

Palmyra Borough Council Meeting
Tuesday January 10, 2023
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, Anthony Catalani, William Garber, Jane Quairolì, and James Tesche. Also, in attendance were Police Chief Andy Winters, Borough Manager Roger Powl, and Assistant Borough Manager Brenda Pera. Tom Miller and Mayor Fred Carpenter were absent from the meeting.

Special Visitor

President Shearer recognized Collin Buscavage, Annville, PA, who was in the audience to observe the meeting for his Boy Scout Merit Badge. He is a member of Troop #456.

Public Comment Period #1

There was no public comment.

Consent Calendar

- a. Approve the minutes of the December 13, 2022, Borough Council meeting.

Motion: To approve the consent calendar. Motion by Jane Quairolì, second by William Garber. Motion passed.

Action & Discussion Items

- a. Resolution #2023-01 – Appoint Member to the Palmyra Planning Commission:

Motion: To approve Resolution 2023-01, a resolution appointing Steven N. Ricker to serve a new four (4) year term on the Palmyra Planning Commission, expiring December 31, 2026. Motion by Jane Quairolì, second by Don Barry. Motion passed.

- b. Resolution #2023-02 – Appoint Member to the Palmyra Planning Commission:

Motion: To approve Resolution 2023-02, a resolution appointing Robert Bickle, 624 E. Oak St., to serve the remainder of the four (4) year term on the Palmyra Planning Commission that was vacated by Jessica Creter, expiring December 31, 2025. Motion by Jane Quairolì, second by William Garber. Motion passed.

- c. Resolution #2023-03 – Appoint Fire Service Commission Members:

Motion: To approve Resolution #2023-03, a resolution appointing Beth Shearer, Borough Council, James Tesche, Borough Resident/Council, and Roger Powl, Borough Manager, to serve as voting members on the Palmyra Fire Services Commission for the Year 2023. Motion by Don Barry, second by Jane Quairolì. Motion passed.

- d. Resolution #2023-04 – Appoint Vacancy Board Chairman:

Motion: To approve Resolution #2023-04, a resolution to appoint Brian C. Craig to serve a one (1) year term as the Borough Council Vacancy Board Chairman, expiring December 31, 2023. Motion by Jane Quairolì, second by James Tesche. Motion passed.

Reports

- a. President's Report: President Shearer commented that she hoped everyone had a nice holiday.
- b. Financial Report:
 1. Financial Statement: Mr. Powl stated that the December 31, 2022 will be available at the January 24, 2023 meeting.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the December 2022 report.
- c. Fire Department: Doug Fleegle, who was observing the meeting, commented that the incentive program that was put into place has been very popular and even encouraged a few newer volunteers to put in more volunteer time.
- d. Police Department: Chief Winters provided an update on the regional police department discussions. The Committee is to meet again on January 11th to review the proposed charter agreement. He also advised Council that he is working on a year-end report for 2022.
- e. Planning Commission: The Commission did not meet in December 2022.
- f. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the December 2022 report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street: HVAC System: Mr. Powl explained that the HVAC systems installed in the building is a Trane system and Trane provides preventative maintenance to the computer control system on a semi-annual basis. During the most recent visit, Trane reported that the six computer control units are obsolete and are no longer being supported and should be replaced. Mr. Powl has been working with Trane to identify the best gameplan for replacing the control units with a new system that offers technical support and the longevity to control the heating and air conditioning units that will also need to be updated in a few years because they will have reached their lifespan. So, he is trying to determine if it makes financial sense to replace the control units in the near future, or, wait to replace them as part of a wholesale upgrade of the buildings HVAC system. Trane is a PA COSTARS contractor which will eliminate the need to bid the future project. Mr. Powl asked if Council would like him to seek additional quotes from another COSTARS HVAC dealer and Council agreed that he should. Mr. Powl is trying to determine the total cost of the HVAC system replacement so that the Borough can begin budgeting additional funds each year over the next 4-5 years so that the money will be saved and available when the time comes to pay for the replacement of the HVAC system.
 - b. Public Works Department – 910 E. Broad Street:
 - c. Town Square:
 - d. Vacant Lot – 40 E. Front Street:
 - e. Vacant Lot – Northeast corner of the intersection of N. Lingle Ave and W. Main Street:
 - f. Vacant Lot (Shaffer-Erb Tract) – south side 900 Block East Cherry Street:

3. Cemetery:
4. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park) Councilor Garber inquired if the new trees were planted at Memorial Park. The trees have been planted. Ms. Pera reported that she received an e-mail from an arborist who expressed concerns on how the trees were planted because the wire baskets and burlap were still intact, and she explained that the Public Works Superintendent did that on purpose to keep the root balls intact and trees upright through the winter then once the soil temperature reaches 50-degrees, he will go back and cut the wire baskets and burlap away to finish the planting.
5. Refuse & Recycling:
6. Sewer System: Mr. Powl reported that Public Works has been flushing and video recording the sanitary sewer pipes on the southwest section of the Borough.
7. Sinkholes:
 - a. New: None
 - b. Old:
 1. Walnut Alley at 220 E. Main Street: The compaction grouting has been completed.
 2. 430 E. Walnut Street: (between curb & sidewalk along S. Franklin St side)
 3. 800 Block E. Main Street: (Center turn lane of US422 in front of Sheetz)
 4. 223 S. Locust Street: (PASD failed injection well)
8. Stormwater Management:
 - a. Phase A Stormwater Management System: (north of railroad tracks - west of N. Grant St.): Mr. Powl reported that RETTEW is finalizing the application submission to Norfolk Southern for the permit to bore under the railroad tracks.
 - b. Bio-Swale (west of S. Lingle Ave) MS4 Project Update: The Borough's application to DEP for a Growing Greener Grant to cover the remaining cost of the project has been denied. The Borough will need to look at the next steps for moving forward with the project.
 - c. DEP MS4 Stormwater Permit Issues: The written EPA Inspection Report was finally received, and it did not highlight any outstanding issues that needed to be addressed.
9. Street & Alley Maintenance: Mr. Powl reported Public Works has been working to maintain the alleys from ruts and potholes. President Shearer inquired about the pothole on Main Street located at S. Chestnut Street. Mr. Powl will make PennDOT aware of that issue.
10. Traffic Signals: Mr. Powl commented that he still receives information regarding the intersection of E. Main Street and Earl Drive. While Aldi seems to continue working with PennDOT on the improvements at the intersection, no formal plans have been submitted for consideration.
11. Mr. Powl stated that the new Kubota mini excavator was delivered. The old Bob-Cat mini-excavator was traded.
- g. Solicitor's Report: There was no report. Council inquired about the status of the Filling Station agreement. Mr. Powl replied that the letter advising the owners of the violating the terms of the consent agreement is prepared and ready to send tomorrow.

- h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the Zoning Officer/Codes Enforcement Officer Report. Councilor Quairoli mentioned that the report was for the year, and she would like to receive a report for just December 2022.

Mr. Powl stated that the Zoning Hearing Board held an appeal hearing for 511 Red Haven Rd. Daryl & Eleanor Gerber appealed their Notice of Violation for the installation of a tree line along E. Ridge Road which blocks the sight distance triangle when pulling out of Red Haven Road. The Zoning Hearing Board denied Mr. Gerber's appeal.

Borough Manager's Report: Mr. Powl informed Council that there is a planned vacancy in the administration office with the resignation of Kari Herr effective February 3rd. He and Ms. Pera conducted an interview with an individual who is familiar with the office and staff and would assimilate nicely into the position. He would like to bring this individual on board prior to Kari leaving so there is an overlap for training. Council agreed that this would be a good idea.

Other Business

- Councilor Quairoli expressed her concern about the County informing the Borough of an increase in the public safety fee that they initiated to offset a small portion of the cost of public safety services through the County. A letter was received advising of the increase in the fee from \$.70 per capita to \$1.20 per capita. This information was received by the Borough on December 27, 2022, after the budget was approved.

Council asked that a letter, under the President's signature, be sent to the County Commissioners expressing their displeasure that the municipalities could not be advised of this increase at the beginning of the budget process, namely September or October.

- Councilor Barry announced several municipalities have received grants for road repairs and repaving and inquired why the Borough does not request grants for its projects. Mr. Powl stated that the grants to which he is referring are multi-modal grants and apply only to projects that pertain to the improvement of different methods of transportation. Namely, most projects surround the improvements of roads leading to a Park-N-Ride location or a train station.
- Chief Winters mentioned that the PA Commission on Crime & Delinquency (PCCD) approved his grant application for \$100,000 for the purchase of body cameras. He also asked Council for their consideration of developing a business registry in the Borough. He commented that a situation arose in which a money machine was burglarized, and he had to post an officer at the scene until contact could be made with the owner. Unfortunately, it took several hours to determine who owned the building and subsequently contacting them to secure their property.
- Councilor Garber requested an update on the Millfield development project north of E. Ridge Road. There was nothing new to report.
- Councilor Catalani reported a semi-truck cab parking in the vicinity of Rainbow Snow on N. Railroad Street, and it blocks the sight distance for pulling on to the street. Chief Winters said that he would have the officers keep an eye out for the truck and asked that anyone that sees this type of issue to not wait for a meeting, but please call the department at the time that it is happening.

Public Comment Period #2

- Maryann Cini, 210 N. Chestnut Street, reported a dangerous rotting tree at the corner of N. Railroad Street and E. Broad Street.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, January 24, 2023, and Tuesday, February 14, 2023 beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairola, second by James Tesche. The meeting adjourned at 8:01 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager