

Palmyra Borough Council Meeting  
Thursday February 13, 2020  
7:00 PM

President 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, Joe Templin and James Tesche. Also, in attendance Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Andrew Winters and Mayor Carpenter.

Special Visitors

- Mayor Carpenter presented the 2019 William & Nancy Kepler Community Service Award to Tony Rose in appreciation for his work on behalf of the Palmyra Community.
- Mayor Carpenter presented the 2019 Officer of the Year Award to Officer Cody Smoot.

Public Comment Period #1

- Walter Baker, 326 W Cedar St and Ted Scudder, 547 W Cedar St were in attendance to request the curb along W Spruce St and Evergreen Alley be painted as no parking. They reported a green Chevy Suburban that parks too close to the intersection at this location and blocks the sight distance, impeding the ability to pull onto W Spruce St safely. Chief Winters advised Council that the curb can be painted 20' from the intersection. Council asked Mr. Powl to have the Public Work crew paint the curb.

Consent Calendar

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

- a. Approve the minutes of the January 23, 2020 Borough Council meeting.
- b. Approve payment of all bills listed on the January 2020 Bill's List.

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

Action & Discussion Items

- a. Ordinance #802 – Amend Uniform & Non-Uniform Pension Plans:

*Motion: To enact Ordinance #802, an ordinance to amend the Borough's Uniformed and Non-Uniformed pension plans administered by the Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law and agreeing to be bound by all provisions of the Pennsylvania Retirement Law as amended and as applicable to member municipalities. Motion by Jane Quairoli, second by Jim Tesche. Motion passed.*

- b. Road Closure Request – New Year's Day Dash:

*Motion: To authorize the closure of E. Maple Street from S. Railroad Street to the municipal boundary from 11:00 AM – 12:00 PM on January 1, 2021 for the Gravel Hill United Methodist Church to conduct the "New Year's Day Dash", a 1.2-mile run benefitting the Caring Cupboard. Motion by Jane Quairoli, second by Josh Holl. Motion passed.*

Reports

- a. President's Report: President Shearer wished everyone a very Happy Valentine's Day.
- b. Financial Report:
  1. Financial Statement: Mr. Powl provided a copy of the January 2020 report.

2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the January 2020 report along with a copy of the 2019 report for comparison. Council agreed that the previous calendar year was helpful for comparison and suggested trying a rolling calendar for the 1<sup>st</sup> quarter of 2020.
- c. Fire Department: President Andy Braden reported on their annual banquet, launch of their new website, creation of a new Historical Committee for the fire department, and the pending sale of old Tower #1 to Lindsey Fire Company, Punxsutawney, PA.
- d. Library Report: Councilor Quairolì provided a copy of the January 2020 report.
- e. Police Department: Mayor Carpenter / Chief Winters
  1. Resolution # 2020-18 - Amendment to Palmyra Civil Service Rules & Regulations:

*Motion: To approve Resolution #2020-18, a resolution to approve amendments to the Palmyra Civil Service Rules & Regulations as recommended by the Palmyra Civil Service Commission. Motion by Jane Quairolì, second by Don Barry. Motion passed.*
  2. Chief Winters provided a copy of the Civil Service Commission Annual Report.
  3. Conditional Offer of Employment - New Patrol Officer: (Additional Officer #1)

*Motion: To hire Justin Michael Miller as a full-time Patrol Officer for the Palmyra Police Department, with a starting salary of \$52,000/year (\$25.00/hour), contingent upon the following: passing the required MPOETC certification exam; successfully completion of a medical and psychological examination. Motion by Jane Quairolì, second by Don Barry. Motion passed.*
  4. Resolution #2020-19 – Authorize Sale of Borough Owned Property: (Speed Trailer):

*Motion: To approve Resolution #2020-19, a resolution authorizing the sale of the Decatur Electronics radar speed trailer via public auction online at MunicìBid.com. The speed trailer has an estimated value of \$3,000. Motion by Jane Quairolì, second by Tom Miller. Motion passed.*
- f. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month.
- g. Public Works Department:
  1. Superintendent's Monthly Report: Mr. Powl provided a copy of the January report.
  2. Borough Properties:
    - a. Municipal Building – 325 S. Railroad Street: Mr. Powl reminded Council that Mako-ver Epoxy is scheduled to epoxy the floors over the weekend of February 15-17. There will no admittance to the building so the floor contractor can work uninhibited.
    - b. Public Works Department – 910 E. Broad Street: There was nothing new to report.
    - 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)
  - a. Southeast Park: Mr. Powl mentioned the possibility of eliminating the T-ball field and moving Ensminger Field to the T-ball area. The Borough office never receives any requests to use the T-ball field, and PARPC is not aware of any T-ball organizations in the area. The change would allow for additional flat athletic fields in the area of the current Ensminger Field. Council did not have a problem with moving the field.
4. Refuse & Recycling: There was nothing new to report.
5. Sewer System:
  - a. Main Pump Station – Back-up Mechanical Controls: Mr. Powl reported that the installation of the controls has been completed.
6. Sinkholes:
  - a. Plum Alley: CGS, Inc. has two additional holes to drill and grout then the project will be completed.
  - b. 35 W. Walnut Street: (in front of firehouse ramp) There was nothing new to report.
  - c. Town Square:
    1. Sinkhole Repair: Mr. Powl reported that the light post in the southwest corner of the Square leans due to a former sinkhole issue on the adjacent private property to the west. He suggested that the Borough have CGS, Inc. drill and grout a few holes in the area of the light pole to help lift it, straighten it, and bring more stability to the Square.  
  
*Motion: To hire CGS, Inc. to conduct compaction grouting at the town square for a cost not to exceed \$21,000. Motion by Jane Quairolì, second by Tom Miller. Motion passed.*
7. Stormwater Management:
  - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Settlement for sale of 310 & 312 E. Cherry Street – Mr. Powl is planning to meet with Mr. Hammond to discuss a settlement date for the sale of these properties.
  - b. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.)- There was nothing new to report.
  - c. Shellbark Alley Drainage System - New Injection Wells: (to the rear of 138 N. Chestnut St) - There was nothing new to report.
  - d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit - Waiver Status: Mr. Powl received the Pollutant Reduction Plan (PRP) report from RETTEW. This report must be advertised and available to the public for 45-days and then presented at a public meeting. Mr. Powl recommended using one of the April Council meetings for the presentation.
8. Street & Alley Maintenance:
  - a. 2020 Street Resurfacing Project Schedule: Mr. Powl provided a copy of the project schedule. The resurfacing will be advertised on Feb. 20<sup>th</sup> and 27<sup>th</sup> with bids due on March 16<sup>th</sup>.

9. Traffic Signals:

- a. Forge Road & Main Street – Left Turn Arrow Traffic Study Results: Mr. Powl reported that a traffic study conducted by Rettew confirms that the temporary left turn arrow for southbound traffic on N. Forge Road is warranted and can remain permanently, therefore, the PennDOT traffic signal permit will need to be amended.

1. PennDOT TE-160 Form & Resolution:

*Motion: To authorize the Council President and Borough Manager to execute the PennDOT TE-160 Form and accompanying resolution to send to PennDOT to seek approval of an amendment to the traffic signal permit for the intersection of Forge Road and E. Main Street (US422). Motion by Jane Quairoli, second by Tom Miller. Motion passed.*

- h. Solicitor's Report: Mr. Powl provided a copy of an email from Solicitor Cleary regarding rental ordinance amendment for "In-Law Quarters". The Solicitor indicated that one method would be to have a different fee schedule if all occupants of the rental units are related to the owner. The second method would be to redefine a residential rental unit in the ordinance. Council discussed both options and decided against any ordinance amendments at this time.

i. Zoning & Codes Enforcement:

1. Zoning Officer/Codes Enforcement Officer Report: Mr. Powl provided a copy of the January 2020 report.

2. Zoning Hearing Board: (Results of the Hearing conducted Monday February 10<sup>th</sup> at 5:30 PM)

a. 115 W. Main Street – Betsy & Chester Cohick, Jr. :

- Granted a Variance of Section 380-26.A(Clear Sight Distance Triangle) so that an existing barn can be removed, and a new barn constructed on the original barn's footprint.

3. Small Cell Antenna Fees – Mr. Powl indicated that there is legislation (HB 1400) pending to limit the fees for small cell antennas to \$100 per pole per year. Council had previously discussed a higher fee but may be limited to the amount they can charge if the legislation is passed. Based on the pending information, the Solicitor suggests, and Council agreed that \$100 should be the fee and asked that the Fee Resolution be amended at the next Council meeting.

j. Borough Manager's Report:

1. Sewer & Refuse Bills: Mr. Powl pointed out a discrepancy in the sewer and refuse ordinance as it relates to the time and method of payment. Chapter 288, Section 30 of the Code of Ordinances allows for sewer payments to be considered on time if they are postmarked prior to the due date. There is no verbiage for refuse payments in the Solid Waste ordinance. Mr. Powl and Ms. Pera advised Council that allowing payments to be post-marked prior to the due date causes issues in the billing system for assigning penalties for late payments. Council agreed to amend the postmark date language to require payments to be received at the Borough Office by the due date. They also agreed that both ordinances should have the same payment language and asked Mr. Powl to have the solicitor prepare an update for the ordinances.
2. Short-Term Rental Units (i.e. AirBnB's) – Mr. Powl informed Council that he placed this item back on the agenda for discussion at their request. Council agreed that they are not interested in making any changes outside of what the PA Supreme Court decided for short-term rentals in a residential district.

Other Business

- Chief Winters inquired if Council was receiving emails from the new CrimeWatch system. It was determined that no emails are being sent, so he commented that he would investigate the issue.

- Councilor Barry reported that some of the lights are out on the Grant Street bridge.
- Councilor Quairolì reminded Mr. Powl about the American flagpole light at Memorial Park and he explained that Heisey Electric is scheduled to replace the light fixture.
- Councilor Miller announced a Walk/Bike event in Hershey on August 1<sup>st</sup>.

Public Comment Period #2

There were no public comments.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Thursday, February 27, 2020, and Thursday, March 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 8:09 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager