

Palmyra Borough Council Meeting
 Thursday August 27, 2020
 7:00 PM

Vice-President Miller 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, Jane Quairolì, Joe Templin and James Tesche. Also, in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Police Chief Andrew Winters and Mayor Fred Carpenter. Beth Shearer was absent from the meeting.

Special Visitors

Frank Pulli, Palmyra Lions Club, was in attendance to seek Council’s opinion on whether public events such as Trick or Treat on the Square, Santa House, Reindeer Night, and Christmas Tree Lighting Ceremony should be allowed to occur, or cancelled due to the COVID-19 situation. He commented that the Trick or Treat Night averages about 200 kids, the Santa House averages 800 kids, Reindeer Night averages about 600 people, and the tree lighting brings an average of 200 people to the square. The holiday parade is not planned by the Palmyra Lions Club, so Mr. Pulli had no information regarding that event. Councilor Quairolì reported that the Holiday Parade was cancelled but, consideration is being given to have a driving parade of decorated vehicles. Council agreed that the Lions Club events should be cancelled, and the status of Trick or Treat Night on October 29th will be determined in the near future.

Public Comment Period #1

- Richard Lewis, 151 N Franklin St, was in attendance to hear if Council intended to update the ordinance regarding dog feces. Council explained they did not intend to change the ordinance.
- Barry Shellenhamer, 228 E Cherry St, inquired about plans to pave Plum Alley and mowing of the stormwater basin on E. Cherry St. Mr. Powl explained that Plum Alley will need at least 60-days to monitor for settling before paving and the stormwater basin is being maintained as designed.

Consent Calendar

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

- a. Approve the minutes of the August 13, 2020 Borough Council meeting.
- b. Approve payment of all bills listed on the July 2020 Bill’s List.
- c. Approve the Treasurer’s Report for the period July 1 through July 31, 2020:

	General Fund	Sewer Fund	Refuse Fund	Capital Reserve Fund	Special Sewer Fund	Liquid Fuels Fund
YTD Revenue	\$2,492,839	\$1,090,727	\$733,312	\$6,638	\$13,354	\$227,345
YTD Expenses	\$2,068,516	\$625,281	\$632,849	\$340,250	\$7,456	\$0
Difference	\$424,324	\$465,445	\$100,463	\$(333,611)	\$5,898	\$227,345
Fund Balance	\$1,473,423	\$998,843	\$430,694	\$1,027,315	\$1,479,274	\$459,542

	Library Fund	Police Health Care Fund	Town Square Reserve Fund	Joint Fire Apparatus Fund	Cemetery Fund	Employee Benefits Fund
YTD Revenue	\$27,591	\$38,508	\$21	\$70,135	\$226	\$137,870
YTD Expenses	\$26,000	\$3,488	\$0	\$0	\$990	\$6,377
Difference	\$1,591	\$35,020	\$21	\$70,135	\$(764)	\$131,493
Fund Balance	\$2,662	\$251,020	\$3,958	\$90,321	\$41,947	\$234,866

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by James Tesche. Motion passed.

Action & Discussion Items

a. Ordinance #806 – Chapter 350 (Vehicles & Traffic):

Motion: To enact Ordinance #806, an ordinance to amend the following:

1. *Section 350-18 (School Speed Zones): Revise – W. Cherry Street to – 7:15 a.m. to 7:45 a.m. and 2:35 p.m. to 3:05 p.m.*
2. *Section 350-26 (Special Purpose Parking Zones):*
 - *Add – North Railroad Street – West side – 405 N. Railroad Street – handicap parking*
 - *Add – North Railroad Street – West side – 407 N. Railroad Street – handicap parking*
 - *Remove – West Cherry Street – South side – 314 W. Cherry Street – handicap parking*
 - *Add – N. Railroad Street – East side – from a point 65 feet north of Division Street to a point 20-feet north – Loading & Unloading only M-F 8:00 AM -5:00 PM*

Motion by Jane Quairoli, second by Josh Holl. Motion passed.

b. 2020-25 PennDOT Winter Maintenance Agreement:

Motion: To approve the 2020-2025 PennDOT Winter Service Agreement in the total amount of \$9,615.28 for the winter maintenance of the 1.83 lane miles of North Grant Street.

Motion by James Tesche, second by Don Barry. Motion passed.

- c. Borough Website Re-Design & Hosting Proposals: Mr. Powl provided a proposal from CivicPlus as a counter to the original proposal provided by ReVize. Mr. Powl explained that these two vendors are the largest provider of municipal websites in the country. CivicPlus offered several different payment plans. The overall one-time implementation development fee was \$7,500 with an annual maintenance and hosting fee of \$2,250. They agreed to split the fee into a subscription plan for \$4,125 per year for 4 years with a free redesign after the fourth year. ReVize’s proposal was a one-time implementation development fee of \$6,275 and an annual fee of \$2,650. They also provided an annual plan of \$3,560 per year for four years.

After discussion, Council approved the following motion:

Motion: To approve the sales agreement presented by ReVize to redesign the Borough’s website at the annual fee of \$3,560 for four years. Motion by Tom Miller, second by James Tesche. Motion passed by a 4-2 vote with Councilor Quairoli and Councilor Holl voting against the motion.

Reports

- a. President’s Report: Vice-President Miller asked staff to put a notice in the quarterly newsletter that the Citizen’s Fire Dept. needs volunteers. He also inquired about the status of the new street sweeping plan.
- b. Financial Report: Mr. Powl provided a copy of the Financial Statement as of July 31, 2020.
- c. Fire Department: Mr. Powl asked for the opportunity to clarify a couple statements in the Sun Article concerning the meeting for the potential merger of the volunteer fire departments. He was contacted by several individuals that seemed to misunderstand his comments and he wanted to provide a better explanation.

The first comment in the article referenced the fire departments “failing.” He stated that “failing” was a reference to membership numbers and the departments inability to recruit new members to take the place of members who are leaving, or, are no longer active members. This was not a reference of the fire departments failing to respond to emergency calls, however, the fire departments are warning

that within 5-years membership numbers may reach levels where they will no longer be able to respond consistently to emergency calls. Mr. Powl further explained that this is not the fault of the fire departments but, a societal shift in volunteering being down significantly nationwide, and, the 16-22-year-old age demographic, where most volunteer firefighters have come from traditionally, has shown very little interest in volunteering compared to in years past.

The second comment in the article referenced the likelihood that the fire department budget will double if moving to a paid fire department. His original comment was referring to the need to hire a full-time fire department to handle fire calls which will likely cost more than double the current police department budget of \$1.6 million per year.

Mr. Powl apologized for any confusion his comments caused and hoped he could set the record straight to avoid any further misunderstanding.

- d. Library Report: Councilor Quairoli provided a copy of the July 2020 report.
- e. Police Department: Chief Winters reported that the aggressive driver program was complete. The department stopped 143 cars. He also stated that he is ordering the speed signs and was able to get a better deal on these signs than originally thought. The interior radio signal boosters will be installed in the department during the week of September 8th. Civil service will be completed in the next week and the department should be ready to hire a new officer in November.
- f. Recreation Commission: Councilor Quairoli announced the resignation of Maddie Reed from the Commission. A replacement will need to be determined.

The Palmyra Area School District (PASD) provided an addendum to the PARPC Intermunicipal Agreement with updated procedures for usage of the new turf fields. The addendum requires approval by all the participating municipalities.

Motion: To approve the addendum to the Intergovernmental Agreement of Cooperation for the Palmyra Area Recreation & Parks Commission. Motion by Jane Quairoli, second by Don Barry. Motion passed.

- g. Solicitor's Report: Solicitor Cleary provided guidance for Borough Council for requests to rent out the pavilion at Memorial Park given the current COVID-19 restrictions established by the Commonwealth. She presented two options, 1) Do not rent out the pavilion until the restrictions are lifted. That would eliminate issues regarding capacity and cleaning of the facilities, or 2) Rent out the pavilion with an agreement stating that the person renting it agrees to (1) limit the number of persons in the pavilion at any time to no more than 25; (2) limit the persons attending the event to less than 250; (3) comply with all of the Commonwealth's Covid regulations; and (4) waive any rights to make a claim against the Borough for anything at all dealing with Covid.

Council agreed to the first option of not renting out the pavilion until the pandemic restrictions are lifted.

- h. Borough Manager's Report:
 - a. Mr. Powl provided information to Council about the 2021 Municipal Farmland Preservation Annual Appeal from the Lebanon County Conservation District and asked if Council wanted to participate. The Borough has never participated and agreed to forego participation in 2021.
 - b. Mr. Powl advised Council that processing rental registration applications for 2020 has highlighted some issues, one of which is what to do with vacant homes. The current ordinance does not cover these properties and the Borough Solicitor has advised that the Borough cannot compel vacant property owners to apply for a rental license under the current ordinance. The Solicitor provided

ordinance samples that require an increasing fee each year a property is vacant as a disincentive mechanism for the property to remain a vacant property. The concern is that vacant properties contribute to neighborhood blight and possibly police activity. Mr. Powl also explained a second issue with the current ordinance. The Borough required rental registration licenses and fees for units rented to family members, but the ordinance provides an exemption. Mr. Powl suggested requiring the rental license application to be submitted each year but, not require a fee for units with family members living in them so that the Borough can still track these units. Council asked Mr. Powl to work with the Solicitor to prepare a draft ordinance containing both changes for review. If possible, Council would like one version containing the ratcheting vacant property fees, and one without.

Other Business

- Councilor Templin reported a tree growing over the sidewalk at the Met-Ed sub-station on N. Forge Rd.
- Councilor Barry inquired if the rubble on N. Chestnut Street will be cleaned up from the water line installation project. Mr. Powl reported that the water company will be repaving the street curb to curb when they are finished.
- James Tesche reported that grass is being blown into the alley and streets from mowing. He suggested placing another announcement in the newsletter. He also commented that the painted curbs throughout the Borough look great.
- Councilor Holl asked about the never-ending yard sale that is taking place on E. Cherry St.

Public Comment Period #2

- Brian Boyer, 146 N Railroad St, asked Council to consider approving a loading/unloading zone in front of his business. Mr. Powl informed Mr. Boyer that the loading/unloading zone was added to Ordinance #806 and approved by Council earlier in the meeting.
- Dave McCloskey, 212 E Ridge Rd, commented that he attended the Planning Commission meeting and was appreciative that the Commission and legal counsel for the Chimel property were willing to listen to his concerns. He also inquired about the status of Kramer Way being fixed at Ridge Rd.

Announcement

Vice-President Miller announced that Borough Council will conduct its next public meetings on Thursday, September 10, 2020, and Thursday, September 24, 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 8:27 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager