

## **MINUTES - January 7, 2012**

### **BOROUGH OF PALMYRA REORGANIZATION MINUTES-JANUARY 7, 2012**

#### **CALL TO ORDER**

#### **SALUTE TO THE FLAG.**

#### **OPEN PUBLIC MEETINGS STATEMENT**

Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Borough Clerk in the following manner:

- A. Posting written notice on the official bulletin board at the Palmyra Borough Hall on December 15, 2011
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on December 15, 2011.
- C. Notice to All Council Members.

#### **OATH OF OFFICE.**

- A. Assemblyman Troy Singleton swore in Karen Scheffler as Mayor of the Borough of Palmyra for a four year term, her father held the bible.
- B. Assemblyman Troy Singleton swore in Howard Norcross as Councilperson for the Borough of Palmyra for a three year term, his daughter and granddaughters held the bible.
- C. Carol Riener due to Mrs. Riener being unable to attend the meeting she will be sworn in at a later date.

#### **CONVENE NEW COUNCIL.**

Mayor Scheffler convened the new council.

**ROLL CALL:**

Present: Mayor Scheffler, Mr. Brahl, Mr. Dorworth, Mr. Norcross, Mr. Bostock.

Absent: Ms. Dobbs and Mrs. Riener.

**COUNCIL PRESIDENT:**

Mayor Scheffler opened the nominations for council president. Mr. Norcross nominated Ken Brahl as Council President, Mr. Bostock second the motion. Mayor Scheffler closed the nominations. At the call of the roll, the vote was:

AYES: Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

ABSTAIN: Mr. Brahl.

Assemblyman Troy Singleton swore in Ken Brahl as Council President, Mr. Rosenberg held the bible for him.

Assemblyman Singleton address the public and council and that he is a resident of Palmyra also that it is an honor to represent the people of the Borough and State. Assemblyman Singleton pledged to be responsible and to help the Borough grow. The Assemblyman urged all residents to contact his office, if they need any assistance.

**ACKNOWLEDGEMENT OF DIGNITARIES.**

Mayor Scheffler thanked Assemblyman Singleton, past Mayor Bob Leather, past Councilmember Kenneth Smith, and all of the employees and department heads as well as the fire department, emergency management, and the Borough consultants for attending the meeting.

**NEW BUSINESS:**

A. Council Committee Appointments.

PUBLIC EVENTS NORCROSS//DOBBS

COMMUNICATIONS SCHEFFLER

CONSTRUCTION RIENER/BOSTOCK

PUBLIC BUILDINGS BOSTOCK/NORCROSS

PUBLIC SAFETY DORWORTH/NORCROSS AND SCHEFFLER  
MUNICIPAL COURT

PUBLIC WORKS NORCROSS/BOSTOCK

SEWER ADVISORY  
COMMISSION DOBBS/NORCROSS

PARKS & PLAYGROUNDS NORCROSS/DOBBS AND BRAHL

HEALTH AND SENIOR DOBBS/BOSTOCK  
SERVICES

NEGOTIATIONS SCHEFFLER

LIASONS:

BD. OF EDUCATION BOSTOCK

PLANNING BOARD RIENER

HOMEOWNERS ASSOC. SCHEFFLER

SHADE TREE RIENER

BID/BOARD OF DIRECTORS BOSTOCK

MAYOR'S ANNUAL APPOINTMENTS

Borough Administrator John Gural

Deputy Clerk	John Gural	
Deputy Registrar	Tanyika Jones	
Deputy Tax Collector	Susan Doerr	
Tax Search Officer		
Tax Clerk	Marie Nagle	
Clerk Typist	Penny Williams (till Feb 6)	
Payroll Clerk	Christina Cortez (till March 5)	
Municipal Lien Search Officer	Barbara A. Sheipe	
Zoning Official	Tracy Kilmer	
Secretary to Shade Tree Commission		Sandy Veitenheimer
Secretary to Board of Health	Sandy Veitenheimer	
Fire Chief	Al Zimmerman (2012)	
Deputy Fire Chief	Eric Austin (2012)	
1st Battalion Chief	Howard Roun(2012)	
2nd Battalion Chief	William Conley (2012)	
Captain	Matt Adelman (2012)	
Police Matron	Geraldine Bright	
Emergency Management Coordinator		Richard K. Dreby

1st Deputy Emergency Mgmt. Tracy Kilmer  
2nd Deputy Emergency Mgmt. Howard Norcross  
3rd Deputy Emergency Mgmt. John Skowronski  
Class 2 Officers John Quigg, Jr.

Annual Citizen Appointments

BOARD OF HEALTH

Michele Dobbs, Borough Council 1 year 01/07/12 -12/31/12  
James May 3 years 01/04/10-12/31/12  
Sandy Veitenheimer 3 years 01/04/11-12/31/13  
William Crowther 3 years 01/04/11-12/31/13  
Janice McCleary 3 years 01/07/12-12/31/14  
Vacant

EXPANDED BOARD OF HEALTH - HEALTH & SENIOR SERVICES (One Year Terms)

Florence Bentzel  
Jo McGill  
Marva Jones  
Doris Jennings  
Elmer Bostock  
Katherine Pratt  
Tharnell McLeod

LAND USE BOARD

Karen Scheffler, Mayor 4 years 01/07/12-12/31/15

Carol Riener, Borough Council      1 year   01/07/12-12/31/12  
John Gural, Borough Official                      1 year   01/07/12   -12/31/12  
Timothy Beck                      4 years   01/04/10   -12/31/13  
Steve Neely                      4 years   01/04/09-12/31/12  
Michael Stokes                      4 years   01/04/11-12/31/14  
Brian O' Kane                      4 years   01/04/11-12/31/14  
Roberta Locke                      4 year   01/07/12-12/31/15  
Richard Dreby                      4 year   01/07/12-12/31/15  
Bridget Elmes, Alternate #1      2 year   01/07/12-12/31/13

SHADE TREE COMMISSION (Subject to Term Limitations per Chapter 60)

Carol Riener, Borough Council (unex.)  
Steve Schwering  
Joseph J. Howard  
Matt Kaelin (unex.)  
Dave Austin  
Tim Kaluhiokalani  
Rita Jackson (unex.)  
William Crowther, Alternate #1  
Tom Ryan, Alternate #2  
Sandy Veitenheimer, Secretary

BROWNFIELD STEERING COMMITTEE (One Year Terms)

T. Ward Welsh  
Joseph Tomarchio  
Anthony Fratto  
Bridget Elmes  
Patty Basta  
Suzanne Schwering  
Sandy Veitenheimer  
Rita Jackson  
Michael Stokes  
Sgt. Robert Brown

John Gural  
Mayor Karen Scheffler

SEWER ADVISORY COMMISSION (One Year Terms)

Allison Yannick

PALMYRA HOUSING CODE ADVISORY COMMITTEE (One Year Terms)

Robert Bostock, Borough Council  
Carol Riener, Borough Council  
Bobbie Locke, LUB  
Jim May, Landlord  
Paul Ciarocchi, Realtor  
BID Member – Vacant

REGULAR MONTHLY PUBLIC WORK SESSIONS-BOROUGH COUNCIL

All such meetings to be held on the first Monday of each month at 7:00 P.M. and ending no later than 10:30 P.M. at the Borough Hall, Palmyra, New Jersey. Any and all business involving the Borough may be discussed. Formal official action may be taken at such meetings:

February 6	May 7	August 6	November 5
March 5	June 4	September 4(Tues)	December 3
April 2	July 2	October 1	

REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS-BOROUGH COUNCIL

Regular meetings to be held on the second Monday of each month at 7:00 P.M. and ending no later than 10:30 P.M. at the Borough Hall, Palmyra, New Jersey. Formal official action will be taken at the regular meetings on the following dates.

April 9th	July 9th	October 9th (Tues)	
February 13th	May 14th	August 13th	November 13(Tues)
March 12th	June 11th	September 10th	December 10th

APPROVAL OF MINUTES-Mr. Norcross made a motion to approve the minutes from November 14, 2011 and December 12, 2011, Mr. Bostock second the motion. All members present voted in favor of the motion.

RESOLUTIONS.

Consent Agenda- Resolution 2012-1 to Resolution 2012-29 will be enacted as a single motion, if any resolution needs additional discussion it will be removed from the consent agenda and voted on separately. Mayor Scheffler read the titles to Resolutions 2012-1-2012-14. President Brahl made a motion to approve the resolutions 2012-1 to 2012-14, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

- A. Resolution 2012-1, Resolution To Confirm Mayor’s Appointments.
- B. Resolution 2012-2, Resolution Authorizing The Appointment of Robert Stewart of Inverso & Stewart As Auditor.
- C. Resolution 2012-3, Resolution Authorizing The Appointment of Ted Rosenberg As Solicitor.
- D. Resolution 2012-4, Resolution Authorizing The Appointment of William Kirchner, Environmental Resolutions As Municipal Engineer.
- E. Resolution 2012-5 Resolution Authorizing The Appointment of Dave Gerkens of Community Grant, Planning and Housing Services as The Borough Grant Coordinator and Planner.
- F. Resolution 2012-6, Resolution Authorizing The Appointment of Maraziti, Falcon & Healey L.L.P. as Redevelopment Council.
- G. Resolution 2012-7 Resolution Authorizing The Appointment of Mark Tarantino, Esquire as Prosecutor.
- H. Resolution 2012-8 Resolution Authorizing The Appointment of any/all other Municipal Prosecutors in Burlington County as the Substitute Prosecutor.



I. Resolution 2012-9, Resolution Authorizing Appointment of Roger A. Barbour, Esquire as Public Defender.

J. Resolution 2012-10, Resolution Appointing John Hogue, Environmental Resources Management as Environmental Engineers/Consultant.

K. Resolution 2012-11, Resolution Appointing Harry Fox, Land Engineering, as Special Project Engineers.

L. Resolution 2012-12, Resolution Authorizing The Appointment of William Kirchner, Environmental Resolutions, Inc. as Sewer Engineer.

M. Resolution 2012-13, Resolution Authorizing The Appointment Of Mark S. Ruderman as Labor Counsel.

N. Resolution 2012-14, Resolution Authorizing The Appointment Of Capehart and Scatchard as Bond Counsel.

O. Resolution 2012-15, Resolution Appointing Brian J. Monaghan, Insurance Agency Management Inc. as Risk Management Consultant. President Brahl made a motion to approve the resolution, Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Norcross.

NAYES: None.

ABSTAIN: Mr. Bostock.

P. Resolution 2012-16, Resolution Appointing John Gural As Fund Commissioner.

Q. Resolution 2012-17, Resolution Appointing Barbara A. Sheipe As Alternate Fund Commissioner.

R. Resolution 2012-18, Resolution Appointing John Gural As Claims Coordinator.

S. Resolution 2012-19, Resolution Appointing Tracy Kilmer As Safety Coordinator.

T. Resolution 2012-20, Resolution Adopting A Form Required To Be Used For The Filing Of Notices Of Tort Claim Against The Borough of Palmyra.

Mayor Scheffler read the title of the resolutions into the record. President Brahl made a motion to approve resolutions 2012-16-2012-20, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

U. Resolution 2012-21, Resolution Designating The Burlington County Times, the Courier Post as the legal newspaper and GovDeals as the legal auction for vehicles and property.

V. Resolution 2012-22, Resolution Authorizing The Mayor to Execute Contracts With All Appointed Professionals after review and approval of the Solicitor and Chief Financial Officer.

W. Resolution 2012-23, Resolution Appointing Crossing Guards For The Borough of Palmyra For 2012.

X. Resolution 2012-24, Resolution Authorizing The Temporary Budget Appropriations.

Y. Resolution 2012-25, Resolution Approving A Cash Management Plan.

Z. Resolution 2012-26, Resolution Fixing The Rate Of Interest To Be Charged On Delinquent Taxes and Sewer Payments and Assessments.

1. Resolution 2012-27, Resolution Approving Request Of M.K. For The Subordination Of A Mortgage Held by The Borough Pursuant To The Borough's Housing Rehabilitation Program.

2. Resolution 2012-28, Resolution Awarding Maintenance Contract For Sewerage Treatment Plant.

3. Resolution 2012-29 Resolution Awarding Transportation Of Sludge For Sewer Plant. Mayor Scheffler read the titles of the resolution into the record. Mr. Norcross made a motion to approve resolutions 2012-21 to 2012-29 Mr. Dorworth second the motion.

At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

4. Resolution 2012-30, Resolution Authorizing The Mayor To Execute An Agreement With The FOP Lodge #2 Palmyra Association/NJ FOP Labor Council Subject To Review By Solicitor And Administrator. Mayor Scheffler thanked the committee and everyone who helped out with the negotiations. Mr. Dorworth made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

5. Special Permit, Social Affair permit for Palmyra Cove Environmental Services. President Brahl made a motion to approve the permit, Mr. Dorworth second the

motion. All members present voted in favor of the motion.

6. Letter of Resignation-motion to accept letter. Mayor Scheffler read into the record a letter from Donna Browne resigning as court administrator for the Borough. Mrs. Browne will be taking a position in Beverly. Mr. Dorworth made a motion to accept the letter, Mr. Norcross second the motion. All members present voted in favor of the motion.

7. Resolution 2012-31, Resolution Appointing Part Time Employees To The Public Works Department/Sewer Department Not To Exceed 28 Hours A Week. Mr. Gural explained that the workers will be called in as needed and could work for fewer hours per week. Mr. Norcross made a motion to approve the resolution, Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None.

#### ORDINANCES ON FIRST READING.

A. Ordinance 2012-1, An Ordinance Amending Ordinance 2011-18 Finally Adopted July 11, 211 Providing For Various Capital Improvements And Related Expenses In And For The Borough Appropriating \$566,500 Therefor And Authorizing The Issuance Of \$538,175 In General Improvements Bonds Or Notes Of The Borough To Finance The Same. (public hearing on Feb. 13, 2012.) Mayor Scheffler explained that this ordinance is to correct and clarify some paperwork in a previous ordinance and that it is actually a reduction of funds. President Brahl made a motion to adopt the ordinance on first reading, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: President Brahl, Mr. Dorworth, Mr. Bostock, Mr. Norcross.

NAYES: None. The ordinance will be heard on second and final reading after a public hearing on February 13, 2012 and published according to law.

STATE OF THE BOROUGH ADDRESS-Mayor Scheffler thanked everyone for coming and especially her parents and Matt Adelman for their continued support. Mayor Scheffler thanked members of Borough Council for their support and also for their efforts as councilmembers. Mayor Scheffler discussed that it has been a hard year with layoffs of employees and the merging of positions. The Mayor would like to thank the employees for their hard work and efforts and that the Borough hopes to hire more part time help in 2012. The community center is being used every day by the seniors, the YMCA and other youth activities have a place to go. The center is open for rental with insurance restrictions that need to be followed. Mayor Scheffler reviewed the various grants, energy grant for borough

hall and firehouse, Small Cities grant for handicapped ramps throughout the borough, funding for sidewalks and lights on Market Street, housing rehabilitation grants, various road improvements grants, DOT grant for Parry Avenue and that these grants help the borough with saving money. Mayor Scheffler discussed that the state had required a best practice checklist from all municipalities and that the Borough got a 100% on theirs, which allows the maximum state aid. Mayor Scheffler explained that the Borough will be starting the revalue process and that the revaluation of properties will make things more equal in property values. Mayor Scheffler thanked Mr. Gural for his hard work and support.

#### COUNCIL COMMENTS.

President Brahl congratulated Mayor Scheffler and Mr. Norcross on their appointments. Mr. Norcross discussed that the borough employee staff has been cut severely and that they have been able to maintain services. The community website has all of the information that residents need concerning public work services and also residents are able to pay their taxes and sewer on-line.

Mr. Dorworth congratulated Mayor Scheffler, Mr. Norcross and Mrs. Riener on their appointments and thanked the residents for their support. Mr. Dorworth congratulated the public safety committee for their efforts on the police contract and thanked all of the employees.

PUBLIC COMMENT. Mr. Norcross made a motion to open the public comment, Council President Brahl second the motion. All members voted in favor of the motion.

Mr. Rosenberg thanked council for his reappointment as solicitor. Mr. Rosenberg discussed that Palmyra is a unique town and has one of the best athletic complexes and centers in the county.

No one else from the public wishing to be heard, Council President Brahl made a motion to close the public comment, Mr. Norcross second the motion. All members voted in favor of the motion.

Adjournment. President Brahl made a motion to adjourn at 12:47 pm, Mr. Dorworth second the motion. All members present voted in favor of the motion.

Submitted by,

Barbara A. Sheipe RMC