

Palmyra Borough Council Meeting
Tuesday March 12, 2024
7:00 PM

President Beth 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 Matthew Andrews, Anthony Catalani, Nancy Fleegle, William Garber, Jane Quairoli, and James Tesche. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera and Police Chief Andy Winters. Mayor Fred Carpenter was absent from the meeting.

Public Comment Period #1

There were no public comments.

Consent Calendar

- a. Approve the minutes of the February 27, 2024, Borough Council meeting.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Nancy Fleegle. Motion passed.

Action & Discussion Items

- a. Road Closure Request – 2024 Memorial Day Parade:

Motion: To authorize the closure of the roads necessary to assemble and conduct the Palmyra Memorial Day Parade on Monday May 27, 2024, from 10:00 AM – 12:30 PM utilizing the following parade route:

- *Beginning at the intersection of W. Cherry Street and South Mark Street for the parade to line up, continuing in front of the Palmyra Area Middle School on West Cherry Street; continue east on E. Cherry Street; north on South Green Street; west on East Main Street; south on S. Locust Street and disbanding at the Palmyra Area Middle School.*

Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

- b. Ordinance #829 – Amend Chapter 350 (Vehicles & Traffic):

Motion: To authorize the Borough Solicitor to prepare and advertise 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*

Motion by Jane Quairoli, second by Nancy Fleegle. Motion passed.

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

Councilor Catalani expressed his concern about Section 4.2.3 of the plan due to the inclusion of political climate change rhetoric that he suggested is not needed. He cited a resolution passed by the South Londonderry Township (SLT) supervisors that approved the County Hazard Mitigation plan but excluded the wording about climate change. Councilor Quairoli agreed with Councilor Catalani and stated that she would not approve the plan in the current format.

Mr. Powl stated that the County Commissioners have already approved the plan and the Borough is required to have a plan in place if it should ever need to receive emergency hazard mitigation funds from the federal government. The Borough has the option to approve the County's plan or pay to have its own plan developed.

Council asked Mr. Powl to have the Borough Solicitor review the SLT resolution or other options to exclude the climate change information.

d. Resolution #2024-13 – 2024 Fee Resolution Update:

Motion: To approve Resolution #2024-13, a resolution amending the 2024 Fee Resolution by adding hearing fees for Liquor License Transfers and Local Agency Law Appeals. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

e. Resolution #2024-14 – Appoint Assistant Zoning & Codes Enforcement Officer:

Motion: To approve Resolution #2024-14, a resolution to appoint William R. Garber II as the Assistant Zoning & Codes Enforcement Officer at the discretion of Borough Council, until the First Monday of January 2026. Motion by James Tesche, second by Jane Quairoli. Motion passed. Councilor Garber abstaining from the vote.

f. Council Vacancy: Borough Council shall have 30-days from March 18, 2024, to appoint a new Council member to finish the remainder of William Garber's term, expiring January 5, 2026. April 9, 2024, is the last Borough Council meeting prior to the expiration of the 30-day period. Councilor Catalani immediately offered a letter he received from a resident who is interested in filling the vacancy.

Mr. Powl explained that Mr. Garber can continue to serve on the Borough's Planning Commission, unless Borough Council desires a member of Borough Council to sit on the Planning Commission then a new seated Council member would need to be appointed to finish Mr. Garber's term on the Planning Commission.

President Shearer commented that she may not be able to attend the next meeting, and that she would check her calendar. If she is in attendance, then Council can interview candidates on March 26th. If she is not able to attend, then she would like Council to push interviews to April 9th.

Reports

- a. President's Report: President Shearer did not have a report.
- b. Financial Report:
 1. Mr. Powl commented that the February 2024 report will be available at the next March meeting.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera presented the February 2024 report.
- c. Fire Department: Mr. Powl commented that Chief Dugan is developing a Fire Authority for regional fire services. The next meeting for the fire companies and municipal managers is scheduled for March 27th at the North Londonderry Township office.
- d. Police Department:
 1. Western Lebanon County Regional Police Department – Pension Funding: Ms. Pera advised Council that the pension cost study was received for the regional police department. The study shows that the Borough's police pension plan is currently 106% funded. The Annville Township police pension fund is currently 94.9% funded. The study also shows that the merger of the two plans will require the surplus from the Borough to cover the remaining 5% of Annville's contribution so their current plan is assimilated into the new pension plan at 100% funded. The Annville Township manager indicated that the Township will be able to divest the required amount from their current pension fund to make a 100% contribution into the regional pension fund.

Staff recommended that Borough Council consider a change in the Charter for all new municipalities that are interested in joining the regional department that will require them to bring in a fully funded retirement plan.
 2. Chief Winters indicated the \$50,000 grant he received for branding the regional department is a reimbursement grant. He is required to expend the funds prior to requesting reimbursement. Therefore, he asked Council to approve the expenditure from the Capital Reserve Fund with the intention to reimburse the account once the grant funds are received.

*Motion: To approve the expenditure of \$50,000 from the Capital Reserve Fund for the purchase of body cameras with repayment to be made upon receipt of the grant funds. Motion by Beth Shearer, second by Jane Quairolì.
Motion passed.*
- e. Planning Commission: The Commission did not meet in February.
- f. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the February 2024 report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street:
 - HVAC Controls Replacement Update: Mr. Powl stated that Trane has ordered the equipment. Once it is received, they will schedule a date for installation.
 - Mr. Powl reported that the Public Works has moved some bushes around the municipal building so that the electronic message sign was visible from S. Railroad Street, and so that the view from the security camera by the Police entrance door is not obstructed.

- b. Public Works Department – 910 E. Broad Street:
- c. Town Square: The clock has stopped keeping time and Verdin was contacted for assistance with repairs.
- 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:
 1. Solicitation of Bids for Contract Waste and Recycling Materials Collection: Mr. Powl stated that Waste Management is providing some suggestions for the Borough to consider in the next collections contract. He is hoping to have the bid documents ready for advertising by mid-April so that a new contract can be awarded in June.
6. Sewer System:
7. Sinkholes:
 - a. New:
 1. 528 S. Franklin St (NE corner of S. Franklin St & E. Birch St)
 2. Southeast Park detention basin
 - b. Old:
 1. 800 Block E. Main Street: (Center turn lane of US422 in front of Sheetz)
 2. 223 S. Locust Street: (PASD failed injection well)
 - President Shearer commented that a new sinkhole has opened along the sidewalk at Rolling Thunder car wash.
 - Councilor Garber asked for an update on the ARM Group, Inc. stormwater study. Mr. Powl commented that they are working on the stormwater modeling program for the Borough and are currently flying drones over the quarries.
8. Stormwater Management:
 - a. Phase A Stormwater Management System – Basin Improvement Project Update: Kinsley has begun the work on this system. They started at the W. Front Street property and are working their way back towards the existing detention basin back along the railroad tracks at the Palmyra Business Center property.
9. Street & Alley Maintenance: Councilor Catalani reported the alley between Lazzaro's Restaurant and Rainbow Snow Ice Cream is in bad condition. Mr. Powl reported that those alleys are slated for repair and re-paving by Public Works this year.
10. Traffic Signals:
11. Other:
 - g. Solicitor's Report: Mr. Powl reported that Chief Dugan is getting more questions and requests for the Fire Chief that are more Fire Marshall related. He inquired if he could serve as the Fire Marshall and Fire Chief for the Borough. Mr. Powl forwarded his question to the Borough Solicitor for review.
 - h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the February 2024 report. There were no hearings held in March 2024.
 - i. Borough Manager's Report:
 1. Philadelphia Mixers Property: The property is for sale and the Borough was contacted by a company that is interested is redeveloping approximately 30-acres of land for the

purpose of placing an expired grocery store food recycling center. Their anaerobic digester process requires additional sewer capacity, so a meeting has been scheduled with North Londonderry Township to see if the capacity is available. The end product is natural gas that will be sold back to UGI and compost.

2. Mr. Powl reported that the auditors are conducting the 2023 audit for the Borough this week.

Other Business

- Councilor Garber read a prepared statement thanking the community for allowing him to serve on Borough Council. He looks forward to assuming his new position with the Borough to serve the municipality in another capacity.

Public Comment Period #2

- Tom Miller, 306 W. Walnut St, addressed Council for the excellent job that they are doing on the Lebanon County Hazard Mitigation Plan and thanked the staff for highlighting the needed regional police department charter changes. He also indicated that he is interested in submitting his name to for the vacancy created by Councilor Garber's resignation.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, March 26, 2024, and Tuesday, April 9, 2024, beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Jane Quairola, second by Nancy Fleegle. The meeting adjourned at 7:54 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager