

Palmyra Borough Council Meeting
Tuesday July 9, 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, Carissa Mellinger (by teleconference), 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. Josh Holl was absent due to work schedule conflict.

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

- David Seigfried, 500 S. Railroad Street, was in attendance to complain about the tenants renting the property next to him. He asked Council to do something about rental properties that are not maintained and rented to people that are not law-abiding citizens.

Council informed Mr. Seigfried that the issue of rental inspections was on the meeting agenda.

Consent Calendar

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

- a. Approve the minutes of the June 25, 2019 Borough Council meeting.
- b. Approve payment of all bills listed on the June 2019 Bill's List.
 - Councilor Quairoli inquired about the Liquid Fuels checks dated June 24th for \$175,185.92 and \$449,866.40 respectively for street repairs. Mr. Powl indicated that the Borough engineer reviewed the invoices and determined that the balances due were incorrect, so these checks were voided. New checks for the corrected amounts have been issued and will show on the July report.

Motion: To approve the consent calendar, noting that Liquid Fuels check numbers 5117 and 5118 were voided and reissued. Motion by Jane Quairoli, second by Don Barry. Motion passed.

Action & Discussion Items

- a. Ordinance #794 – Amend Chapter 350 (Vehicles & Traffic) to Revise & Add Parking Regulations:

Motion: To authorize the Borough Solicitor to advertise Ordinance #794, an ordinance adding to and revising parking regulations contained in Chapter 350 of the Palmyra Code of Ordinances. Motion by Jane Quairoli, second by Tom Miller. Motion passed.

- b. Property Inspection Ordinance Samples and Disruptive Conduct Ordinance Samples: Mr. Powl provided copies of ordinances which he obtained from the Borough Solicitor. The ordinances are to allow for inspections of rental properties and provide a method to force the eviction of tenants who are repetitively disruptive. Councilor Quairoli expressed her concern for any ordinance that requires inspection on rental properties without considering owner occupied properties. Mr. Powl suggested selecting one of the ordinances that Council likes the best to use as an overall template to craft an ordinance suitable for Palmyra. Council agreed to table the discussion on both ordinances until the next meeting giving Council the opportunity to review the information in more detail.
- c. 2020 Meeting Schedule: Council discussed the idea of moving their meetings to Thursday evenings to allow management staff eighteen weeks in 2020 to use the vacation time they earned without disrupting a scheduled evening meeting. Council agreed to try the new schedule.

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 June 2019 report. Councilor Quairoli raised a concern about the prior year per capita tax revenue being much higher than anticipated for half the year. Mr. Powl stated that he will have the Treasurer verify the amounts with Keystone Collections Group.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the June 2019 report.
- c. Fire Department:
 1. Firefighter Incentive Program – Chief Dugan unveiled and explained an incentive plan for volunteers. He explained that he is looking for ways to help recruit new members, retain existing fully active members, and to encourage less than fully active existing firefighters to increase their activity with the department so that they will also make the incentive pay out goals. Chief Dugan emphasized that this is by no means a solution to the staffing problems facing volunteer fire departments but, he is hoping it may prolong the inevitable need for full-time paid firefighting staff. Chief Dugan explained the cost of the incentive plan will be \$50,000 per year so, he is asking the Borough and North Londonderry Township to each commit \$25,000 in next year's Budget so that the incentive program can be initiated in 2020. Council asked Mr. Powl to include this amount in the Budget but, cautioned Chief Dugan that the full \$25,000 may not remain in the final budget depending on how the budgeting process goes in preparing the 2020 Budget.
- d. Police Department: Chief Winters reported that Civil Service oral interviews were conducted today. Background investigations will now begin and should be completed in a few weeks. Chief Winters will be hosting three search & seizure training sessions in the fire department training room early next year. The Chief informed Council that shift hours have changed for the police department on a trial basis. The shifts will be 7 AM to 3 PM, 3 PM to 11 PM, and 11 PM to 7 AM. This will allow officers to be on shift during peak drive times through the Borough. He reminded Council about the Community meeting on July 16th at 7 PM at the Holy Spirit Church. Council asked Mr. Powl to advertise the meeting in case there is a quorum of Council in attendance. Sergeant Mathews will be attending the next Council meeting for Chief Winters, who will be on vacation.
- 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 June 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:
 1. Underground Fuel Storage Tank Removal (for back-up generator) should be removed in the next week or two. Mr. Powl is still waiting for a second estimate on a replacement generator.
 2. The Contractor is working to finish the stormwater management basin on the property.
 - 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: Mr. Powl reported that the soil stockpile has been graded so that grass can be planted in the Fall, and all the tall grass/weeds have been mowed, including the area inside the detention basin fence.

3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) Ms. Pera provided a copy of a letter from the Bowman Trust Committee requesting permission to purchase picnic tables for Memorial Park. Four 8 ft. ADA accessible tables and two 6 ft. tables at a cost of \$6,088.04.

Motion: To approve the request from The Bowman Trust Committee to purchase picnic tables for Memorial Park at the cost of \$6,088.04. Motion by Jane Quairolì, second by Don Barry. Motion passed.

4. Refuse & Recycling: Mr. Powl advised Council that the tipping fees for recyclables has increased from \$36 per ton to \$47 per ton so far in 2019. He will be keeping an eye on the costs because if it goes to \$65 per ton, then it will be costing as much as the refuse program, and the State will need to decide if recycling is still viable. He noted that a city in New Mexico has discontinued recycling collection due to already experiencing this situation.

5. Sewer System:

a. Broken Sewer Main – Federal Alley: Mr. Powl informed Council that the cause of the sewer line problem in this section of alley is that the original installers backfilled the pipe trench with large rocks, which are now breaking through the clay pipe in several locations. This entire section of sewer main will need to be replaced. Mr., Powl sought estimates for the job from several local contractors and determined that the job will exceed public bid limits, therefore, he has instructed Rettew to develop a bid specification package to advertise for bids. Due to the time constraints of having to go through the public bid process, this sewer main will probably not be replaced until October.

b. Main Pump Station – Back-up Mechanical Controls: There was nothing new to report.

c. Flowmeter – Pump Station #3: 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) – The public works crew needs to pave the pipe trench & Hennessy Way, and permanently plug the old injection well in Franklin Street.

b. 223 S. Locust Street & PASD Injection Well: There has been no response from the Palmyra Area School District on a resolution to this issue.

c. N. Duke Street @ First National Bank detention basin: Mr. Powl shared a photo of the sinkhole which has now opened further into the roadway and is now dangerously close to a 15” sewer main. Mr. Powl explained that the Public Works crew and to take action to ensure the stability of the 15” sewer main. The Solicitor prepared a Notice of Violation for property maintenance issues.

Motion: To authorize sending a Notice of Violation and authorizing the Borough Manager and Solicitor to: (1) institute appropriate action to enforce the Property Maintenance Code against First National Bank, and; (2) place First National Bank on notice that the condition of its property has put the sewer system at risk and the Borough will look to the Bank to reimburse it for all damage to the sewer system and any fines that DEP might impose if there is a leakage of sewage. Motion by Jane Quairolì, second by Tom Miller. Motion passed.

- d. S. Forge Road (between Cypress & Birch): PennDOT has fixed the sinkhole. Mr. Powl indicated that the process to provide the repair was quite convoluted and he believes the repair will likely only be temporary.
 - e. S. Green Street (Injection Well #6): The concrete inlet structures have been received and the Public Works crew will be working on this project soon.
7. Stormwater Management:
- a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Mr. Powl commented that the basin is not functioning properly according to the design so, he reached out to the ARM Group, Inc. requesting a plan for resolution. Mr. Powl will keep Council apprised of the plan as it becomes available.
 - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.): M. Powl advised Council that DEP has denied the Borough's extension requests for both Growing Greener grants. The Borough has been invited to reapply once all the signatures have been obtained for the project.

Reimbursement for the \$50,000 grant is still possible, but it will require the Palmyra Area School District to sign the landowner agreement letter which they are still unwilling to do.
 - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) – There was nothing new to report.
 - d. Intersection of N. Chestnut Street & E. Spruce Street: This project is now complete, and Mr. Powl will be taking it off the agenda.
 - e. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: The Borough Engineer will attend the July 23rd meeting to discuss the permit status with Council.
8. Street & Alley Maintenance:
- a. 2018 & 2019 Paving Project Status: All work is completed except E. Hazel Street (gas main replacement beginning week of July 8th with 30-days expected to complete) -
 - b. 2019 Microsurfacing Project Status: The microsurfacing crew has been in the Borough crack sealing the roads in preparation for the project.
9. Traffic Signals: There was nothing new to report.
- g. Solicitor's Report: There was nothing new to report.
 - h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the June 2019 Zoning Officer/Codes Enforcement Officer Report.
 - i. Borough Manager's Report: Mr. Powl had nothing additional to add.

Communications

Mr. Powl provided a copy of a letter dated June 24, 2019 from FEMA, Region III, regarding approval of the Lebanon County Hazard Mitigation Plan update.

Other Business

- Councilor Templin complained about the sidewalk being blocked at Herr's Auto located at Main & Duke Streets. He explained that the items that were located along Main Street are now blocking the sidewalk area along S. Duke Street.

Public Comment Period #2

- David Seigfried, 500 S. Railroad Street, explained that he feels Councilor Quairoli is defending renters, and he offered his keys to Councilor Quairoli to allow her to inspect his property. He supports the inspection of all properties within the Borough.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, July 23, 2019, and Tuesday, August 13, 2019 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairoli, second by Don Barry. The meeting adjourned at 9:09 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager