

Palmyra Borough Council Meeting
Tuesday May 14, 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, Marcus Riddell, Jane Quairoli, and James Tesche. Also in attendance were Mayor Fred Carpenter, Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Police Chief Andy Winters.

Public Comment Period #1

- Bronaugh Houser, from the VFW Post 6417 was in attendance to request Council members who plan to participate in the Memorial Day Parade to submit their information this week because the committee intends to meet to begin organization of the participants.
- Jim Houser, 88 Evergreen Alley, expressed his concern at the increase in lot rents since the Utah company bought the ShadowStone community in 2021. He indicated that there is legislation pending in the PA State House (HB 805) and Senate (SB 861) to tie the annual rent increases to the Consumer Price Index. He asked Council to write a letter to the Borough's representative and senator to support the legislation.

Consent Calendar

- a. Approve the minutes of the April 30, 2024, Borough Council meeting.

Motion: To approve the consent calendar. Motion by Jane Quairoli, second by Marcus Riddell. Motion passed.

Action & Discussion Items

- a. Resolution #2024-17 – Amend 2024 Fee Resolution: Mr. Powl explained that the fee for rental licenses is due with the application by November 30th of each year. However, at least half of the landlords do not submit their license on time. He is requesting Council consider adding a \$50 late fee to encourage rental property owners to submit their rental registration applications on time, and to help the Borough recover costs for staff time and postage for preparing and sending late notice letters.

Motion: To approve Resolution #2024-17, a resolution amending the 2024 Fee Resolution by adding a late fee for rental registration applications received after the November 30th deadline. Motion by Matthew Andrews, second by Nancy Fleegle. Motion passed with a 6-1 vote with Jane Quairoli voted against the motion.

Reports

- a. President's Report: President Shearer did not have a report.
- b. Financial Report:
1. Financial Statement: The report will be available at the May 28th meeting.
 2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the April 2024 report.
- c. Fire Department: There was no report.
- d. Police Department: Chief Winters reported he participated in the law enforcement bike ride from Reading to Washington, DC, and the police memorial events at Lebanon County for National Police Week. He also stated that the vehicles are being detailed and uniforms being readied to reflect the new regional department. He will be ordering Quickbooks for the department's financial records.

- e. Planning Commission: The Commission did not meet in April.
- f. Public Works Department:
 1. Superintendent's Monthly Report: Mr. Powl provided a copy of the April 2024 report.
 2. Borough Properties:
 - a. Municipal Building – 325 S. Railroad Street:
 - HVAC Controls Replacement Update: Mr. Powl stated that he has not received an update on this project because Trane is still waiting for equipment to arrive.
 - b. Public Works Department – 910 E. Broad Street:
 - c. Town Square: Mr. Powl informed Council that a new controller was installed in the clock, but it only worked for a day and stopped working correctly again.
 - 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)
 1. Memorial Park – Pennsylvania Warhorse Use Request:

Motion: To approve the request made Pennsylvania Warhorse to utilize Memorial Park on Saturday October 5th for a fundraising event with two Mission BBQ trucks and one or two rehabilitating Off the Track Thoroughbred horses to benefit Pennsylvania Warhorse, a non-profit corporation founded in 2019. The approval shall be contingent upon submission of a park rental application, payment of park rental fee, and providing a certificate of liability insurance in the amount of \$1 million. Motion by Jane Quairoli, second by Matthew Andrews. Motion passed by a 6-0 vote with Marcus Riddell abstaining from the vote because he serves on the PA Warhorse Board of Directors.
 5. Refuse & Recycling:
 6. Sewer System:
 7. Sinkholes:
 - a. New: 650 E Birch Street sinkhole along S. Forge Rd has reopened. Public Works placed barricades and a piece of plywood over it to try and secure the area.
 - 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:

The boring under the railroad tracks is still delayed up to 90-days.
 9. Street & Alley Maintenance:
 10. Traffic Signals:
 11. Other:
- g. Solicitor's Report: (Solicitor Cleary)
 1. Ordinance #830 – Amend Chapter 314 (Streets & Sidewalks):

Motion: To authorize the Borough Solicitor to advertise Ordinance #830, an ordinance to amend Chapter 314 (Streets & Sidewalks) to update

regulations and make technical corrections. Motion by Jane Quairolì, second by Marcus Riddell. Motion passed.

2. Ordinance #831 – Disband Palmyra Borough Police Department:

Motion: To authorize the Borough Solicitor to prepare Ordinance #831, an ordinance to disband the Palmyra Borough Police Department and name the Western Lebanon County Regional Police Department as the Borough’s police department. Motion by James Tesche, second by Beth Shearer. Motion passed by a 6-1 vote with Anthony Catalani voting against the motion.

3. The Solicitor sent a letter dated May 4, 2024, concerning the sinkhole in the Macintosh Crossing Homeowner’s Association stormwater management detention basin. Council discussed the various issues outlined by the Solicitor.

Motion: To authorize the Borough Solicitor to prepare an enforcement letter for the Homeowner’s Association for the Codes Enforcement Officers’ signature. Motion by Marcus Riddell, second by Beth Shearer. The motion passed with a 6-0 vote with Jane Quairolì abstaining since she is a member of the Homeowner’s Association.

4. Council also discussed the recommendation of the Borough Solicitor to upgrade the version of the International Property Maintenance Code currently used. The Borough is using the 2006 version and the Solicitor recommends updating to the 2024 version.

Motion: To authorize the Solicitor to prepare an Ordinance to update the Borough’s version of the International Property Maintenance Code from the 2006 version to the 2024 version. Motion by James Tesche, second by Nancy Fleegle. Motion passed.

5. The Solicitor sent a letter dated May 4, 2024, regarding questions concerning school crossing guards. Council discussed the issue of who is responsible for the school crossing guards once the police department is regionalized. The consensus of Council was to contact the school district to discuss the crossing guards coming under the district umbrella.

6. The Solicitor sent a letter dated May 4, 2024, regarding the ground ambulance service provider agreement with Penn State Health. They proposed a five-year agreement with a per capita rate of $\$7 \times 7,830 = \$54,810$ for two years, then $\$9 \times 7,830 = \$70,470$ for the remaining three years. Councilor Quairolì shared her concerns regarding an additional expense for taxpayers. After discussion, Councilor Tesche suggested negotiating a fee for half of the proposed amount.

7. Panhandling Ordinance: Mr. Powl provided a copy of an ordinance that was created by the Borough Solicitor to prohibit panhandling and loitering. After review, Council agreed to move forward with advertising the ordinance.

Motion: To authorize the Solicitor to advertise the ordinance for panhandling and loitering. Motion by Beth Shearer, second by James Tesche. Motion passed.

- h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the April 2024 report. He highlighted the number of closed cases with the addition of the second Codes Officer.
- i. Borough Manager's Report:
 - 1. East Ridge Road – Melrose – Phase #1 Construction Schedule: Mr. Powl provided a copy of the construction schedule beginning May 20th for the new development.
 - 2. Lingle Avenue Bioswale – Mr. Powl reported that the contractor is working on finishing the project and reinforcing the berm along the vegetated swale to keep storm water off the neighboring property.
 - 3. QuickBooks Software Program – Mr. Powl informed Council that the Borough’s QuickBooks program will no longer be supported as of May 31, 2024. There is a need to update the QuickBooks program to the 2024 desktop version. The cost of the two-user license version is \$850.00. Mr. Powl explained that \$800 of funds are available in Budget line item #01.414.420 for ArcGIS software that will not be needed this year so he would like to transfer \$800 to Budget line item #01.401.240 to help pay for the \$850 QuickBooks software update.

Motion: To transfer \$800.00 from General Fund account 01.414.420 to General Fund account 01.410.420 to purchase the 2024 desktop version of Quickbooks. Motion by Jane Quairoli, second by Beth Shearer. Motion passed.

Other Business

There was no other business.

Public Comment Period #2

Dave McCloskey, 212 E. Ridge Road, inquired if an update was available about the off-site stormwater plan for the new East Ridge Road – Melrose development on the north side of E. Ridge Road. Mr. Powl explained that there was no update because the Borough is waiting to receive the Borough-wide geophysical study and stormwater model from ARM Group. The delay is due to water no longer being pumped out of the quarry east of N. Forge Rd, which is raising the water level in the quarry and ARM wanted to make sure that the increased water levels in the quarry is not having any impact on the Borough’s stormwater injection wells.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, May 28, 2024, and Tuesday, June 11, 2024, beginning at 7:00 PM.

Motion to Adjourn

Motion to adjourn the meeting by Marcus Riddell, second by Jane Quairoli. The meeting adjourned at 8:08 PM.

Respectfully submitted,

Roger E. Powl
Borough Manager