

Palmyra Borough Council Meeting  
Tuesday June 25, 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 were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Mayor Fred Carpenter and Police Chief Andrew Winters. Carissa Mellinger 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.

Special Visitors

Jim Koontz, Brian Marchuck, and Scott Henry of Brown, Schultz, Sheridan, and Fritz were in attendance to present the 2018 Audit Report. Mr. Marchuck walked Borough Council through the pages of the audit and summarized that 2018 was a good year for the Borough in that all the funds increased in value except for the Special Sewer Fund, which decreased due to being used to pay for the new Public Works garage building. He reported that the 2018 Audit is a clean audit with no findings. Councilor Miller asked about the deficiency noted in the Refuse Fund, and Mr. Marchuck explained that, according to their test, more revenue (approximately \$13,000) was received than what was billed. He explained that it is a minor issue and attributes the problem to revenue not being placed in the proper account line item. He explained that he has discussed this with management staff to help determine a new procedure to mitigate this in the future.

Public Comment Period #1

The following individuals were in attendance to request Council do something about problem rental units and tenants: Dena Francis, 719 N. Railroad Street and Andrew Foulk, 711 N. Railroad Street

Chief Winters commented that a high percentage of calls the Police Department handles are at rental properties. He stated that even with his short tenure at the department, this is a noticeable issue of concern. The Chief was aware of a rental inspection program in his previous position that required all rental properties to be inspected when they were vacated. Councilor Quairoli commented that she cannot support a rental inspection program in the Borough if single family dwellings are not also required to be inspected when sold.

Chief Winters also noted the City of Reading enacted an ordinance that required tenants to be evicted by the property owner if the police issued three Disruptive Conduct Reports within a year, which did not include domestic dispute/violence type calls, etc.

Council asked for more information on both the inspection program and the Disruptive Conduct procedure for the next meeting.

Consent Calendar

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

- a. Approve the minutes of the June 11, 2019 Borough Council meeting.
- b. Approve the Treasurer's Report for the period May 1 through May 31, 2019:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$2,284,136	\$861,706	\$652,684	\$245,076	\$14,042	\$238,771
YTD Expenses	\$1,834,158	\$515,399	\$517,740	\$291,730	\$46,225	\$3,784
Difference	\$449,978	\$346,307	\$134,944	\$(46,654)	\$(32,183)	\$234,987
Fund Balance	\$1,883,549	\$1,042,905	\$542,076	\$1,502,634	\$1,409,678	\$968,639

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$26,676	\$40,305	\$31	\$31,637	\$340	\$113,623
YTD Expenses	\$5,000	\$18,178	\$0	\$399,927	\$0	\$40,596
Difference	\$21,676	\$22,127	\$31	\$(368,290)	\$340	\$73,027
Fund Balance	\$23,608	\$220,674	\$3,892	\$10,009	\$42,129	\$102,259

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

Action & Discussion Items

a. Road Closure Request – Palmyra United Christian Church – Vacation Bible School Kick-Off Night:  
*Motion: To authorize the closure of Division St from N. Railroad St to N. Chestnut St, and Hamilton Alley between E. Broad St and Arch St on Saturday July 13<sup>th</sup> from 4:00 PM – 8:00 PM for the Palmyra United Christian Church to host their Vacation Bible School Kick-Off Night. Motion by Jane Quairoli, second by Don Barry. Motion passed.*

b. 2020 Public Meeting Schedule: Mr. Powl presented an alternative meeting schedule for 2020. The purpose was to look at ways in which to allow management staff opportunities to have “off” weeks where nothing is due so that week-long vacations can be planned in advance. The current meeting schedule only allows staff to take off one week in 2019 without affecting the meeting schedule. If Council was able to move their meeting to Thursday evenings, it would allow management staff eighteen weeks in 2020 to use the vacation time they earned without disrupting a scheduled evening meeting.

Council agreed to consider all the options presented and discuss it at their next meeting.

Reports

- a. President’s Report: President Shearer did not have a report.
- b. Library Report: Councilor Quairoli provided a copy of the June 2018 report.
- c. Fire Department: Chief Dugan reported that they received \$10,000 of casino funds to use toward the purchase of the new tower truck, which is currently undergoing outfitting and lettering. He also mentioned that National Night Out will be held on August 6<sup>th</sup> at the Palmyra Middle School Athletic field and practice field.

- d. Police Department: Chief Winters reported that 31 applications for the Police Patrol Officer vacancy were received and 18 applicants showed up for the test. The department is purchasing new handguns which should arrive by the time the officers need to qualify for the year. The Police will be conducting an aggressive driving campaign from July 8<sup>th</sup> through August 25<sup>th</sup>. The computer printers in the patrol vehicles are now working. Chief Winters and Sgt. Mathews will be attending the Police Expo event in Atlantic City on Wednesday June 26<sup>th</sup>. A \$2,000 donation was received from the Palmyra VFW for the purchase of police equipment. The Chief will also be holding a community meeting on July 16<sup>th</sup> at 7:00 p.m. at the Holy Spirit Church.

Council discussed their attendance at the community meeting. If a majority of councilors attend, the meeting will need to be advertised under the PA Sunshine Act. Council will let Mr. Powl know at the next meeting.

- e. Recreation Commission: Councilor Quairoli provided a copy of the June Director's Report.
- f. Solicitor's Report: Solicitor Cleary
1. Comcast Cable Franchise Renewal: Mr. Powl provided a copy of a Letter from Bob Sisko dated 6/18/19 regarding the upcoming negotiation for Cable Franchise Fees with Comcast.
  2. Parking Enforcement Issues: Mr. Powl presented a letter from the Solicitor dated 5/29/19 explaining parking enforcement changes that can and cannot be done as requested by Chief Winters. Council asked Mr. Powl to have the solicitor prepare an ordinance to update parking enforcement for abandoned vehicles.
- g. Zoning Hearing Board: Mr. Powl shared the results of hearings conducted on Monday June 17<sup>th</sup>:
1. 400 E. Oak Street – Melanie Ting: (continued from May 20<sup>th</sup>)
    - Approved 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.
  2. 230 N. College Street & 229 N. Railroad Street – Palmyra Bologna Company: (continued from May 20<sup>th</sup>)
    - Approved 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.
    - Approved a Variance of Section 380-21.L (Screening) to allow for the elimination visual screening along perimeter with adjoining lands.
    - Approved a Variance of Section 380-21.M (Landscaping) to allow for the elimination of the required 10' landscape strip at property lines.
    - Approved 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.
    - Approved 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.
    - Approved 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.
    - Approved 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'.
  3. 417 W. Main Street – Richard Whitman:
    - Approved a Variance of Section 380-18.B (Mixed-Use District – Uses Permitted by Right) to enable the establishment of a microbrewery with a pub in an existing building (formerly Ted's Upholstery).

h. Borough Manager's Report:

1. N. Duke Street Sinkhole Repair Status: Mr. Powl commented that the bank had an exploratory well drilled at the south end of their basin, but it was not successful. They are now exploring the possibility of taking water from the basin to the 900 block of East Cherry Street. More information on this issue will be shared with Council when received.
2. Public Works 3-Bay Garage Roof Replacement Status: The contractor called and is anticipating the installation of the new roof in September.
3. Left Turn Signal Arrow at Forge & Main Traffic Signal Status: C. M. High installed the new turn signal arrow.
4. The sinkhole on S. Forge Road will be repaired by PennDOT. The road is currently closed. Mr. Powl recommended to PennDOT that they conduct some geophysical testing prior to performing any excavation to develop an appropriate game plan for a permanent repair.
5. Rt. 422 sinkhole will be repaired after the July 4<sup>th</sup> holiday. PennDOT indicated that repairs should begin on July 9<sup>th</sup>.
6. Ms. Pera provided a copy of a letter to the Bowman Trust Committee requesting approval to purchase picnic tables for the pavilion at Memorial Park.

Communications

Mr. Powl provided an invitation to the Greater Lebanon Refuse Authority's Annual Hot Dogs, Hamburgers, and Tractor Rides on the Landfill Event, Tuesday September 10<sup>th</sup> beginning at 6:00 p.m.

Other Business

- Councilor Barry reported that there is excess gravel at the intersection of Lincoln and Cedar Streets.
- Councilor Templin commented that Herr's Auto Shop at Rt 22 & Duke St is blocking the sidewalk on a continuous basis.

Public Comment Period #2

- Barry Shellenhamer, 228 E. Cherry St, inquired about the Plum Alley paving.

Announcement

President Shearer announced that Borough Council will conduct a public meeting on Tuesday, July 9, 2019 and on Tuesday, July 23, 2019 beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn the meeting by Jane Quairola, second by Josh Holl. The meeting adjourned at 8:38 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager