

Palmyra Borough Council Meeting
 Thursday April 23, 2020
 7:00 PM

President Shearer called the meeting to order at 7:00 PM. Borough Council attending the meeting virtually by accessing an online Zoom webinar type meeting. This was due to the COVID-19 pandemic requiring quarantine. Council members attended via web interface as allowed by ACT-15 of the Commonwealth of Pennsylvania. Those in attendance included Don Barry, Josh Holl, Tom Miller, Jane Quairoli, and James Tesche. Also, in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Andrew Winters. Joe Templin and Mayor Fred Carpenter were absent from the meeting.

Announcements

President Shearer announced that the March 26, 2020 and April 9, 2020 Borough Council meetings were cancelled due to the COVID-19 pandemic emergency.

Public Comment Period #1

- Brady Smith, 412 W Pine St, from Boy Scout Troop 426, was in attendance to earn his merit badge.
- Edward Lopez, 312 W Main St, inquired about an extension for the real estate tax payment period.

Consent Calendar

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

- a. Approve the minutes of the March 12, 2020 Borough Council meeting.
- b. Approve payment of all bills listed on the March 2020 Bill's List.
- c. Approve the Treasurer's Report for the period February 1 through March 31, 2020:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$531,856	\$418,208	\$270,385	\$4,567	\$15,122	\$226,432
YTD Expenses	\$700,965	\$192,129	\$262,038	\$321,764	\$0	\$5,177
Difference	\$(169,109)	\$226,080	\$8,347	\$(317,197)	\$15,122	\$221,254
Fund Balance	\$879,990	\$761,137	\$340,237	\$1,043,730	\$1,488,498	\$453,452

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$2,247	\$716	\$13	\$67	\$142	\$137,381
YTD Expenses	\$0	\$2,462	\$0	\$0	\$0	\$0
Difference	\$2,247	\$(1,746)	\$13	\$67	\$142	\$137,381
Fund Balance	\$3,318	\$214,254	\$3,950	\$20,254	\$42,853	\$240,754

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Josh Holl. Motion passed.

Action & Discussion Items

a. Ordinance #804 – Chapter 350 (Vehicles & Traffic):

Motion: To enact Ordinance #804, an ordinance to amend the following sections of the Palmyra Borough Code of ordinances:

1. Section 350-26 (Special Purpose Parking Zones):

- Remove – East Cherry Street – North side – 115 E. Cherry St. – handicap parking
- Remove – North Chestnut Street – West side – 100 N. Chestnut Street – handicap parking
- Add – South Chestnut Street – West side – 21 S. Chestnut Street – handicap parking
- Add – West Main Street – North side – 521 W. Main Street – handicap parking
- Add – North Chestnut Street – West side – 501 N. Chestnut Street – handicap parking
- Add – West Cherry Street – South side – 314 W. Cherry Street – handicap parking
- Add – West Cherry Street – South side – From a point 20-feet west of S. Mark Street to a point 20-feet west thereafter for loading and unloading Mon. - Fri. 8:00 AM – 5:00 PM

2. Section 350-27.B (Parking Restricted for Street Sweeping): Replace the current language with the following: The following areas shall be designated and posted for prohibited parking during the months of April through September of each year, between the hours of 8:00 – 10:00 AM on the following days & streets:

- The first Wednesday of each month:
 - North Railroad Street from Main Street to Ridge Road
 - South Railroad Street from Main Street to Walnut Street
- The first Thursday of each month:
 - West Cherry Street from South Railroad Street to South Mark Street
 - East Cherry Street from South Railroad Street to South Franklin Street

Motion by Jane Quairoli, second by Don Barry. Motion passed.

c. Bid Award – 2020 Paving Projects:

Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Pennsy Supply, Inc., 1 Clear Spring Rd, Annville, PA 17003 in the amount of \$595,607.57 for the milling, base repair, and paving of W. Oak Street (from S. Lingle Ave to S. Locust St), S. Lincoln Street (from E. Main St to the Municipal Boundary), E. Cypress Street and E. Birch Street (from S. Forge Rd to S. Duke St.), S. Prince Street (from E. Birch to E. Elm St), and N. Duke Street (from E. Main St to the north/south alley on E. Arch St.). Motion by Jane Quairoli, second by Josh Holl. Motion passed.

d. Resolution #2020-22 – Appoint Delegate to the Palmyra Cougar Foundation Board:

Motion: To approve Resolution #2020-22, a resolution appointing Alison Hoff to serve a new three (3) year term on the Palmyra Cougar Foundation Board, expiring June 30, 2023. Motion by Jane Quairoli, second by Don Barry. Motion passed.

e. Resolution #2020-23 - Real Estate Tax Payment Period Extension:

Motion: To approve Resolution #2020-23, a resolution to support the Borough's participation in the Lebanon County Commissioners approved extension of the real estate tax payment deadlines for the discount, flat rate, and penalty periods. Motion by Jane Quairolì, second by Tom Miller. Motion passed.

Mr. Powl explained that the Borough Solicitor has also prepared and advertised the associated ordinance as required by the PA Borough Code for action at the May 14, 2020 meeting.

Reports

- a. President's Report: President Shearer commented that the Borough is making history tonight with the first virtual meeting. She thanked Council for their cooperation and welcomed the public attendees that logged into the meeting.
- b. Financial Report:
 1. Financial Statement: Mr. Powl provided a copy of the March 2020 report. There were no questions.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the March 2020 report. She also mentioned that over half of the invoices that were mailed on April 1st have been paid. Mr. Powl asked Council if they wanted to forego penalties for the second quarter due to increased unemployment from the COVID-19 pandemic. Council agreed to eliminate any additional penalties for non-payment until June 30th. Council then agreed to revisit the issue for the upcoming quarters but did not want to make a blanket decision until an assessment of the pandemic is provided in the coming weeks.
- c. Fire Department: There was no report. Councilor Tesche inquired if the department has enough Personal Protection Equipment (PPE). Councilor Holl indicated that the Fire Chief was working to keep everyone supplied sufficiently.
- d. Library Report: Councilor Quairolì provided a copy of the March 2020 report.
- e. Police Department: Chief Winters provided a copy of the February 2020 and March 2020 reports. He also reported that civil service testing scheduled for May will still take place. He plans to move forward with the hiring of another officer unless Council determines that budget shortfalls due to Covid-19 requires him to hold on that decision until 2021. The vendor for new uniform pants will be available to size the officers. The funds received from the sale of the speed trailer will be used for the new pants. Chief Winters reported that his staff is using an ozone machine to clean the vehicles after each shift. In addition, he has spray cleanser, masks, and gloves for the officers.
- f. Planning Commission - Subdivision & Land Development Plans: The Commission did not meet this month.
- g. Public Works Department: Borough Manager Powl
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the March report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street:
 1. HVAC System – Mr. Powl provided a copy of a proposal to add a Bi-Polar Ionization Air Purification System to the municipal building HVAC system. Installation would be required for each unit and the building has a total of six. He explained that codes require air to be recirculated in newer buildings and that process continues to move the same air and mix it with fresh air so many times per hour. Purification systems clean the air before recirculating it. The proposal provides information that the system will inactivate viruses, bacteria, mold spores and other microorganisms.

Council discussed the need for the purification system and agreed that since it is a public building, they need to protect both the employees, tenants, and public that visit the building. Councilor Holl inquired if there would be any grants available for building improvements. Mr. Powl commented that he is not aware of any, but staff would investigate the possibility.

The cost of the purchase and installation is \$11,685.00. Mr. Powl recommended that Council use capital reserve funds for the project.

Motion: To approve the proposal from Haller Enterprise, Inc., 212 Bucky Drive, Lititz, PA 17543 for the installation of an Atmos Aire Model M 1000 purification system to the municipal building HVAC system for a cost of \$11,685.00 to be expended from the Capital Reserve Fund budget line item #30.409.600. Motion by Jane Quairoli, second by Don Barry. Motion passed.

- 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): There was nothing new to report.
 4. Refuse & Recycling:
 - a. White Goods Collection scheduled for April 22nd was postponed by Waste Management. Mr. Powl reported that the Borough is waiting to hear if this date will be rescheduled or if the October collection date will be the only pickup for 2020.
 5. Sewer System:
 - a. Sewer Pump Station #3 – Electronic Control Problem: Mr. Powl reported that the electronic controls at Pump Station #3 stopped working. Control Systems 21, Dillsburg, PA, was on site to help with the repair. They found a defective part in the electronic controls. They recommended replacement of the controls to a non-proprietary system. Price estimates for the replacement of the overall controls will be developed for inclusion in the 2021 Budget.
 6. Sinkholes:
 - a. Plum Alley: Mr. Powl mentioned that the area has been stable and will need to be paved. However, asphalt plants are not open yet, so this project will be completed when asphalt is available.
 - b. 35 W. Walnut Street: (in front of firehouse ramp) There was nothing new to report.
 - c. 223 S. Locust Street: (PASD Failed injection well) There was nothing new to report.
 7. Stormwater Management:
 - a. 300 Block E. Cherry St & 100 Block S. Grant St Detention Basin & Road Restoration Project: Agreement to inherit ownership of 310 & 312 E. Cherry Street upon owner's death is still being developed by the Solicitor.
 - 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)
The public works crew is planning to re-start this project soon.
- d. DEP Municipal Separate Storm Sewer Systems (MS4) Permit:
 - 1. Pollutant Reduction Plan (PRP): The public meeting to address comments was scheduled for this meeting. However, due to the need to meet via Zoom, Mr. Powl suggested that we continue to promote the PRP on the website and reschedule public comments for another meeting. Council asked Mr. Powl to have this on the agenda for another meeting soon depending on the need to meet via the web during the pandemic.
 - 2. National Fish & Wildlife Federation Grant Application for Bio-Swale PRP Project: Mr. Powl received the completed application from Rettew to apply for a grant for the purpose of constructing the bio-swales identified for the PRP project. He will provide Council with more information as it becomes available.
- 8. Street & Alley Maintenance: Mr. Powl reported that the public works crew has been working on alleys.
- 9. Traffic Signals:
 - a. E. Main & N. Forge Rd Traffic Signal Permit Amendment for Left Turn Arrow status: Mr. Powl received information from PennDOT that they are reviewing application.
- h. Solicitor's Report: There was nothing new to report.
- i. Zoning & Codes Enforcement: Mr. Powl provided a copy of the February 2020 and March 2020 reports. No Zoning Hearing Board hearings were conducted in April. Mr. Powl stated that Council changed the ordinance to allow the Codes Enforcement Officer to issue tickets for tall grass and weed violation, but they never set a fee for the ticket. Council discussed the amount for the violation and agreed to set the fee at \$100. Mr. Powl will update the Fee Resolution for the next meeting.
- j. Borough Manager's Report:
 - 1. Sewer & Refuse Bills: Mr. Powl asked Council about the possibility of waiving penalty fees for the billing quarter due to the increased unemployment issue during the COVID-19 pandemic. Council discussed the need to work with the residents and agreed to forego penalties for the April 1st billing. They requested to review the status of the COVID-19 pandemic in upcoming months to decide if penalties will be waived for the 3rd and 4th quarter of 2020.
 - 2. Commercial Vehicle, RV, Boats, Trailers No Parking Ordinance: Mr. Powl indicated that a complaint was received concerning the parking of "box trucks" that are under the PA Vehicle Code weight limits for a commercial vehicle (26,000-lbs). The Commercial No Parking ordinance does not include a definition for vehicles of this size and the resident asked for relief from a box truck that is parked in the parking lot in front of their residence.

President Shearer recognized Michael and Kimberly Matarazzo from 917 E. Oak Street for comments. They made the initial complaint regarding the box truck that is parked in front of their residence. The parking area is a shared lot by five townhouses and makes it difficult to pull in and out of the parking area in front of his townhouse. In addition, he is concerned for the safety of children who ride their bikes in the area.

Mr. Powl stated that Borough Council will either need to change the definition of commercial vehicles in the ordinance in order to include a prohibition of box trucks parking on the streets, or amend the zoning ordinance to regulate how the parking of box trucks is to be done on private property – similar to recreational vehicles, boats, etc.

Councilor Miller expressed his desire to stay with the current definitions for commercial vehicles already in the ordinance. He is not a fan of heavy-handed government creating regulations for private property either. Council agreed that regulating parking on private property is exceeding the responsibility of government.

Councilor Tesche recommended that Mr. & Mrs. Matarazzo consider organizing a Homeowners Association with the other neighbors to regulate what type of vehicles park in the lot. He mentioned that other property owners may share their concern and be willing to work together towards a remedy.

Council asked Mr. Powl for a list of options that may be available for regulating the parking of box trucks in the street or on private property.

Other Business

There was no other business.

Public Comment Period #2

There were no additional public comments.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Thursday, May 14, 2020, and Thursday, May 28, 2020 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairola, second by Josh Holl. The meeting adjourned at 8:43 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager