

PALMER TOWNSHIP BOARD OF SUPERVISORS
GENERAL BUSINESS MEETING
FEBRUARY 28, 2012

A general business meeting of the Palmer Township Board of Supervisors was held on Tuesday, February 28, 2012 at 7:00 p.m. in the Community Room of the Palmer Library with four Supervisors in attendance: David Colver, Michael Mitchell, Ann-Marie Panella and Robert Smith. Robert Lammi participated in a portion of the meeting through video conference. Also in attendance were the Township Manager, Planning Director, Director of Public Services, Police Chief and Attorney Victoria Opthof from the Township Solicitors Office. Colver noted Township Solicitor Bruno was absent tonight because his mother passed away over the weekend. Jerry Brahm from Patch Internet News, Pam Sroka-Holzmann from the Express Times and Tony Nauroth from the Morning Call represented the news media. Colver convened the meeting and led those present in the Pledge to the Flag.

2. APPROVAL OF DISBURSEMENT OF FUNDS – FEBRUARY 28, 2012

The report will be provided at the meeting.

DISCUSSION

On motion by Panella, seconded by Mitchell, and agreed by all, the Board approved the disbursement of funds for February 13, 2012.

3. APPROVAL OF MINUTES – FEBRUARY 13, 2012

DISCUSSION

On motion by Smith, seconded by Mitchell, and agreed by four, the Board approved the minutes of February 13, 2012. Lammi abstained since he did not attend the February 13th meeting.

4. INTRODUCTION OF NEW POLICE CHIEF

DISCUSSION

Colver said our current Police Chief, Bruce Fretz, announced his retirement about one and a half months ago stating he would be retiring effective March 31, 2012. Colver said the Board hired the Davison Group to administer the recruiting and interview process. We had 27 applicants that were narrowed down to nine. He is happy to announce tonight we are ready to take action and welcome Larry Palmer as the new Chief of Police for Palmer Township. His start date is Monday, April 2, 2012. Colver said Chief Palmer will be sworn in at the March 27, 2012 meeting.

Colver made a motion to hire Larry Palmer as the Palmer Township Police Chief effective April 2, 2012. The motion was seconded by Panella, and agreed by all.

Larry Palmer said he has lived in Palmer Township for 23 years and it means a lot to him to be able to serve his home community. Palmer said he has also been part of the Easton Police

Department for 23 years, serving as Chief for 13 years. Palmer said he loves the people he has worked with and he is looking forward to a new challenge. Palmer thanked the Board of Supervisors for their vote of confidence. Bob Lammi left the video conference.

5. UPDATE AND DISCUSSION ON THE NEW WASTE AND RECYCLING CONTRACT

INFORMATION

Cindy Oatis will be present to update the Board on the upcoming waste and recycling contract.

DISCUSSION

Cindy Oatis said they would like to go out for RFP's (request for proposal) for landfill and recycling vendors. Oatis said by separating the two it makes the bidding process more accurate and evens the playing field for haulers. Oatis said in the past the bidders needed to bond both contracts and it has eliminated smaller haulers who could not afford to do that. Oatis said once we get the RFP's back we will be ready to send the bid specs out. It should position us for the best price we could possibly get. Colver asked where the Environmental Steering Committee (ESC) is headed regarding a time schedule. Oatis said we are still looking at three options: unlimited, automated recycling and automated recycling and waste. Panella asked if the single stream is only an option if we choose automated. Oatis said it can be for dual and single stream. Oatis said the recycling containers we currently use will not handle single stream. Using an automated recycling container would help and it would have a lid. A toter would do the most for controlling the amount of waste. Colver asked if it would be a nightmare to have two different size toters. Oatis said that will be an interesting decision for the administration to decide. Oatis said the 96 gallon toter has the same size footprint as the smaller toter. The large one is just as easy to move around as the smaller toter. Colver said he wasn't thinking about the weight issue but more a price issue. Oatis said most municipalities charge the same for both sizes. Oatis said the 96 gallon is sufficient for a family of five as long as they are recycling.

Oatis said we also need to discuss bulk item pick up. We could go to a quarterly pickup schedule or possibly implement a sticker program. Oatis said she spoke to Val Colbeth in the Sewer Billing Department and she felt the sticker program would be doable. Oatis said we had one public informational meeting so far. Colver said he likes the idea of no bulk items unless you buy a sticker. Oatis said the communities that are using toters are much cleaner because they do not have trash blowing around.

Christman said breaking the bid into three separate components will benefit us in the long run. Oatis said in 2010 the state performance grants were decreased by 40%. Oatis said Palmer Township just crested the \$2 million mark in grants received to date. An automated program would increase our recycling. If we went to recycling and waste containers we could see a significant increase in grant funding. Christman said he thinks we will see real competitive pricing now because all of these options have now hit area communities. The Board agreed they would like to see the RFP's back to them at the March 27th meeting. Oatis said she would have the RFP's to the Solicitor's office by the end of this week for him to make comments or changes. We should be able to have them back to you by March 27th.

Panella announced that the ESC meetings are held the 4th Wednesday of each month from 7:00 to 8:00 p.m. There will be a presentation made for the next 3 months on the options available and a sample of the toters will be on display as well.

6. DISCUSSION AND APPROVAL OF ENGINEERING SERVICES FOR PUBLIC WORKS FACILITY

INFORMATION

The Board needs to approve/disapprove the engineering services for the new public works facility as outlined in the February 9, 2012 letter from the Township Engineer.

DISCUSSION

Christman said as you all know we are in the process of developing the site on Hartley Avenue for the new public works facility. Christman said we reviewed proposals from VanCleeef Engineering and the Pidcock Company and we are ready for a motion to move forward and accept the Pidcock Company letter dated February 9, 2012.

On motion by Mitchell, seconded by Panella, and agreed by four, the Board approved engineering services by the Pidcock Company for the new public works facility.

7. RESCINDING OF RESOLUTION 2011-08 APPLICATION FOR PERMIT TO INSTALL AND OPERATE TRAFFIC SIGNALS

INFORMATION

This resolution was replaced by Resolutions 2012-03 and 2012-04 at the February 13, 2012 Board meeting, at the request of PennDOT. PennDOT now requires individual resolutions for both the northbound and southbound ramps. The Board needs to rescind resolution 2011-08 Application for Permit to Install and Operate Traffic Signals.

DISCUSSION

On motion by Smith, seconded by Mitchell, and agreed by four, the Board rescinded resolution 2011-08 Application for Permit to Install and Operate Traffic Signals.

8. APPROVAL OF MORGAN STANLEY SMITH BARNEY CONTRACT FOR NON-UNIFORM PENSION PLAN

INFORMATION

The Board needs to approve/disapprove the Morgan Stanley Smith Barney Advisory Contract allowing them to manage the funds of the Palmer Township Non-Uniform Pension Plan.

DISCUSSION

Christman said the Uniform Pension Plan is currently managed by Morgan Stanley Smith Barney and it has performed extremely well. Christman said the township Non-Uniform Pension Plan is currently with the PSATS plan through Nationwide. Christman said he is recommending we move the Non-Uniform Plan to Morgan Stanley Smith Barney in a similar arrangement and utilize their financial services. Attorney Opthof said their office will require some further time to complete the review of the contract but the Board could approve the contract tonight conditioned upon satisfactory review and approval of the Solicitor. Colver asked if there are any penalties for moving the funds from either PSATS or into Morgan Stanley Smith Barney. Colver asked the Township manager to make sure there will not be any fees from the old or new fund managers. Christman said on the Morgan Stanley Smith Barney side the answer is no, but he will verify that there are no fees on PSATS end.

On motion by Panella, seconded by Smith, and agreed by four, the Board approved the Morgan Stanley Smith Barney Advisory Contract allowing them to manage the funds of the Palmer Township Non-Uniform Pension Plan conditioned on satisfactory review and approval from the Solicitor.

9. DESTRUCTION OF TOWNSHIP RECORDS RESOLUTION

INFORMATION

The Board needs to approve/disapprove the destruction of records resolution.

DISCUSSION

On motion by Mitchell, seconded by Smith, and agreed by four, the Board approved the Destruction of Records resolution.

10. APPOINTMENT OF AUDITOR RESOLUTION

INFORMATION

The Board needs to approve/disapprove the auditor resolution appointing Palmer & Company as the township auditor to perform the audit of the books and records of the township for 2011.

DISCUSSION

On motion by Smith, seconded by Panella, and agreed by all, the Board approved Palmer & Company as the township auditor to perform the audit of the books and records of the township for 2011.

11. RESOLUTION SUPPORTING PREVAILING WAGE REFORM

INFORMATION

The Board needs to approve/disapprove the resolution supporting prevailing wage reform.

DISCUSSION

Colver said House Bill 1329 and 1685 await final vote in the House of Representatives. Colver said these bills would supply fiscal relief for municipalities. Colver reviewed current limits the township is required to abide by when doing any contracted work and said this is way overdue.

On motion by Colver, seconded by Smith, and agreed by four, the Board approved the resolution supporting prevailing wage reform.

12. REQUEST FROM FAMILY YMCA OF EASTON, PHILLIPSBURG & VICINITY FOR USE OF FAIRVIEW PARK

INFORMATION

The Recreation Board recommended approval at their February 21, 2012 meeting. The Board needs to approve/disapprove the request to use Fairview Park for the YMCA's annual July 4th Firecracker Race.

DISCUSSION

Colver said we receive this request every year and the Recreation Board reviewed the request and recommended approval by us.

On motion by Smith, seconded by Mitchell, and agreed by four, the Board approved the YMCA using Fairview Park for their annual July 4th Firecracker Race.

13. 2251 NEWLINS MILL ROAD SECURITY RELEASE

INFORMATION

The Board needs to approve/disapprove the security release for 2251 Newlins Mill Road in the amount of \$146,470.50

DISCUSSION

On motion by Mitchell, seconded by Panella, and agreed by all, the Board approved the security release for 2251 Newlins Mill Road in the amount of \$146,470.50.

14. PROJECT UPDATE – PENNDOT ROUTE 248 REPAIR PROJECT

INFORMATION

PennDOT and its' contractor (Eckman) will be constructing repairs and installing an overlay for Route 248 and a portion of South 25th Street in Palmer Township this summer. A project overview is attached and the Manager and Public Services Director can provide additional details.

DISCUSSION

Colver said this is a PennDOT project that extends from the Lower Nazareth Township boundary line, near the Route 248 Diner and extends south to the Easton Area High School property. Colver said the project will begin March 5, 2012 and run through September 30, 2012 with the work being done during off-peak traffic times between 8 p.m. to 6:00 a.m.

15. BEERS FENCE AGREEMENT

INFORMATION

The owner of 2735 Washington Street is requesting to install a 6' high vinyl privacy fence in a township drainage easement on their property and the proposed agreement is attached for the Supervisor's consideration. The Public Services Director does not oppose the fence agreement.

DISCUSSION

On motion by Smith, seconded by Panella, and agreed by four, the Board approved the Beers Fence Agreement for 2735 Washington Street.

16. PUBLIC COMMENT

None

17. REPORTS

Solicitor

- Opthof had an extension agreement from Strausser Enterprises for the Sheetz project requesting an extension until March 31, 2012. On motion by Smith, seconded by Panella, and agreed by four, the Board authorized the Chairman to sign the extension agreement.
- Opthof had an extension request from FMF, LLC requesting an extension until June 20, 2012. Colver said this is the property on 27th Street. On motion by Smith, seconded by Mitchell, and agreed by four, the Board authorized the Chairman to sign the extension agreement.
- Opthof had an extension request from Woodridge Falls 3, Lot 4, requesting an extension of time until March 10, 2013, to complete their public improvements. On motion by Smith, seconded by Panella, and agreed by four, the Board authorized the Chairman to sign the extension agreement.

Township Manager

- Christman welcomed Larry Palmer and said he is looking forward to working with him.
- Christman said the Official Payments Addendum allowing us to collect township real estate tax payments by credit card is now in final form for the Chairman's signature. On motion by Panella, seconded by Mitchell, and agreed by four, the Board authorized the Chairman to sign the addendum.
- Christman said the Northampton County and Lehigh County Tax Collection Committee's held a joint meeting to discuss the NIZ Zone in Allentown and how it

may impact local real estate taxes. Christman said the City of Allentown has no information on how it will impact area municipalities, but it could impact us for the next 30 years for projects within the zone. Christman said some Lehigh Valley Township Managers have met with public officials. A follow-up meeting is scheduled in March where we anticipate more information from Allentown. Christman said he is trying to find out how many Palmer residents work in the zone and how it may affect us.

- Christman had three personnel and two real estate items for executive session.

Planning Director

- Carman said at the last Planning Commission meeting they reviewed a revised plan for the Palmer View project on Van Buren Road. Carman said since it was approved back in November 2010 there is a new development team involved and they are making changes to the types of buildings. It will be coming back before the Planning Commission and then on to you.
- Carman said there is no Zoning Hearing Board meeting scheduled for March.

Public Services Director

- Adams said the construction of the pole building at the athletic complex has started.
- Adams said there are some fields being moved over at the athletic complex and we received approval from the School District to expand Field #6.

Supervisors

- Smith said at the last Recreation Board meeting Dan McKinney asked for an update regarding the status of the Solicitor's review of the contract for the new electronic enrollment system at the community center. Christman said Solicitor Bruno worked through the agreement with My League Registration and he signed the agreement and it has been sent back to My League Registration for them to sign. Christman said they would like to use the new system for pool registrations this year.
- Smith said we all know about the fire in the township early Monday morning. Smith said the Fire Department did a fantastic job as well as the Police Department.
- Colver said regarding the fire on Willow Drive, he thanked the Fire Department at their meeting last evening and asked that they share his thank you with surrounding departments that helped out. Colver said luckily there was no one injured. Colver said at the meeting last night the department brought on another new full member and another member who will be in his six-month probation period. Colver said the numbers in the department have been very good and turnout has been great.

On motion by Mitchell, seconded by Panella, and agreed by four, the meeting was adjourned at 7:55 p.m. with three personnel and two real estate items for executive session.

Respectfully submitted,

Christopher S. Christman
Township Manager