

Palmyra Borough Council Reorganization Meeting
Monday January 6, 2020
7:00 PM

Mayor Carpenter 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 Councilor-Elect Don Barry, Councilor-Elect Tom Miller, Councilor-Elect Beth Shearer, Josh Holl, Jane Quairoli, and Joe Templin. Also, in attendance Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Andrew Winters. James Tesche was absent from the meeting.

Newly Elected Borough Council Members Sworn in by Mayor

Mayor Carpenter administered the Oath of Office to Don Barry, Tom Miller and Beth Shearer. All candidates signed their Affidavit of Residency.

Council Reorganization

Mayor Carpenter read the following instructions –

- Nominations for Officers do not require seconds;
- Nominee may decline nomination immediately, or after a vote is taken;
- Persons may nominate themselves;
- Nominations will be voted on in the order in which they were nominated;
- The first Nominee to achieve a majority vote shall be declared elected to the position by the Mayor, and no votes are taken on any remaining Nominees;
- If only one person is nominated for a position and the Nominee does not decline the nomination, the Mayor may declare that Nominee elected to the position by unanimous consent, and no vote is necessary.

Election of Council President and Vice President: Mayor Carpenter opened the floor for nominations for President.

- Tom Miller and Joe Templin nominated Beth Shearer.

Since there were no other nominations, Mayor Carpenter closed nominations for Council President and proclaimed Beth Shearer as President by acclamation.

Mayor Carpenter opened the floor for nominations for Vice President.

- Beth Shearer and Don Barry nominated Tom Miller.

Since there were no other nominations, Mayor Carpenter closed nominations for Council Vice President and proclaimed Tom Miller as Vice President by acclamation.

Mayor Carpenter relinquished the gavel to the new Council President who presided over the remainder of the meeting.

Public Comments

- Susan Lehman, 959 E Maple St, inquired about the possibility of planting wild flowers at the vacant lot in the 900 block of E Cherry St.

Appointments

a. Resolution #2020-01 – Appoint Borough Manager/Secretary:

Motion: To approve Resolution #2020-01, a resolution to re-appoint Roger E. Powl to serve as the Borough Manager/ Secretary, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Josh Holl, second by Don Barry. Motion passed.

b. Resolution #2020-02 – Appoint Assistant Borough Manager/Assistant Secretary/Assistant Treasurer:

Motion: To approve Resolution #2020-02, a resolution to re-appoint Brenda L. Pera to serve as the Assistant Borough Manager /Assistant Secretary/ Assistant Treasurer, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Joe Templin, second by Don Barry. Motion passed.

c. Resolution #2020-03 – Appoint Treasurer:

Motion: To approve Resolution #2020-03, a resolution to re-appoint Christine L. Donough to serve as the Treasurer, at the discretion of Borough Council, until the first Monday of January 2022. Motion by Don Barry, second by Tom Miller. Motion passed.

d. Resolution #2020-04 – Appoint Zoning Officer & Codes Enforcement Officer:

Motion: To approve Resolution #2020-04, a resolution to re-appoint Michelle A. Bowman, to serve as the Borough Zoning Officer / Codes Enforcement Officer, and; to re-appoint Light-Heigel Associates, Inc., 430 E. Main St., Palmyra, PA 17078, as the PA Uniform Construction Code (UCC) Building Code Official, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Joe Templin, second by Tom Miller. Motion passed.

e. Resolution #2020-05 – Appoint Borough Solicitor:

Motion: To approve Resolution #2020-05, a resolution to re-appoint Josele Cleary of Morgan, Hallgren, Crosswell & Kane, P.C., 700 N. Duke Street, Lancaster, PA 17604 to serve as the Borough Solicitor, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Don Barry, second by Joe Templin. Motion passed.

f. Resolution #2020-06 – Appoint Borough Engineer:

Motion: To approve Resolution #2020-06, a resolution to re-appoint Mike Knouse, PE of RETTEW Associates, Inc., 5031 Richard Lane, Suite #111, Mechanicsburg, PA 17055, to serve as the Borough Engineer, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Josh Holl, second by Joe Templin. Motion passed.

g. Resolution #2020-07 – Appoint Borough Sanitary Sewer Engineer:

Motion: To approve Resolution #2020-07, a resolution appointing Mike Knouse, PE and Dennis Hammaker, PE of RETTEW Associates, Inc., 5031 Richard Lane, Suite #111, Mechanicsburg, PA 17055 to serve as the Borough Sanitary Sewer Engineer, at the discretion of Borough Council, until the First Monday of January 2022. Motion by Tom Miller, second by Don Barry. Motion passed.

h. Resolution #2020-08 – Appoint Vacancy Board Chairman:

Motion: To approve Resolution #2020-08, a resolution to appoint Brian C. Craig, to serve a one (1) year term as the Borough Council Vacancy Board Chairman, expiring December 31, 2020. Motion by Don Barry, second by Joe Templin. Motion passed.

i. Resolution #2020-09 – Appoint Fire Service Commission Members:

Motion: To approve Resolution #2020-09, a resolution appointing Beth Shearer, Borough Council; James Tesche, Borough Resident, and; Roger Powl, Borough Manager, to serve as voting members on the Palmyra Fire Services Commission for the Year 2020. Motion by Don Barry, second by Joe Templin. Motion passed

j. Resolution #2020-10 – Appoint Planning Commission Members:

Motion: To approve Resolution #2020-10, a resolution appointing Eric Hoy to serve a new four (4) year term on the Palmyra Planning Commission, expiring December 31, 2023. Motion by Joe Templin, second by Josh Holl. Motion passed.

k. Resolution #2020-11 – Appoint Zoning Hearing Board Members:

Motion: To approve Resolution #2020-11, a resolution appointing Susan Verhoek as a regular member of the Palmyra Zoning Hearing Board, who shall serve a new three (3) year term, expiring December 31, 2022. Motion by Tom Miller, second by Don Barry. Motion passed.

l. Resolution #2020-12 – Appoint Palmyra Borough Municipal Authority Board Member:

Motion: To approve Resolution #2020-12, a resolution appointing Jane Quairolì to serve a new five (5) year term as a Palmyra Municipal Authority Board Member, expiring December 31, 2024. Motion by Josh Holl, second by Don Barry. Motion passed.

m. Resolution #2020-13 – Appoint Greater Lebanon Refuse Authority Member:

Motion: To approve Resolution #2020-13, a resolution appointing Eric D. Adams to serve a new four (4) year term on the Greater Lebanon Refuse Authority Board, expiring December 31, 2023. Motion by Joe Templin, second by Josh Holl. Motion passed.

n. Resolution #2020-14 – Appoint Municipal Reps – Leb. Co. Tax Collection Committee:

Motion: To approve Resolution #2020-10, a resolution appointing Ronald E. Fouche' to serve as the delegate, and Lisa M. Daubert to serve as the alternate delegate, to the Lebanon County Tax Collection Committee for the Year 2020. Motion by Don Barry, second by Jane Quairolì. Motion passed.

o. Resolution #2020-15 – 2020 Fee Resolution:

Motion: To approve Resolution #2020-15, a resolution to re-establish various fees for Borough issued permits, inspections fees, licensing fees, and other services, and for the submission and review of subdivision & land development plans, stormwater management plans, and inspections of improvements required by those plans. Motion by Jane Quairolì, second by Don Barry. Motion passed.

Approval of Minutes

Motion: To approve the minutes of the December 19, 2019 Borough Council meeting. Motion by Jane Quairolì, second by Don Barry. Motion passed.

Action & Discussion Items

- a. Zoning Map Amendment Request: Council considered the request of the Dwight Wagner Family Limited Partnership II who requested a zoning classification change of 4.1-acres of land it owns adjacent to the ShadowStone Village Community and the Norfolk-Southern railroad from the current zoning classification of (LI) Light Industrial to (MHP) Manufactured Home Park.

President Shearer opened the public hearing for the request and called for public comments. There were no public comments.

President Shearer called for a motion to close the public hearing.

Motion: To close the public hearing. Motion by Jane Quairola, second by Don Barry. Motion passed.

Motion: To enact Ordinance #800, an ordinance to rezone certain tracts of land on or west of North Railroad Street and north of the Norfolk-Southern railroad from (LI) Light Industrial to (MHP) Manufactured Home park. Motion by Jane Quairola, second by Joe Templin. Motion passed.

Reports

- a. President's Report: President Shearer thanked Council for returning her as President of Council. She commented that she appreciates their support.
- b. Financial Report:
 1. Financial Statement: The December 31, 2019 will be available at the January 23rd meeting due to the Treasurer closing out the year.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the December 2019 report.
- c. Fire Department: There was nothing to report.
- d. Police Department: Chief Winters reported the Crime Watch website should be online by the end of January. He is also working on revisions to the Civil Service Rules & Regs which will revamp the scoring requirements. Chief Winters commented that the State is closing the old UCR program from next Friday until the beginning of February, which may make it difficult for him to get end of year statistics for his next report.
- 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 December 2019 report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street: Mr. Powl provided samples of floor finishes for Council to select a color. Mako-ver Epoxy will be refinishing the floors in Lobby, Restrooms, Conference Room & Council Chambers over the President's Day weekend in February. Council reviewed the samples provided and asked if a matte finish and extra traction material could be applied to the finish.
 - b. Public Works Department – 910 E. Broad Street: There was nothing to report.
 - c. Vacant Lot – 40 E. Front Street: There was nothing to report.

- d. Vacant Lot – Northeast corner of the intersection of N. Lingle Ave and W. Main Street - There was nothing to report.
 - e. Vacant Lot (Shaffer-Erb Tract) – south side 900 Block East Cherry Street - There was nothing to report.
3. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) There was nothing to report.
 4. Refuse & Recycling: There was nothing to report.
 5. Sewer System: There was nothing to report.
 6. Sinkholes:
 - a. N. Duke Street @ First National Bank detention basin: Mr. Powl reported to Council that the contractor painted the road striping lines before Christmas, but the road could not be reopened because the lines did not meet PennDOT specifications. The specifications were provided to the contractor. However, the contractor decided that they would paint the lines temporarily to allow the road to be reopened and come back in the Spring to apply the required thermoplastic lines and arrows during warmer temperatures. Unfortunately, they did not receive permission from PennDOT prior to painting the lines and had to apply for approval. PennDOT has now agreed with the temporary situation and Mr. Powl spoke with C.M. High to schedule a time to place the traffic signal back into original operating mode according to the PennDOT traffic signal permit. PennDOT is requiring C.M. High to have a PennDOT official onsite during this process so, C.M. High is waiting for a response from PennDOT on when the person is available to be on site.
 - b. Plum Alley: The contractor has completed 55% of the project and it is currently under budget.
 - c. 35 W. Walnut Street: (in front of firehouse ramp) There was nothing to report.
 7. Stormwater Management:
 - a. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.) Mr. Powl advised Council that Mr. Wagner is still talking with The Hershey Company. The Palmyra Area School District is now hoping to sell the lower portion of the Ridge Road property and The Hershey Company is waiting to make a determination until they have met with the School District.
 - b. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) There was nothing to report. Councilor Templin asked if the Borough could put some stone in the alley.
 - c. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status:
 8. Street & Alley Maintenance: Mr. Powl reported that the Public Works crew is working on dressing up the alleys.
 9. Traffic Signals: There was nothing to report.
- g. Zoning & Codes Enforcement: Mr. Powl provided a copy of the December 2019 Zoning Officer/Codes Enforcement Officer Report.

h. Borough Manager's Report:

1. Ordinance #801 – Floodplain Regulations: Mr. Powl informed Council that he was contacted by the PA Municipal League requesting information regarding the Borough's floodplain ordinance. Mr. Powl responded that the Borough does not have a floodplain ordinance because the Borough has no identified flood zones on the FEMA flood insurance rate maps. However, it was learned that the Borough voluntarily agreed to participate in the federal flood insurance program in 1978 and four properties in the Borough currently have national flood insurance policies. Without a floodplain ordinance these policies would be terminated. These properties exist in the far southwest corner of the Borough. Therefore, the Borough will need to pass a floodplain ordinance to allow these properties to continue their national flood insurance policies. Solicitor Cleary provided the sample ordinance, which was also reviewed by the PA Municipal League, who had some suggested changes.

Motion: To authorize the Borough Solicitor to advertise Ordinance #801, an ordinance establishing comprehensive floodplain regulations within the Borough. Motion by Jane Quairolì, second by Don Barry. Motion passed.

Other Business

- Councilor Quairolì asked if letters are sent to the individuals appointed to Borough vacancies.
- Councilor Miller commented that his review of the quarterly newsletter really highlighted the different tax rates charged by the Borough, County, and Palmyra Area School District.

Public Comment Period #2

There were no public comments.

Announcements

President Shearer announced that Borough Council will conduct a public meeting on Thursday, January 23, 2020, and on Thursday, February 13, 2020, beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairolì, second by Don Barry. The meeting adjourned at 7:50 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager