

Palmyra Borough Council Meeting  
Tuesday, November 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, Jane Quairolì, Marcus Riddell, and James Tesche. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, Mayor Fred Carpenter, and Western Lebanon County Regional Police Chief Andrew Winters.

Public Comment Period #1

There were no public comments.

Consent Calendar

- a. Approve the minutes of the October 22, 2024, Borough Council meeting.

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

Action & Discussion Items

- a. Ordinance #833 – Amend Chapter 48 (Pensions), Chapter 59 (Police), and Chapter 100 (Alarm Systems) of the Palmyra Borough Code of Ordinances:

*Motion: To authorize the Borough Solicitor to advertise Ordinance #833, an ordinance to amend the Palmyra Borough Code of Ordinances to reflect the formation of the Western Lebanon County Regional Police Department, eliminate the Police Pension Fund, and revise and update penalty and enforcement provisions. Motion by Jane Quairolì, second by Nancy Fleegle. Motion passed by a 6-1 vote with Anthony Catalani voting against the motion.*

- b. Personnel – Public Works – Commercial Driver’s License Training:

*Motion: To, 1) approve the employment agreement with Cody E. Troy for him to obtain the required Commercial Driver’s License at Borough expense in exchange for his commitment to serve on the Borough Public Works crew for a minimum of three (3) consecutive years from date of hire, or he will be required to reimburse the Borough in full within 12-months of separation, and 2) approve the transfer of \$5,800 (CDL school cost) from 2024 Budget Line Item #01.430.115 (Public Works Part-Time Seasonal Wages) to 2024 Budget Line Item #01.430.460 (Public Works Training). Motion by Jane Quairolì, second by James Tesche. Motion passed.*

- c. Bid Award – Janitorial Services Contract:

*Motion: To authorize the Borough Manager to execute a contract with Green Commercial Cleaning, 125 Pickwick Cr., Palmyra, PA 17078 as follows:  
\$ 2,100 per month for daily cleaning service at the Municipal Center  
\$ 400 for once per year cleaning of the interior and exterior windows  
\$ 150 for cleaning the bathrooms at Memorial Park every Monday from April to November.*

*Motion by Jane Quairolì, second by Matthew Andrews. Motion passed by a 6-1 vote with Anthony Catalani voting against the motion.*

d. Resolution #2024-22 – Appoint Members to the Palmyra Borough UCC Board of Appeals:

*Motion: To approve Resolution #2024-22, to appoint members to the Palmyra Borough Uniform Construction Code Board of Appeals, and to establish compensation of \$50 per meeting for such members. Motion by Jane Quairolì, second by Nancy Fleege. Motion passed by a 6-1 vote with Anthony Catalani voting against the motion.*

e. Bid Award – 2025 Street Paving:

*Motion: To authorize the Borough Manager to issue a Notice of Intent to award a contract to Pennsy Supply, 2400 Thea Drive, Suite 3A, Harrisburg, PA 17110 in the amount of \$548,265.67 for the milling & paving of the streets listed in the 2025 Road Resurfacing Project. Motion by Marcus Riddell, second by Jane Quairolì. Motion passed.*

f. 2025 Budget Discussion: President Shearer opened the budget discussion. Mr. Powl provided a draft budget that would require a 1.61 mill tax increase to fund the “worst-case scenario” for 2025. Council discussed various options for funding the budget including removal of the following items from Public Works: remove the washer/dryer, only replace one zero-turn mower, and cut the new landscape trailer, do not hire the sixth employee, and change the boot allowance from \$250 per year to \$150 per year. The other items that were discussed for removal included reconstruction of the Heritage Park basketball court, the battery back-up for the traffic signal at Main St & Lingle Ave., and reduction of the annual \$100,000 transfer to the Capital Reserve Fund.

Council discussed the need for additional budget discussion and agreed to continue this meeting on Monday November 18<sup>th</sup> beginning at 6:00 p.m.

Reports

- a. President’s Report: President Shearer mentioned the October 27<sup>th</sup> death of Borough employee Christopher Zserai. On behalf of Council, she shared condolences to his wife, Laynie, daughter, Emily and stepdaughters, Jillian, and Avery.
- b. Financial Report:
  1. Delinquent Sewer & Refuse Account Report – Ms. Pera provided a copy of the October 2024 report.
- c. Fire Department / EMS Report:
  1. Mr. Powl provided a copy of the October 2024 Citizens Fire Co. No. 1 monthly report.
  2. Mr. Powl provided a copy of the September 2024 Life Lion Monthly EMS Report.
- d. Western Lebanon County Regional Police Department: Chief Winters did not have a report. Mayor Carpenter announced that he will resign as the Mayor effective January 1, 2025. He is undergoing some health issues, and he feels it is time to turn the position over to someone else. He recommended and encouraged Council to appoint Tom Miller to the position. Council will have 30 days from the date of resignation to appoint a new mayor.
- e. Planning Commission: The Commission did not meet in October.

f. Public Works Department:

1. Superintendent's Monthly Report: Mr. Powl provided a copy of the October 2024 report.
2. Borough Properties:
  - a. Municipal Building – 325 S. Railroad Street:
  - 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)
  - a. 2025 PA DCNR C2P2 Grant Round: Mr. Powl participated in an online seminar regarding the new round of C2P2 grants. The grant program is looking to fund items like the loop trail at Southeast Park, so Mr. Powl asked Council if the Borough should pursue another grant. The new grants are 50/50 with match, but in-kind contributions are still acceptable. Council encouraged Mr. Powl to pursue a grant application.
5. Refuse & Recycling: Mr. Powl updated Council on the new program with Casella. The curb cart delivery has not been a smooth transition. Residents had until October 11<sup>th</sup> to let the Borough office know if they wanted smaller 35-gallon carts. Casella ordered smaller carts for those individuals. However, the Borough office has been inundated with residents that want the smaller carts but did not let the Borough know prior to the deadline. Casella is trying to accommodate as many requests as possible, but they did not prepare for the number of requests that have come in since the deadline. Some residents will receive the 96-gallon curb cart simply because there are not enough smaller carts to meet the demand.

The other issue is the businesses/apartments that have had dumpsters. Casella is working to provide dumpsters to those that had them prior, but the transition will take longer.
6. Sewer System:
  - a. Pump Station #3 (located west of W. Broad St & N. Locust St): Mr. Powl reported that RETTEW is working on survey for the land area needed and a design for construction of a new sewer pump station.
7. Sinkholes:
  - a. New:
    1. Southeast Park detention basin
  - b. Old:
    1. 156 N. Railroad Street (PennDOT)
    2. 528 S. Franklin St (NE corner of S. Franklin St & E. Birch St)
8. Stormwater Management:
  - a. Phase A Stormwater Management System – Basin Improvement Project Update: Mr. Powl reported that the project is now 100% complete.
9. Street & Alley Maintenance:

10. Traffic Signals:

- g. Solicitor's Report: There was no report.
- h. Zoning & Codes Enforcement: Mr. Powl provided a copy of the October 2024 report.
- i. Borough Manager's Report:
  - 1. East Ridge Road – Melrose (Phase #1) – Off-Site Stormwater Update: Mr. Powl reported that North Londonderry Township (NLT) has declined a private meeting invitation and explained the following options for discussion and consideration:
    - a. Borough troubleshoots and repairs existing drain tile on northside of E. Ridge Rd and requires developer to pay Park & Rec Fee-In-Lieu of money to Borough instead of using for stormwater improvement.
    - b. Developer removes the existing drain tile pipe along the north side of E. Ridge Rd within our existing easement area and install the new drainage/infiltration trench system and allow the water to discharge and flow east along the north side of the road. Borough would pay the approximate \$25,000 difference in cost between Park & Rec Fee-In-Lieu money and cost of project.
    - c. Property owners reconsider granting the necessary stormwater easements on their properties to enable Developer to use Park & Rec Fee-In-Lieu money to extend existing discharge pipe underground to the south to an east/west alley right of way to a temporary dead-end inlet on the east side of N. Lincoln St.

President Shearer asked that the minutes reflect the uncooperative nature of NLT.

Communications

Mr. Powl provided a letter dated November 6, 2024 from Susan Verhoek, 170 W. Walnut St., concerning trash collection issues.

Other Business

- Councilor Tesche asked for a chart reflecting the increased cost to taxpayers for millage increases for every \$50k up to \$800k.
- Councilor Fleegle asked who will be participating in the Holiday parade on Saturday, November 12.

Public Comment Period #2

- Tom Miller, 306 W. Walnut Street, thanked the Mayor, his service to the Borough, his service to the U.S., and for his recommendation to take his place as Mayor. He also shared his support for a budget that continues to make improvements in the community.
- Don Barry, 711 N. Grant Street, expressed his concern about making all the cuts in the budget to Public Works. He also shared his dissatisfaction with the delivery of curb carts for the new refuse program.
- Dave McCloskey, 211 E. Ridge Road, thanked Council for their hard work, but expressed concern about cutting items in Public Works. He feels it is a slap in the face to the new Public Works Superintendent.

- Ryan Kelly, 132 N. Chestnut Street, commented that the regionalization of the police was the right idea at the wrong time. He does not want to pay more taxes.

#### Motion to Continue the meeting

*Motion by Marcus Riddell, second by Jane Quairol, to continue the meeting until Monday, November 18<sup>th</sup> at 6 PM to further discuss the 2025 budget. The meeting ended at 10:36 PM.*

President Beth Shearer reconvened the November 12<sup>th</sup> meeting on November 18, 2024 at 6:00 PM. The meeting took place in the Council Chambers of the Palmyra Municipal Center, located at 325 S. Railroad St. All Council members were in attendance. Also in attendance were Borough Manager Roger Powl, Assistant Borough Manager Brenda Pera, and Western Lebanon County Regional Police Chief Andrew Winters. Mayor Fred Carpenter was absent.

President Shearer reopened the discussion of the 2025 budget. Mr. Powl explained that he was able to use several of the cuts proposed by Councilor Riddell to lower the \$819,000 budget shortfall to \$707,000. He also explained that he asked Chief Winters to take a look at the Regional Police Budget to see if any additional savings could be found since this is a transition year from the Palmyra Police Department to the Western Lebanon County Regional Police Department and Chief Winters was able to offer additional savings to lower the budget shortfall to \$621,000 and with additional time, he may be able to offer more. Councilor Riddell asked Mr. Powl to double-check the revenue line items for the Magisterial District Judge office lease, and the reimbursement for the Public Library staff life & accidental death insurance. After several other items were debated, Council concluded with a consensus on the following:

- Move funding for the Public Works washer and dryer to the sewer fund budget.
- Reduce the annual \$100,000 transfer to the Capital Reserve Fund to \$80,000.
- Replace the two 2009 Hustler zero-turn mowers but do not purchase the requested third zero-turn mower.

Mr. Powl will make the changes and present the preliminary budget at the next meeting. He provided a rough estimation of millage based off the directions provided by Council. The current 4.11 mills will be increased 1.19-mills to 5.30 mills in the preliminary budget, which equates to an approximate \$218 per year increase to the average assessed property owner.

While discussing the various funds, Mr. Powl also informed Council that the fourth quarter wastewater treatment invoice received from North Londonderry Twp was \$200,000 more than budgeted. He contacted the Township Manager and determined that the charges were legitimate due to unanticipated inflationary costs and not a billing error. This places the sewer fund in a deficit balance, which will require a rate increase for 2025. His preliminary calculations will take the quarterly sewer bill from \$98 to \$109.

#### Public Comment #3

Due to the continuance of the meeting from November 12, 2025, President Shearer opened the meeting for additional public comment.

- Tom Miller, 306 W. Walnut Street, shared his perception on the budgetary cost differences between a township and a Borough for the newer members of Council. He also commented how the Borough is still trying to climb out of the hole created by years in which there were no tax increases, and implored Council to not slip backwards and to

keep up with the betterment of the community that is desired by many residents to which he has talked.

Announcement

President Shearer announced that Borough Council will conduct its next regularly scheduled public meetings on Tuesday, November 26, 2024, and Tuesday, December 10, 2024, beginning at 7:00 PM.

Motion to adjourn

*Motion to adjourn the meeting by Marcus Riddell, second by Nancy Fleegle. Meeting adjourned at 7:05 PM.*

Respectfully submitted,

Roger E. Powl  
Borough Manager