

Palmyra Borough Council Reorganization Meeting

Monday January 2, 2024

7:00 p.m.

AGENDA

1. **Call to Order:** (Mayor or Current Council President)

2. **Pledge of Allegiance & Moment of Silence for Armed Forces:**

3. **Newly Elected Borough Council Members Sworn in by Mayor or Notary:**

Newly elected Borough Council members must submit a sworn/signed copy of the Affidavit of Residency and then take the Oath of Office from the Mayor or Notary.

- Matthew Andrews, Nancy Fleegle, and Beth Shearer

4. **Roll Call:**

5. **Announcements:**

- a. Please silence all cellular devices during the meeting – thank you!

6. **Council Reorganization:** (Mayor or Current Council President)

a. **Nomination Process:** (Robert’s Rules of Order – 10th edition)

- Nominations for Officers do not require seconds.
- Nominee may decline nomination immediately, or after a vote is taken.
- Persons may nominate themselves.
- Nominations will be voted on in the order in which they were nominated.
- The first Nominee to achieve a majority vote shall be declared elected to the position by the Mayor, and no votes are taken on any remaining Nominees.
- If only one person is nominated for a position, and the Nominee does not decline the nomination, the Mayor may declare that Nominee elected to the position by unanimous consent, and no vote is necessary.

b. **Election of Council President:**

1. Mayor or Current Council President calls for nominations for Council President:
2. Mayor or Current Council President closes nominations for Council President:
3. Roll-Call vote:

c. **Election of Council Vice-President:**

1. Mayor or Current Council President calls for nominations for Council Vice-President:
2. Mayor or Current Council President closes nominations for Council Vice-President:
3. Roll-Call vote:

d. **New President Presides:** After a new Council President & Vice-President are elected, Mayor or Current Council President relinquishes their center seat of the meeting table to the new President. The new Vice-President shall be seated immediately adjacent to the President’s right. The remaining Council member’s may take any other seat of their choosing.

President conducts the remainder of the meeting.

7. **Public Comment Period #1:** This is the public's opportunity to comment on any agenda, or non-agenda, item. (Please state your name & address for the record, and try to limit your comments to 5-minutes)

8. **Consent Calendar:**

a. Approve the minutes of the December 26, 2023, Borough Council meeting.

9. **Action & Discussion Items:**

a. Amending the 2024 Final Budget: (Section 1311 of the Pennsylvania Borough Code)

- Does Borough Council desire to re-open and amend the 2024 Final Budget?

b. Resolution #2024-01 – Appoint Borough Manager/Secretary:

Suggested Motion: To approve Resolution #2024-01, a resolution to re-appoint Roger E. Powl to serve as the Borough Manager/ Secretary, at the discretion of Borough Council, until the First Monday of January 2026.

c. Resolution #2024-02 – Appoint Assistant Borough Manager/Assistant Secretary/Assistant Treasurer:

Suggested Motion: To approve Resolution #2022-02, a resolution to re-appoint Brenda L. Pera to serve as the Assistant Borough Manager /Assistant Secretary/ Assistant Treasurer, at the discretion of Borough Council, until the First Monday of January 2026.

d. Resolution #2024-03 – Appoint Treasurer:

Suggested Motion: To approve Resolution #2024-03, a resolution to re-appoint Christine L. Donough to serve as the Treasurer, at the discretion of Borough Council, until the first Monday of January 2026.

e. Resolution #2024-04 – Appoint Zoning Officer & Codes Enforcement Officer:

Suggested Motion: To approve Resolution #2024-04, a resolution to re-appoint Michelle A. Bowman to serve as the Borough Zoning Officer / Codes Enforcement Officer, and to re-appoint Light-Heigel Associates, Inc. 430 E. Main St., Palmyra, PA 17078, as the PA Uniform Construction Code (UCC) Building Code Official, at the discretion of Borough Council, until the First Monday of January 2026.

f. Resolution #2024-05 – Appoint Borough Solicitor:

Suggested Motion: To approve Resolution #2024-05, a resolution to re-appoint Josele Cleary of Morgan, Hallgren, Crosswell & Kane, P.C., 700 N. Duke Street, Lancaster, PA 17604 to serve as the Borough Solicitor, at the discretion of Borough Council, until the First Monday of January 2026.

g. Resolution #2024-06 – Appoint Borough Engineer:

Suggested Motion: To approve Resolution #2024-06, a resolution to re-appoint Mike Knouse, PE of RETTEW Associates, Inc., 5031 Richard Lane, Suite #111, Mechanicsburg, PA 17055, to serve as the Borough Engineer, at the discretion of Borough Council, until the First Monday of January 2026.

9. Action & Discussion Items: (continued)

h. Resolution #2024-07 – Appoint Borough Sanitary Sewer Engineer:

Suggested Motion: To approve Resolution #2024-07, a resolution appointing Mike Knouse, PE of RETTEW Associates, Inc., 5031 Richard Lane, Suite #111, Mechanicsburg, PA 17055 to serve as the Borough Sanitary Sewer Engineer, at the discretion of Borough Council, until the First Monday of January 2026.

i. Resolution #2024-08 – Appoint Municipal Reps – Leb. Co. Tax Collection Committee:

Suggested Motion: To approve Resolution #2024-08, a resolution appointing Ronald E. Fouche to serve as the delegate, and Lisa M. Daubert to serve as the alternate delegate, to the Lebanon County Tax Collection Committee for the Year 2024.

j. Resolution #2024-09 – 2024 Fee Resolution:

Suggested Motion: To approve Resolution #2024-09, a resolution to re-establish various fees for Borough issued permits, inspections fees, licensing fees, and other services, and for the submission and review of subdivision & land development plans, stormwater management plans, and inspections of improvements required by those plans.

10. Reports:

a. President's Report: President Shearer

b. Financial Report:

1. Financial Statement: (as of December 31, 2023 will be available at the January 23, 2024 meeting)
2. Delinquent Sewer & Refuse Account Report: (Asst. Mgr. Pera)

c. Fire Department:

d. Police Department: Mayor Carpenter / Chief Winters

1. Regional Police Update:
2. Other:

e. Planning Commission: (Did not meet in December)

1. Next Scheduled Meeting: Wednesday January 24, 2024 beginning at 7:00 p.m.

f. Public Works Department: Borough Manager Powl

1. Superintendent's Monthly Report: (12/1/23 – 12/28/23)

2. Borough Properties:

a. Municipal Building – 325 S. Railroad Street:

- Building Renovations Update:

b. Public Works Department – 910 E. Broad Street:

- Cell Tower Update:

c. Town Square:

d. Vacant Lot – 40 E. Front Street:

e. Vacant Lot – N.E. corner of the intersection of N. Lingle Ave and W. Main St:

f. Vacant Lot (Shaffer-Erb Tract) – south side 900 Block East Cherry Street:

10. Reports: (continued)

f. Public Works Department: (continued)

3. Cemetery:

4. Parks: (Heritage Park, Palmyra Memorial Park, and Southeast Park)

5. Refuse & Recycling:

6. Sewer System:

7. Sinkholes:

a. New: None

b. Old:

1. 300 Block E. High Street (east side of Grant Street Bridge)

2. 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 – Basin Improvement Project Update:

b. Bio-Swale (west of S. Lingle Ave) MS4 Project Update:

9. Street & Alley Maintenance:

10. Traffic Signals:

11. Other:

g. Solicitor's Report: (Solicitor Cleary)

1. Liquor License Transfer Hearing Request: (1. E. Main Street – Behney)

h. Zoning & Codes Enforcement:

1. Zoning Officer/Codes Enforcement Officer Monthly Report:

2. Zoning Hearing Board: (Hearings scheduled for Monday January 8th at 5:30 p.m.)

a. 800 Block E. Broad Street (SHARE PARK LLC): (Caring Cupboard)

- Light Industrial (LI) Zoning District.

- Seeking a use variance for 380-21(B). The use variance, if granted, would allow for a food bank on the 1st floor and a townhouse complex on the 2nd floor of the proposed building.

b. 101 N. Harrison Street (Ventura Real Estate Development LLC.):

- Town Residential (TR) Zoning District.

- Seeking an extension of the existing approvals related to a multifamily residential use with accessory parking and common areas project.

i. Borough Manager's Report:

11. Communications: None

12. Other Business:

13. Public Comment Period #2: (Please state your name & address for the record and try to limit your comments to 3-minutes)

14. Announcements:

- a. Borough Council will conduct its next public meetings on Tuesday January 23, 2024, and on Tuesday February 13, 2024 beginning at 7:00 p.m.

15. Adjournment: