

Palmyra Borough Council Meeting
Thursday May 28, 2020
7:00 PM

President Shearer called the meeting to order at 7:02 PM. Borough Council attended the meeting virtually by accessing an online Zoom webinar type meeting. This was due to the COVID-19 pandemic restrictions prohibiting gatherings of more than 10 people. 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, Mayor Carpenter and Police Chief Andrew Winters. Joe Templin was absent from the meeting.

Public Comment Period #1

- Susan Lehman, 959 W Maple St, inquired about the sewer trench repair beside her property and reported she was having difficulty accessing meeting agendas and minutes on the Borough's website.

Consent Calendar

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

- a. Approve the minutes of the May 14, 2020 Borough Council meeting.
- b. Approve the Treasurer's Report for the period April 1 through April 30, 2020:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$1,086,863	\$691,413	\$466,823	\$4,996	\$10,450	\$226,618
YTD Expenses	\$1,342,199	\$237,562	\$349,830	\$322,089	\$0	\$5,374
Difference	\$(255,335)	\$237,562	\$116,993	\$(317,093)	\$10,450	\$221,244
Fund Balance	\$793,764	\$987,248	\$447,223	\$1,043,833	\$1,483,826	\$453,442

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$10,571	\$38,110	\$15	\$76	\$160	\$137,500
YTD Expenses	\$0	\$2,762	\$0	\$0	\$990	\$0
Difference	\$10,571	\$35,348	\$15	\$76	\$(830)	\$137,500
Fund Balance	\$11,648	\$251,347	\$3,951	\$20,262	\$41,880	\$240,873

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

Action & Discussion Items

- a. Post-Primary Election Day Disinfection Proposal: Mr. Powl presented a proposal for disinfecting the Municipal building after the election on Tuesday, June 2nd. He mentioned that the Borough has submitted the proposal to the County for consideration of reimbursement, but there has not been any decision at this time.

Motion: To approve the \$1,160 proposal from the Borough's janitorial service, Green Commercial Cleaning, to disinfect portions of the Municipal Building immediately following the June 2nd Primary Election, and to expense the cost from General Fund Budget line item #01.401.440. Motion by Tom Miller, second by Jane Quairoli. Motion passed.

Reports

- a. President's Report: President Shearer commented that she hoped everyone enjoyed their Memorial Day.
- b. Fire Department: President Braden stated that the fire department is waiting on the financial information from Punxsutawney in order to transfer the old American LaFrance tower truck to them. The new tower is currently out of service at the Seagrave Service Center in Brunswick, NJ undergoing some warranty work and should be back in service in a week or two. He thanked the Borough for working on the sinkhole in front of the fire house. He also explained that the department will begin Monday evening drills again.
- c. Library Report: Councilor Quairoli provided a copy of the May 2020 report.
- d. Police Department: Chief Winters provided a copy of the April 2020 report. He also reported that oral interviews were conducted for the civil service test, and background investigations will commence soon. The department also received their new uniform pants.
- e. Recreation Commission: Councilor Quairoli stated that the Commission met last week. The Summer Camp program has been cancelled for 2020 due to the COVID-19 pandemic.
- f. Solicitor's Report: There was no report.
- g. Zoning Hearing Board: There was no report.
- h. Borough Manager's Report:
 1. Municipal Building Front Door Problems: Mr. Powl reported that the Stanley swing-out doors have been problematic since the building opened. The doors sometimes don't lock, sometimes stay permanently locked, the "dog down" function does not work to keep doors unlocked for special events, doors get stuck open on bits of mulch, doors get stuck open in the winter on snow/ice causing the vestibule to fill with snow and lobby to become cold, handicap folks must back-up out of the way after engaging the handicap button to allow the doors to open so that they can enter, and residents complain all the time as to how heavy the doors are. As a result, he requested a proposal to replace the swing-out doors with new Stanley automatic bi-sliding doors. These doors were originally requested at the time the building was being planned, but the architect advised that they were too expensive. The estimated costs to replace the doors with bi-sliding doors is \$17,625. The existing swing-out doors cost approximately \$12,000 in 2013.

He presented several options on how to pay for the new doors. Council could reduce the planned budgeted transfer from the General Fund to the Capital Reserve Fund from \$100,000 to \$82,375 and transfer the difference to Budget line item #01.409.373, or transfer unused salary and benefits from not hiring Admin Assistant/Receptionist replacement yet to Budget line item #01.409.373, or expense the funds directly from Capital Reserve Fund Budget line item #30.409.600.

Council agreed that the doors should be replaced but were uncomfortable with spending the funds in 2020 since there is no knowledge yet of how the COVID-19 pandemic will affect tax revenues. They asked Mr. Powl to include the upgrade in the 2021 budget.

2. DEP Stormwater Pollutant Reduction Plan (PRP): Mr. Powl stated that once the Council can meet in the building again, the public hearing for the PRP plan would be on the agenda.
3. Mr. Powl informed Council that the Public Works crew worked on the sinkhole in front of the fire department. Their excavation did not reveal a throat, so they filled the hole with 6.25 yards of concrete up to the level of the bottom of the ramp and road millings to the level of the street surface. The road surface will be restored with hot mix asphalt if no further subsidence is observed over the next 4-6 weeks.
4. Councilor Quairolì inquired about the conversations between RETTEW and The Hershey Company concerning the Ridge Road Park property related to stormwater. Mr. Powl reported that the engineers were able to determine that the proposed wetland area is the lowest point between both parcels so any future run-off from a building expansion by Hershey could flow by gravity to the wetland area. Dwight Wagner of ShadowStone is relaying that information to Matt Crocker at The Hershey Company. More conversations will be forthcoming on potential plans to move forward.

Other Business

There was no other business.

Public Comment Period #2

- Susan Lehman, 959 E. Maple Street, inquired if the Council Chambers could be set up for a Zoom meeting for the public to participate.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Thursday, June 11, 2020, and Thursday, June 25, 2020 beginning at 7:00 PM at the municipal building.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairolì, second by Josh Holl. The meeting adjourned at 7:41 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager