the Public Works crew has purchased a scarifier attachment for one of the tractors to dress the ball diamond infields.
4. Refuse & Recycling: There was nothing new to report.
5. Sewer System: There was nothing new to report on the sewer system.
 - a. Broken Sewer Main – Federal Alley:
 - b. Main Pump Station – Back-up Mechanical Controls:
 - c. Flowmeter – Pump Station #3:
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) – The only items left to complete this project is the plugging of the old injection well and paving the trench cuts.
 - b. 223 S. Locust Street & PASD Injection Well: No conversations have taken place with the Palmyra Area School District regarding the closure of their injection well.
 - c. N. Duke Street @ First National Bank detention basin: Mr. Powl spoke with the engineer on the project and was informed that injection well drilling is to commence later this week in the southern portion of the existing basin. The whole project is behind schedule by at least 30 days.
 - d. S. Forge Road (between Cypress & Birch): A new hole has opened on the western side of N. Forge Street. PennDOT is watching it and filling with millings as needed.
 - e. S. Green Street (Injection Well #6): Mr. Powl stated that the well casing is in and grouted. The Public Works crew is waiting for delivery of the concrete manhole and inlet structures to finish the project.
7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: A camera was placed into the underground drain system and the structure has not been compromised. The rest of the punch list items were addressed. The only outstanding issue is the grass in the bottom of the basin has died due to being underwater for such an extended period of time. It will need to be re-established.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl requested an extension from DEP for both Growing Greener grants.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St)
 - d. Intersection of N. Chestnut Street & E. Spruce Street: This project is completed.

- e. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: The Borough is still waiting on an answer from DEP regarding the status of our waiver request.
8. Street & Alley Maintenance:
 - a. 2018 & 2019 Paving Project Status: All work is complete except E. Hazel Street. Once UGI completes the replacement of the main, the contractor will return to pave the road.
 - b. 2019 Microsurfacing Project Status: The contractor has pushed this project back to September 2019.
9. Traffic Signals: Mr. Powl provided a copy of a proposal from C.M. High to add a left turn arrow to the signal at Forge & Main Streets. The arrow will only be for the traffic heading south. The original request was to help traffic flow at this intersection now that the Main & Duke Street intersection is closed for a sink hole. The proposal is for \$5,975.

Motion: To approve the proposal from C.M. High in the amount of \$5,975 to add a left turn arrow on the 422 & Forge Street signal head. Funds are to be taken from the Capital Reserve fund 30.433.740. Motion by Josh Holl, second by Don Barry. Motion passed.

- g. Solicitor's Report: There was nothing new to report.
- h. Zoning & Codes Enforcement:
 1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the May 2019 report.
 2. Zoning Hearing Board: The following hearings scheduled for Monday June 17th at 5:30 PM. Council agreed to defer to the Board to make decisions for these applications.
 - a. 400 E. Oak Street – Melanie Ting: (continued from May 20th)
 - Seeking a Variance of Section 380-76.B(1) (Maximum Fence Heights) to allow for a 4' high fence in a front yard area when 3' is the maximum height permitted.
 - b. 230 N. College Street & 229 N. Railroad Street – Palmyra Bologna Company: (continued from May 20th)
 - Seeking a Variance of Section 380-21.E (Minimum Setback Requirements) to allow for a 2' side-yard setback and 1' rear-yard setback when 10' side and rear-yard setbacks are required.
 - Seeking a Variance of Section 380-21.L (Screening) to allow for the elimination visual screening along perimeter with adjoining lands.
 - Seeking a Variance of Section 380-21.M (Landscaping) to allow for the elimination of the required 10' landscape strip at property lines.
 - Seeking a Variance of Section 380-18.B (Uses Permitted By Right) to allow "Industrial Storage" as a permitted use for the "wood storage building" on the adjacent property located within the Mixed-Use (MU) District.
 - Seeking a Variance of Section 380-18.E (Area & Design Requirements) to allow for a 0' side-yard setback and a rear-yard setback of 5 when 5' and 40' are required, respectively.

- Seeking a Variance of Section 380-18.G (Off Street Loading) to allow on-street (shoulder) loading be permitted on Federal Alley when off-street loading is required.
 - Seeking a Special Exception pursuant to Section 380-127.C (Non-Conforming Setbacks) in lieu of granting the Variance to Section 380-21.E, to allow extension of the existing rear 3'4" setbacks from 96' to 108'4", extension of the existing 2' south side setback from 90' to 118', and extension of the existing 4'8" north side setback from 120' to 127'.
- c. 417 W. Main Street – Richard Whitman:
- Seeking a Variance of Section 380-18.B (Mixed-Use District – Uses Permitted by Right) to enable the establishment of a microbrewery with pub in an existing building (formerly Ted's Upholstery).
- i. Borough Manager's Report:
1. New Leaf Vacuum Truck – Hydraulic Issue Status: The leaf vacuum truck was picked up by the Public Works staff and seems to finally be working properly now that the main hydraulic manifold block was replaced.
 2. Underground Fuel Storage Tank Removal (for back-up generator) – 910 E. Broad Street: Mr. Powl informed Council that a proposal to remove and replace the generator was received from Dyna-Tech in the amount of \$50,000 with a \$2,500 offer to purchase the existing generator if the Borough can have the generator removed from the building. Mr. Powl is waiting on another proposal before bringing all information before Council.

Other Business

- Councilor Templin expressed his concern for the car lot at 422 & S. Duke Street placing lawn mowers and a boat for sale within the area marked for use as sidewalk.

Public Comment Period #2

There were no public comments.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, June 25, 2019, and Tuesday, July 9, 2019 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Don Barry, second by Jane Quairola. The meeting adjourned at 8:21 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager