

Palmyra Borough Council Meeting  
Tuesday June 11, 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.

Special Visitors

- Chief Winters introduced Sergeant Bill Stickler to Borough Council. Sergeant Stickler was most recently the Acting Police Chief for Annville Township and assisted in the creation of the new Western Lebanon County Regional Police Department.
- Greg Smith of First Aid & Safety Patrol, Inc (FASP). was present to discuss EMS Ambulance Service. He provided information regarding the organization and indicated his willingness to place a dedicated unit in Palmyra for a 24/7 schedule. FASP is also willing to assume the lease with the Citizen's Fire Co. #1 to place their emergency unit in the Borough. Mr. Smith commented that he does not plan to seek a contract with the Borough. When asked about balance billing, Mr. Smith explained that Medicare and Medicaid patients do not receive a bill for services. However, other patients that have medical insurance through a vendor that does not have a contractual agreement with their billing company will receive an invoice for the outstanding balance.

Public Comment Period #1

There were no public comments.

Consent Calendar

- a. Approve the minutes of the May 28, 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 Holiday Parade:

*Motion: To authorize the closure of the roads necessary to assemble and conduct the Palmyra Holiday Parade on Saturday, November 16, 2024, from 9:30 AM – 12:30 PM utilizing the following parade route beginning at 11:00 AM:*

*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 Marcus Riddell. Motion passed.*

Reports

- a. President's Report: President Shearer

- b. Financial Report:

1. Financial Statement: The May 2024 report will be available at the June 25<sup>th</sup> meeting.
2. Delinquent Sewer & Refuse Account Report: Ms. Pera provided a copy of the May 2024 report.

- c. Fire Department: Chief Dugan was in attendance and reported that the fire department has made the final round for consideration of a casino grant.
- d. Police Department: Chief Winters remarked that the regional department is in week three of operations and everything has been running smoothly.
- e. Planning Commission: The Commission did not meet in May.
- f. Public Works Department:
  1. Superintendent's Monthly Report: Mr. Powl provided a copy of the May 2024 report.
  2. Borough Properties:
    - a. Municipal Building – 325 S. Railroad Street:
      - HVAC Controls Replacement Update: Mr. Powl reported that the project has been completed and is working well.
    - b. Public Works Department – 910 E. Broad Street:
    - c. Town Square:
      - Clock repair update: Mr. Powl commented that Superintendent Plouse got the clock running again and it seems to be keeping time. It will continue to be monitored.
    - d. Vacant Lot – 40 E. Front Street:
    - e. Vacant Lot – Northeast corner of the intersection of N. Lingle Ave and W. Main Street:
      - Retaining wall / Gateway Park: Mr. Powl explained that Superintendent Plouse would like to construct the retaining wall that was depicted on the Rettew concept sketch so that the property is easier to mow and will also look nicer in appearance. Mr. Powl & Mr. Plouse met on-site with Borough Engineer Mike Knouse to discuss the right of way width, height of wall necessary, sidewalk access, and stormwater implications. It is hoped that the Palmyra Garden Club may agree to pay for the cost of materials through the Bowman Trust Fund.
    - 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) Mr. Powl commented that Carmeuse Lime will be donating three round metal mesh-top picnic tables with benches for the outdoor pavilion at Memorial Park. They will also be assembling the tables onsite.
  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:
      - Boring delay status – Mr. Powl commented that Kinsley Construction is still waiting for a date to begin from Norfolk Southern.
  9. Street & Alley Maintenance: Public Works is addressing alleys as they have time.
  10. Traffic Signals:

11. Other:

g. Solicitor's Report: (Solicitor Cleary)

1. Boarding/Rooming House Registration & Inspection: E-mail dated May 29, 2024 – answering the question of the difference between a “roommate” versus a boarding/rooming house renter. Mr. Powl reminded Council that the original question was whether they are willing to add boarding/rooming houses to the Hotels, Motels, and Inns ordinance that would require registration & inspections.

Council considered the information provided by the Borough Solicitor. Councilor Quairoli commented that she will never approve an inspection program. Councilor Andrews stated that he agrees with Council Quairoli's assessment but is not sure if the Borough would know if someone were running a boarding house if it is not registered or inspected.

After additional discussion, Council asked Mr. Powl to reach out to the solicitor for more information.

2. 2024 International Property Maintenance Code (IMPC): Letter dated May 28<sup>th</sup>, 2024. Council discussed the upgrade to the Borough's IMPC ordinance and agreed to advertise it for enactment.

*Motion: To authorize the solicitor to advertise the 2024 IMPC ordinance. Motion by Nancy Fleege, second by Beth Shearer. Motion passed.*

h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the May 2024 report.

i. Borough Manager's Report:

1. 2025 Budget – Security Camera Replacement & Upgrade: Mr. Powl pursued a cost proposal from Choice Communications regarding an upgrade on the security cameras for the municipal building and the Borough parks. The proposal was for \$46,453.30 but did not include Southeast Park. The addition of Southeast Park would increase the proposal to approximately \$54,000. Choice Communications is a Costars vendor so, no bidding is required. Mr. Powl will add this item to the 2025 budget if Council wishes to include it. Councilor Tesche inquired as to the lead time to install the cameras now. Mr. Powl will ask them and indicated that the project could be paid for with Capital Reserve funds if the decision is made to pursue new security measures now. President Shearer asked for this item to be placed on the next agenda.

Other Business

- Councilor Riddell questioned if there was really a bicycle license and Chief Winters confirmed the license does exist.
- Councilor Catalani commented that the National Night Out is scheduled for August 6<sup>th</sup> and he would like to see the Borough set-up and staff a booth for the event. Council informed him that if he is interested, he should set something up.
- Councilor Catalani polled Council on their thoughts about the First Aid Safety and Patrol presentation. President Shearer stated that Council needs time to consider the options.

Public Comment Period #2

- Dave McCloskey, 212 E. Ridge Road, inquired of Mr. Smith from FASP on existing mutual aid agreements and how changing the Borough's first due would affect the 911 dispatches for the county.

Announcement

President Shearer announced that Borough Council will conduct its next public meetings on Tuesday, June 25, 2024, and Tuesday, July 9, 2024, beginning at 7:00 PM.

Motion to Adjourn

*Motion to adjourn the meeting by Marcus Riddell, second by Jane Quairolì. The meeting adjourned at 8:45 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager