

PALMER TOWNSHIP BOARD OF SUPERVISORS
GENERAL BUSINESS MEETING
OCTOBER 10, 2011

A general business meeting of the Palmer Township Board of Supervisors was held on Monday, October 10, 2011 at 7:00 p.m. in the Community Room of the Palmer Library with all Supervisors in attendance: David Colver, Robert Lammi, Michael Mitchell, Ann-Marie Panella and Robert Smith. Also in attendance were the Township Manager, Director of Public Services, Fire Commissioner and Police Chief. The Township Solicitor was represented by Attorney Victoria Opthof. Chairman Colver convened the meeting and led those present in the Pledge to the Flag.

2. APPROVAL OF DISBURSEMENT OF FUNDS – OCTOBER 10, 2011

INFORMATION

The report will be provided at the meeting.

DISCUSSION

On motion by Mitchell, seconded by Panella, and agreed by all, the Board approved the disbursement of funds for October 10, 2011.

3. APPROVAL OF MINUTES – OCTOBER 3, 2011

DISCUSSION

On motion by Lammi, seconded by Smith, and agreed by all, the Board approved the minutes of October 3, 2011.

4. EMERGENCY OPERATIONS PLAN REVIEW

INFORMATION

Delmar Grube will be reviewing the Emergency Operations Plan with the Board of Supervisors.

DISCUSSION

Fire Commissioner Grube was present to review the emergency operations plan. Lammi questioned the responsibility of the elected officials in Palmer. Lammi asked who does what. If we show up at the designated area what do we do. Grube stated emergency services will react to the situation at that time. We will get the people that we can get and assign positions/jobs for them. Will we go to the township for secretarial work? As of right now he can't state if a particular job would be assigned to a particular person. Lammi asked about the NIMS (National Incident Management System) training and Grube stated this goes hand-in-hand with this

emergency plan. Grube felt others should be trained in the NIMS. NIMS training has been expanded and if anyone wants to, they can get more training for this. Lammi stated Tom Baranowski, who is a teacher at the Community College has stated there are classes at the college for further training. Grube replied that this hasn't been very successful. Smith asked if there is a strong storm situation and we need to make announcements to the public what is the chain of command; Grube to Township Manager Christman to Supervisor Colver to the rest of the Board? Grube stated yes and noted he is on duty whether it's under Emergency Management Agency officer or Fire Commissioner. He listens to the police radio and responds to the scene to talk to the officer on scene. Colver noted there is some contact information that needs to be changed. Grube stated there are all types of information that can be put in this report. The county has a more itemized listing for specific information called the knowledge center. Grube stated an example is weather related instances; all departments are out and everyone contacts everyone and works together. If we need something from a higher level of officials the county EOC (Emergency Operating Center) will come out. Sheriffs from the Northampton County sheriff's office will be at the operating center at that time to help out. Lammi stated that one of our responsibilities is to be sure to have a plan in place and that Grube is on hand and knows what to do and that he is in charge. There are other departments that will be available for helping during the incident. Communication is a definite key on these incidents. During emergencies, the officer-in-charge of the police department carries an old style radio which enables them to communicate with the fire department as well as with the parks and public works departments. Smith wondered how departments communicate with each other. Fretz stated they had an earlier discussion on the radio frequency that is not working well. This is the frequency that we are talking about. To keep this frequency something needs to be done with this equipment. Fretz stated the County has the ability to do something called a patch which is only temporary. It can join the two frequencies for a short period. The Board thanked Grube for attending and felt we have a plan in place that will operate during an incident.

5. RITZ SHED AGREEMENT

INFORMATION

The Board needs to approve/disapprove the Ritz Shed agreement.

DISCUSSION

Adams had a request from Ms. Martha Ritz of 12 North Ridge Court to have a shed placed in a drainage easement in the rear/side yard of her property. The agreement that the Board has states she would like it placed 10 feet from the rear yard. Adams spoke with her recently and she would like to change the distance to 5 feet. On motion by Lammi, seconded by Smith, and agreed by all, the Board approved the placement of a shed in the rear/side yard of the Ritz property agreeing with her request for placement of 5 feet.

6. PUBLIC COMMENT

None

7. REPORTSTownship Manager

- Christman stated he had a request from Pennsylvania Emergency Management Association (PEMA). They are looking for a suitable center to use as a data center during any type of incident in our area and asked if the Community Center would be available. They supply the phones, fax machines, copy machines and any type of equipment needed to run an office. Most of the time it would be a 30 day use during the day. Lammi stated he wasn't interested if it was going to take revenue away from us. We rent these rooms to various organizations. PEMA is updating their information and wanted to add new locations. What about the lunch room in the municipal building? People would need easy access and parking. Fretz stated they have a room in the back of their station. Grube will contact PEMA and let them know what was discussed and see if they could use either of these rooms.
- FEMA announced they are conducting the next phase for the Hurricane Irene clean up which will include training on the forms that need to be filled out. Christman, Grube and Adams will be attending on Friday, October 14th.
- The fire department is planning on replacing their existing Suburban. They would like to purchase a vehicle through their Relief Association and stated in the past the township has covered insurance, maintenance, and fuel for these vehicles. They would also like to keep the old Suburban as a vehicle that firefighters use to go to training; schooling, and have as a spare if needed. They would need to keep insurance, fuel, maintenance for it and asked if the Board would agree to this. Colver asked if there was room to house the old Suburban and Grube responded no they will have to have it sit out in the parking lot. He stated in the near future he is hoping to have two complete sets of officers and these vehicles would be used by officers as command vehicles. The Suburban is 16 years old and only needs a new set of tires. Colver asked Christman to get some cost figures together for the Board.
- Christman informed the Board that Adams was getting figures for a new provider for our street lights. The one proposal could save the township \$15,000 a year.

Public Services Director

- None.

Police Chief

- Fretz informed the Board that he has been approached by residents from the Highlands of Glenmoor with some traffic issues. He stated there isn't a lot that can be done. They are concerned about people parking on the street throughout the development. He wanted the Board to know that he will be talking to the residents in that development about this. Grube stated they also contacted him for width of fire trucks to see if they would be able to get through the streets with these cars on the roadway.

Supervisors

- None.

On motion by Mitchell, seconded by Panella, and agreed by all, the meeting was adjourned at 7:50 p.m. with one real estate, one personnel and one legal item for executive session.

Respectfully submitted,

Christopher S. Christman
Township Manager