

Palmyra Borough Council Meeting  
 Tuesday July 23, 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, Mayor Fred Carpenter and Police Sergeant Pete Mathews.

Announcements

President Shearer announced 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

Borough Engineer Mike Knouse of RETTEW was in attendance to discuss the Borough’s MS4 stormwater management situation with DEP. His presentation outlined the current areas of drainage in the Borough and which of those areas will need to be considered part of the MS4 Stormwater plan. He also defined the amount of pollutant reduction that would be required by the Chesapeake Bay Program for the Borough to implement.

Public Comment Period #1

- Cindy Smith, 45 N Grant Street, expressed her concern about property maintenance issues in Palmyra for both rental units and single-family dwellings.

Consent Calendar

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

- Approve the minutes of the July 9, 2019 Borough Council meeting. Councilor Quairoli asked that the minutes be amended to include the following:

*“Councilor Quairoli expressed her concern for any ordinance that requires inspection on rental properties without considering owner occupied properties.”*

- Approve the Treasurer’s Report for the period June 1 through June 30, 2019:

|              | General Fund | Sewer Fund  | Refuse Fund | Capital Reserve Fund | Special Sewer Fund | Liquid Fuels Fund |
|--------------|--------------|-------------|-------------|----------------------|--------------------|-------------------|
| YTD Revenue  | \$2,441,553  | \$882,390   | \$661,659   | \$247,536            | \$16,162           | \$240,365         |
| YTD Expenses | \$1,983,795  | \$543,929   | \$556,291   | \$309,361            | \$46,719           | \$629,383         |
| Difference   | \$457,757    | \$338,461   | \$105,368   | \$(61,825)           | \$(30,558)         | \$(389,017)       |
| Fund Balance | \$1,891,330  | \$1,035,060 | \$512,500   | \$1,487,464          | \$1,411,303        | \$345,420         |

|              | Library Fund | Police Health Care Fund | Town Square Reserve Fund | Joint Fire Apparatus Fund | Cemetery Fund | Employee Benefits Fund |
|--------------|--------------|-------------------------|--------------------------|---------------------------|---------------|------------------------|
| YTD Revenue  | \$27,636     | \$40,667                | \$38                     | \$31,654                  | \$409         | \$113,782              |
| YTD Expenses | \$5,000      | \$20,305                | \$0                      | \$399,927                 | \$0           | \$40,596               |
| Difference   | \$22,636     | \$20,362                | \$38                     | \$(368,273)               | \$409         | \$73,187               |
| Fund Balance | \$24,567     | \$218,908               | \$3,899                  | \$10,026                  | \$42,199      | \$102,419              |

*Motion: To approve the consent calendar. Motion by Jane Quairolì, second by Joe Templin. Motion passed.*

Action & Discussion Items

- a. Road Closure Request – Palmyra Area Education Foundation “Glow Run”:

*Motion: To authorize the closure of the roads necessary for the Palmyra Education Foundation to conduct a Glow Run on Saturday August 24<sup>th</sup> from 8:00 – 9:00 PM utilizing the following route:*

*Beginning at Buck Swank Stadium; west on W. Cherry Street; south on S. Horstick Avenue; east on W. Pine Street; north on S. Bowman Avenue; west on W. Walnut Street; north on S. Locust Street, and; finishing at Buck Swank Stadium.*

*Motion by Josh Holl, second by Carissa Mellinger. Motion passed.*

- b. 2019-20 PennDOT Winter Maintenance Agreement: (1.7% increase over 2018-19)

*Motion: To approve the 2019-2020 PennDOT Winter Service Agreement in the amount of \$9,529.84 for the winter maintenance of 8.98 lane miles of State-owned roadways located within the Borough. Motion by Jane Quairolì, second by Carissa Mellinger. Motion passed.*

- c. Palmyra Code of Ordinances – Chapter 127 (Open Burning): Council discussed the issue of fire pits within the Borough. The discussion culminated into a request to have the Borough Solicitor add verbiage to define fire pit as being no more than a 2ft. by 2ft. structure that has a protective ring as high at the pit is deep with appropriate screening to prevent sparks and embers from leaving the fire pit. Language requiring a 10-foot setback from structures, property lines, and any other combustible material should also be added for any outdoor fire.

- d. Palmyra Code of Ordinances – Chapter 209 (Hotels, Motels and Inns): Council discussed the possibility of adding Air B-n-B’s to this chapter for regulation as with other hotels, motels, and inns. They asked Mr. Powl to check with the Borough Solicitor to determine if other municipalities have an ordinance specifically for Air B-n-B’s.

- e. Palmyra Code of Ordinances – Chapter 270 (Property Maintenance): Council reviewed the rental inspection ordinances as presented from several municipalities. After lengthy discussion, Council asked Mr. Powl to pull together an ordinance that includes the following:

- Require a property manager if the property owner lives more than 30 miles outside of the Borough.
- Conduct a property inspection every 3-years unless a problem at the property arises.
- Include disruptive conduct verbiage from the Mr. Joy Township ordinance.
- Base the entire ordinance on the Muhlenberg Township ordinance as it was in the simplest form.

### Reports

- a. President's Report: President Shearer did not have a report.
- b. Library Report: Councilor Quairoli provided a copy of the July 2019 report. She thanked the Palmyra high school football team for their assistance with the 2019 book sale.
- c. Fire Department: Councilor Holl reported training on the new tower vehicle was held by the manufacturer and was well attended by the volunteers.
- d. Police Department: Sergeant Mathews reported the department is still waiting to hear about the new 2020 Ford police vehicle. He also stated that background investigations are being conducted on candidates for the police officer vacancy. Officer McGuire finished his last shift on July 20<sup>th</sup>. The department will be conducting a Facebook live program on July 24<sup>th</sup> at 1 PM regarding the aggressive driving enforcement program.

Sergeant Mathews discussed the need to close West Walnut Street for the National Night Out program on August 6<sup>th</sup>. He asked Council for permission to close the street.

*Motion: To closed W. Walnut Street from south Railroad Street to south Locust Street on August 6<sup>th</sup> from 3 PM to 10 PM for National Night Out. Motion by Josh Holl, second by Tom Miller. Motion passed.*

Mayor Carpenter asked Council to send a letter to our State representatives to encourage them to change the State fireworks law to ban all fireworks.

Sergeant Mathews reported on the first community meeting held by the Police Department. Only three members from the Borough attended. More meetings will be planned for a later date.

- e. Recreation Commission: Councilor Quairoli provided a copy of the July 2019 Director's Report.
  - Ms. Pera provided a draft copy of an equipment rental form from the PARPC Director. It was suggested that the Rec Commission purchase equipment to rent for the bocce court, shuffleboard, quoits, and horseshoes. The equipment will be kept at the Rec Commission for rental. President Shearer indicated that the form should state how many pieces of equipment are received with each rental. Councilor Holl recommended a privacy statements on the rental form.
- f. Solicitor's Report: Mr. Powl commented that the Notice of Violation was mailed to First National Bank regarding the sinkhole on N. Duke Street. He also provided a copy of the Right of Entry Agreement for the First National Bank to drill a well in Arch Street and Duke Street. Mr. Powl requested Council authorize him or the Council President to sign the agreement.

*Motion: To authorize the Council President to sign the Right of Entry agreement to grant permission to First National Bank to drill a test well or wells at the intersection of Arch and Duke Streets. Motion by Jane Quairoli, second by Carissa Mellinger. Motion passed.*

- g. Zoning Hearing Board: No Hearings were conducted in July.
- h. Borough Manager's Report:
  1. N. Duke Street Sinkhole Repair Status: Mr. Powl confirmed that Mr. Rehab video documented the sewer line on N. Duke Street and verified that the sinkhole has not affected the main line at this time.
  2. S. Green Street (Injection Well #6): This project is done. The Public Works crew installed new inlets and storm pipes and closed the voids under the street with concrete.

3. Ordinance #794 – Amend Chapter 350 (Vehicles & Traffic) - Revise & Add Parking Regulations: Mr. Powl reported that this ordinance will be ready for action at the August 13<sup>th</sup> meeting.
4. 910 E. Broad Street Back-up Generator: Mr. Powl provided proposals from two COSTARS companies to replace the generator. Both proposals came in around \$50,000. Mr. Powl suggested that the Borough keep the current generator even though it is bigger than what is needed because it only has 1,500 hours on the engine, and the controls are 100% mechanical so, the generator will run regardless of the cause of a power outage. He also suggested that the Borough purchase a 1,000 gallon or less above ground fuel tank so that no permits are needed from PA DEP. He is waiting for COSTARS price quotes on the new tank and hopes to have more information for the next meeting.
5. New Vehicle #5: Mr. Powl provided a photo of the new 2018 GMC Sierra 3500 4X4 Crew Cab Pick-up w/utility body, lift gate, fueling tank, and plow which was delivered on July 19<sup>th</sup>. The 2009 Ford F350 will be sold on Muncibid after Council approves a resolution authorizing the sale of the vehicle at the next meeting.

#### Other Business

- Mayor Carpenter inquired about the large pipe at The Hershey Laundry emptying onto E. Broad Street.
- Councilor Quairoli reported that the S. Duke Street traffic signal is still fully cycling.

#### Public Comment Period #2

- Sharon Siegfried, 500 S. Railroad Street, asked if existing firepits will be grandfathered, or, if they will be made to comply with the new ordinance. She also commented that the City of Harrisburg requires tenants that sign a lease to have proof of rental insurance.
- Cindy Smith, 45 N. Grant Street, inquired why the Borough would require inspections on properties that are for sale when certified home inspections are already available if a prospective buyer chooses to have an inspection done. She also inquired about the amount of the fee that would be charged for the inspection.

#### Announcement

Borough Council will conduct a public meeting on Tuesday August 13, 2019 and on Tuesday August 27, 2019 beginning at 7:00 p.m.

#### Motion to Adjourn

*Motion to adjourn the meeting by Jane Quairoli, second by Josh Holl. The meeting adjourned at 9:21 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager