

Palmyra Borough Council Meeting

Tuesday April 9, 2024

7:00 PM

AGENDA

1. **Call to Order: 7:00 PM** – President Shearer
2. **Pledge of Allegiance & Moment of Silence for the Armed Services:**
3. **Roll Call:**
4. **Announcements:**
 - a. Please silence all cellular devices during the meeting – thank you!
5. **Special Visitors:** None scheduled.
6. **Public Comment Period #1:** Please state your name & address for the record and try to limit your comments to 5-minutes.
7. **Council Vacancy:**
 1. Interview each candidate interested in filling the Borough Council vacancy:
 2. Resolution #2024-15 – Appoint Member to Borough Council:

Discussion on, and if appropriate:

Suggested Motion: To approve Resolution #2024-15, a resolution appointing _____ as a member of Borough Council to serve the remainder of the term vacated by William R. Garber II, expiring the first Monday in January 2026.
 3. Affidavit of Residency provided by new Council member.
 4. Oath of Office given by Mayor (**cannot be given until notarized Affidavit of Residency is submitted**).
 5. New Council member may join the meeting as a voting member of Borough Council.
 6. Does Borough Council want/need a Council representative on the Planning Commission?
 - If so:

Suggested Motion: To approve Resolution 2024-16, a resolution appointing _____ to the Palmyra Planning Commission to serve the remainder of the term vacated by William R. Garber II, expiring December 31, 2025.
8. **Consent Calendar:**
 - a. Approve the minutes of the March 26, 2024, Borough Council meeting.
9. **Action & Discussion Items:**
 - a. Ordinance #829 – Amend Chapter 350 (Vehicles & Traffic):

Discussion on and if appropriate:

Suggested Motion: To enact Ordinance #829, an ordinance amending the following provisions of Chapter 350 (Vehicles & Traffic) of the Palmyra Borough Code of Ordinances:

 1. Section 350-26 (Special Purpose Parking Zones):
 - Add – East Cherry Street – North Side – Handicap parking – 113 East Cherry Street
 - Add – North Green Street – West Side – Handicap parking – 17 North Green Street
 - Add – West Cherry Street – North Side – Handicap parking – 209 West Cherry Street
 - Add – South Green Street – West Side – Handicap parking – From a point 150-feet south of E. Birch Street to a point 40-feet further south thereof (2-spaces).
 - Remove – North Harrison Street – East Side – Handicap parking – 28 North Harrison Street

2. Section 350-10 (One-Way Highways Established):

- Remove – Unnamed Alley located along Borough line in Kensington Heights from E. Maple Street and E. Oak Street – southbound

b. Resolution #2024-12 – Approve 2023 Lebanon County Hazard Mitigation Plan:

Discussion on, and if appropriate:

Suggested Motion: To approve Resolution #2024-12, a resolution approving the 2023 Lebanon County Hazard Mitigation Plan.

c. E. Ridge Road – Melrose Development – Developer Agreements:

Discussion on, and if appropriate:

Suggested Motion: To authorize the Borough Council President to execute the sewer extension agreement, land development agreement, and stormwater management agreement with Millfield Heights, LLC for the E. Ridge Road – Melrose Phase 1 Final Subdivision & Land Development Plan.

d. Personnel – Public Works Department – Retain Full-Time Employee:

Discussion on, and if appropriate:

Suggested Motion: To officially remove Elijah J. MacFarlane from probationary status effective March 25, 2024, and to retain him as a permanent full-time employee for the Public Works Department.

e. Ordinance #830 – Amend Chapter 314 – Streets & Sidewalks Specifications:

Discussion on, and if appropriate:

Suggested Motion: To authorize the Borough Solicitor to prepare and advertise Ordinance #830, an ordinance to amend Chapter 314 (Streets & Sidewalks) of the Palmyra Code of Ordinances to update the stone specifications and to add a penalty provision for non-compliance.

f. Road Closure Request – Complete Auto Repair Car Show:

Discussion on, and if appropriate:

Suggested Motion: To authorize the closure of S. Locust Street between W. Main Street and South Avenue for a classic car show to be hosted by Complete Auto Repair LLC from 8:00 AM – 1:00 PM on Saturday April 20, 2024.

g. Agreement – Sinkhole Damage – Sidewalk Repair – 34 S. Harrison Street:

Discussion on, and if appropriate:

Suggested Motion: To approve the reimbursement agreement between the Borough and the private property owners of 34 S. Harrison Street (Alexander & Karley Gensemer) to enable the Palmyra Public Works Department to enter onto the private property and remove and replace sidewalk that was undermined and damaged by a sinkhole that occurred within the public right of way of S. Harrison St. The property owners shall reimburse the Borough for the cost of materials used for the job within 30-days of the Borough issuing an invoice.

10. Reports:

a. President's Report: President Shearer

b. Financial Report:

1. Financial Statement: (as of March 31, 2024, will be available at the April 30th meeting)
2. Delinquent Sewer & Refuse Account Report: (Asst. Mgr. Pera)

10. Reports: (continued)

c. Fire Department:

1. March Fire Report: (e-mailed April 2, 2024)
2. 1st Qtr 2024 Volunteer Incentive Plan Report: (e-mailed April 2, 2024)

d. Police Department: Mayor Carpenter / Chief Winters

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

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

f. Public Works Department: Borough Manager Powl

1. Superintendent's Monthly Report: (03/01/24 – 04/01/24)

2. Borough Properties:

a. Municipal Building – 325 S. Railroad Street:

- HVAC Controls Replacement Update:

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)

5. Refuse & Recycling:

6. Sewer System:

7. Sinkholes:

a. New:

b. Old:

1. 528 S. Franklin St (NE corner of S. Franklin St & E. Birch St)
2. Southeast Park detention basin
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 – Basin Improvement Project Update:

9. Street & Alley Maintenance:

10. Traffic Signals:

11. Other:

g. Solicitor's Report: (Solicitor Cleary)

h. Zoning & Codes Enforcement:

1. Zoning Officer/Codes Enforcement Officer Monthly Report:
2. Zoning Hearing Board: (No Hearings were conducted on Monday April 8th):

i. Borough Manager's Report:

11. Communications:

- a. Letter dated March 14, 2024, from borough resident Marcus Riddell, explaining his interest in serving on Bourgh Council.

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. Announcement:

- a. Borough Council will conduct its next public meetings on Tuesday April 30, 2024 (due to Primary Election conflict on April 23rd), and Tuesday May 14, 2024, beginning at 7:00 p.m.

15. Motion to Adjourn: