

MINUTES-March 8, 2010

BOROUGH OF PALMYRA MINUTES-MARCH 8, 2010

CALL TO ORDER

ROLL CALL:

Present: Mayor Gural, President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross, Ms. Collins (student rep.).

Absent: Mr. Bostock.

SALUTE TO THE FLAG.

MOMENT OF SILENCE.

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 January 5, 2010.
- B. Mailing written notice to the NewsWeekly, the Burlington County Times, and the Courier Post Newspaper on January 5, 2010.
- C. Notice to All Council Members.

HONORING MARIANNE HULME-RETIREMENT.- Mayor Gural discussed that Marianne Hulme had retired from the Borough of Palmyra as the Chief Financial Officer, Administrator and Tax Collector effective February 26, 2010. Mayor Gural explained that Mrs. Hulme will be returning as a part time tax collector in April or May for the Borough. Mayor Gural presented to Mrs. Hulme from Mayor and Council a mantle clock with engraving, a card and a bouquet of flowers. Mrs. Hulme thank Mayor and Council and that she has been working in government for 25 years, half were spent in Palmyra. Mrs. Hulme discussed that working here was like coming home as she was raised in Palmyra and still has family here. There have been good times and not so good times and that she has fond memories. Mayor Gural explained that it is hard to say thank you and that the Borough has gone a lot of different phases over the years. Mrs. Hulme has served as the tax collector, chief financial officer,

purchasing agent and administrator, with many other hats. Mrs. Hulme wished good luck to all the remaining employees and that she looks forward to the redevelopment on Rt. 73. OIC Lippincott presented Mrs. Hulme with a plaque and card. OIC Lippincott thanked Mrs. Hulme for all of her guidance and help with budget items, banking and other matters when he first became officer in charge. OIC Lippincott thanked Mrs. Hulme on behalf of the police department for her dedication. Mr. Ken Smith thanked Mrs. Hulme for help during his time on council. Mr. James May also thanked Mrs. Hulme for all of her help when he was on council. Richard Derby congratulated Mrs. Hulme on a fine career and that there was a major snow storm on her first day. Mr. Derby thanked her for professionalism and guidance when he was Chief. Mr. Anthony Fratto, Business Alliance presented Mrs. Hulme with a replica of the Borough's clock and for all of her help with the Business Alliance and bureaucracy. Mr. Dorworth encouraged Mrs. Hulme to enjoy her free time and that it is a perfect time to retire, when you're still young. Mr. Scott thanked Mrs. Hulme for always being available and that she was one of the best things to happen to Palmyra. Mr. Norcross explained that he knew Mrs. Hulme before she came to work for Palmyra and when he was an employee and now a councilmember. Mr. Norcross thanked her for always being there. Ms. Scheffler thanked Mrs. Hulme for all of her help when she was first on council and that she will definitely be missed. President Dobbs discussed that after being on council, she realized what a hard position the CFO was and wished Mrs. Hulme happy retirement. Ms. Collins thanked Mrs. Hulme for all her work for the Borough and council.

OLD BUSINESS:

A. BID-ordinance amendments. Mayor Gural explained that the discussion was going to be held until later in the meeting.

APPROVAL OF THE MINUTES. Mr. Scott made a motion to approve the minutes from February 24, 2010(executive), Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

ABSTAIN: Ms. Scheffler.

Mr. Norcross made a motion to approve the minutes from March 1, 2010(regular & executive), Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Mr. Scott, Ms. Scheffler, Mr. Norcross.

NAYES: None.

ABSTAIN: Mr. Dorworth.

CORRESPONDENCE.

A. Proclamation-American Red Cross Month-Mayor Gural explained that the American Red Cross meets the needs of the residents of Palmyra and all the communities in Burlington County. The Chapter provides families who are burned out of their home with lodging, food and clothing vouchers; the military with both emergency communications and financial assistance; the community and families with disaster preparedness and prevention education and with the collection of blood. Ms. Scheffler made a motion to accept the proclamation, President Dobbs second the motion. All members present voted in favor of the motion.

B. Memo-Chief Financial Officer-Edmunds software. Mayor Gural explained that the software program for the finance department is outdated and that the new CFO Linda Lewis is familiar with Edmunds and their software. Mrs. Lewis explained that she has been through the conversion of a computer system before and that she will be able to have budget figures at her finger tips. Mrs. Lewis explained that Edmunds does the majority of the county finance systems and that the department heads in the building will be able to look at their budgets from their offices. There will be security in place so that things can not be changed and also that Edmunds will provide training. Mayor Gural discussed that the audit report comments are always about a general ledger and fixed asset list, Mr. Stewart has suggested Edmunds software for review of checks and balances. Mrs. Lewis explained that the system will be able to produce a general ledger, trial balance sheets, and also show encumbrances and expenditures. Mrs. Lewis discussed that the first quote was for about \$46,000 and that at this time it is not necessary to have the complete packet and after reworking the needs for the Borough the quote came in at \$17,490. Mayor Gural inquired as to how the Borough would be able to pay for the updates. Mrs. Lewis explained that there is still funds left in a previous bond ordinance that is available and that as a qualified purchasing agent she is allowed to award contracts under \$17,500. Mr. Rosenberg explained that as a qualified purchasing agent, the Borough can go over the regular bid quotes for awards and also that this is a selective service that is not required to bid out.

Resolution 2010-59, Resolution Appointing A Qualified Purchasing Agent. President Dobbs made a motion to appoint Linda Lewis as the qualified purchasing agent, Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

Mayor Gural inquired if council wanted to give the authorization to purchase the Edmonds system, President Dobbs made a motion to approve the purchase, Ms. Scheffler second the

motion. At the call of the roll, the motion was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

NEW BUSINESS:

A. Resolution 2010- 48, Resolution Authorizing The Tax Collector To Cancel Taxes On The Properties Listed Below Exempt Status State Owned Properties Filed Under Statue 54:4-3b, N.J.S.A. 14K-34. Mayor Gural explained that these are properties that are owned by Family Service, a non-profit. Ms. Scheffler made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

B. Resolution 2010-49, Resolution Canceling and Refunding Allowable Deductions For 2009. Mayor Gural explained that these are deductions for seniors and veterans. Ms. Scheffler made a motion to approve the resolution, Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

C. Resolution 2010-50, Resolution Authorizing The Mayor To Execute Grant Agreement For DEP (Shade tree). Mr. Scott made a motion to approve the resolution, Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

D. Resolution 2010-51, Resolution Appointing Tracy Kilmer As Zoning Officer For A One Year Term. Mayor Gural discussed changing the appointment date to reflect reappointment at the annual reorganization meeting. Mr. Howard made a motion to appoint Mrs. Kilmer until 12/31/10, President Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

E. Resolution 2010-52, Resolution Approving Transfers Within The 2009 Budget. President Dobbs made a motion to approve the resolution, Ms. Scheffler second the

motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

F. Resolution 2010-53, Resolution Authorizing Payment Of Bills. President Dobbs made a motion to approve the resolution, Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

G. Resolution 2010-54, Resolution Authorizing The Tax Assessor Of The Borough Of Palmyra To File Appeals, Omitted and Added Assessment Appeals, and Roll Back Complaints With The Burlington County Board Of Taxation. Ms. Scheffler made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

H. Resolution 2010-55, Resolution Authorizing The Mayor To Execute Palmyra Neighborhood Preservation Housing Rehabilitation Program In Favor Of The NJ DCA, Division of Housing & Community Affairs, Division of Housing & Community Resources, Neighborhood Preservation Programs. Mayor Gural explained that this resolution was for a completed home rehab project. President Dobbs made a motion to approve the resolution, Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

I. Resolution 2010-56, Resolution Adopting A Revised Deferred Compensation Plan, Plan 76-PD-Lincoln-120709. Mrs. Lewis, CFO explained that this resolution is for a deferred compensation plan for the employees and due to changes in the IRS laws it needs to be adopted by resolution. Mr. Norcross made a motion to approve the resolution, President Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

J. Resolution 2010-57, Resolution Appointing Judge. Mayor Gural explained that Judge McCloskey retired at the end of 2009 and is requesting reappointment. The Judge

will receive health benefits in lieu of a salary. Mr. Norcross made a motion to appoint Gregory R. McCloskey for a three year term., President Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

K. Resolution 2010-58 Resolution Authorizing Release of Performance Bond and Posting A Maintenance Bond. Mr. Rosenberg requested that this resolution be held until he received a copy of the original bond. Mayor Gural requested that the resolution be listed on the April 12th agenda.

L. Resolution 2010-60, Resolution Approving Request OF MR For The Subordination Of A Second Mortgage Held By The Borough Pursuant To The Borough's Housing Rehabilitation Program. Mayor Gural discussed that a resident who has receive RCA funding for the rehab of their home is requesting to refinance their loan. Mr. Norcross made a motion to approve the resolution, Ms. Scheffler second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

M. Resolution 2010-61, Resolution appointing Michael Stokes To Land Use Board. Mayor Gural explained that James McCleary was a great asset to the board, but is moving out of town so he is resigning from the board. The Mayor would like to appoint Michael Stokes to the unexpired term of Mr. McCleary; Mr. Stokes is currently an alternate member. Ms. Scheffler made a motion to approve the resolution, Mr. Scott second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Ms. Scheffler, Mr. Scott, Mr. Dorworth, Mr. Norcross.

NAYES: None.

Mayor Gural discussed that the BID ordinance was adopted last year and the budget was approved in February, 2010. Mayor Gural explained that the BID committee did an excellent job of getting the ordinance and budget together, but there are some concerns on the list of properties. The council has agreed to amend the ordinance for a better fit of properties and that there are questions about the block and lots that are to be included in the ordinance. Mr. Rosenberg and Mr. Fox had met today to review the amendments. Mr. Rosenberg explained that the EDC and BID committee as volunteers did a lot of hard work on the ordinance, but that he was given the assignment of writing the amendment to the ordinance and is reviewing with Mr. Fox all of the properties listed for their tax classification and the location of

the properties within the districts borders. Mr. Fratto explained that he had driven around to look at the properties and that it was difficult to match them to the tax map. Mr. Rosenberg explained that the tax office combines a number of properties so that they can send them out as one bill if it is the same owner. Mr. Rosenberg explained that due to a number of errors in the list, the ordinance is not able to be finalized for tonight's meeting. Mr. Rosenberg explained that someone has to reconcile the tax map with the tax books and suggested that Mr. Fox, engineer does this work. Mr. Rosenberg explained to council that a lot of the issues will be worked out when the revalue is completed. Mr. Fox discussed that there are several properties that are not on the BID ordinance because of the tax books and several more that have not been looked at that should be included. Mayor Gural discussed that Callaghan's and Gemini are two properties that need to be looked at and treated fairly. Mayor Gural explained that the amendments will be postponed until it can be worked out. Mr. Fratto informed council that the committee is willing to help with the corrections. Mr. Fox will meet with the committee for information if necessary.

COMMITTEE REPORTS.

Admin/Finance/Shade Tree-Ms. Scheffler thanked everyone for their cooperation while she was unavailable.

Public Works/Sewer Advisory- Mr. Scott reported that public works has picked up metal and tires, they have been busy plowing the snow and also installed signs along Broad Street and Delaware Avenue. Mr. Scott explained that the pick ups are all scheduled according to dates and times and that the public does not pay attention to the schedules. Leaf pick up is not until April. Mr. Scott reported that the sewerage authority had a complaint about noise and that he went there twice today and that there needs to be a buffer and also the fence needs to be refixed.

Parks/Playgrounds/Public Events- Mr. Norcross reported that the community center is 30 days behind schedule due to the weather. The contractors are finishing up the roadway in front of Borough Hall and will be doing concrete work when the weather is better. The court room doors should be installed by next meeting. Mr. Norcross informed council that Villanova University would like to hold a summer camp at Legion Field, it would be Monday-Friday, he will have further discussions with them. The Easter Egg hunt is on April 3rd at 10am.

Construction/Code Enforcement- Mr. Scott discussed that there was an email about the cleanliness of the town and that after so much snow there was a lot of trash left when it started to melt. Mr. Scott explained that if everyone would police their own area, it would help

keep the town cleaner. Mayor Gural thanked OIC Lippincott and Lt. Pearlman for working on the removal of the vehicles on the street. Mrs. Kilmer reported that the OEM has submitted all of the paperwork to FEMA to get reimbursed for the snow storms and that the Borough should receive about \$16,000.

Public Safety/Court-Mr. Dorworth reported that there were 762 calls for police service last month. There has been an extra effort by the police department regarding abandon vehicles on the street. OIC Lt. Lippincott informed council that Officer Carr will be removed from the school resources officer at the current time, due to other commitments.

Health/Senior Services- President Dobbs reported that the seniors will be holding a spring flower workshop on March 17th and that there is a Groovy to the 60's on April 17 for over 55 sponsored by the school board. The NPP held its 3rd annual basketball tournament, last week 20 packets were sent out to college students, two rehabs were put out to bid and in mid-May they will be working on the Gazette. Ms. Jackson explained that the NPP is in danger of being cut from the state's budget. There is a combined effort between Municipal Alliance, NPP and OEM to sponsor a health and senior service day.

Student/School- Ms. Collins reported that spring sports will start on Friday and that Palmyra is one of the top ten schools for getting students into college. Ms. Collins informed council that the senior trip is coming up and that the school has cut three days out of spring break due to the snow days. Ms. Collins discussed that she will be going to Constitutional Center on Thursday. Mayor Gural thanked Ms. Collins for her straight forward ideas and that she is a high achiever.

Mr. Dorworth inquired about dates for the budget meeting? Council agreed on holding a budget meeting on April 10th at 8:30am.

Mr. Norcross discussed that with all of the changes the last few months there needs to be a department head meeting and another look at the handbook.

PUBLIC COMMENT.

Ms. Scheffler made a motion to open the public portion, President Dobbs second the motion. All members present voted in favor of her.

Mr. Sempier-Delaware Avenue discussed with council the no parking signs that were placed on Delaware Avenue. Mr. Sempier explained that he had talked to the Mayor about it and that the Mayor had informed him that it was done for public safety. Mr. Sempier explained that he believes that the park cars actually slow traffic down and that cars are now speeding on the street, since there is no traffic calming devices. Mr. Sempier presented council with several questions, one question was if the signs would be removed. Mayor Gural explained

that the signs will not be removed; the roadway is too narrow for parking on both sides, especially at the bend. Mr. Sempier inquired if it would be possible to change the signs to limit the hours of parking so that when school is done for the day, residents can park on the street. Mayor Gural replied that council can do a number of things according to the conditions, but that the engineer performed site investigation and recommended no parking. Mr. Fox, engineer explained that the conditions were unsafe from Second Street to Delaware Avenue. There is no site triangle vision with vehicles park on the street and that the street is not wide enough to avoid hitting a park car. Mayor Gural explained that there are certain guidelines that the Borough has to follow. Ms. Scheffler discussed that the park cars block the view of children trying to cross the street. Mr. Sempier discussed that other streets are as narrow as Delaware Avenue and they have parking. Mr. Norcross explained that Delaware Avenue is a school zone and the other streets are not as traveled by children. Mayor Gural informed Mr. Sempier that the goal is not to pick on one particular street, but to do what is best for the town and safety of the children. Mr. Sempier complained that no one on the street received notice about the ordinance to remove parking and that he understands that it was advertised in the newspaper, but residents should have been given notice. Mayor Gural explained that the council has two or three meetings a month and that all are public meetings and everyone is welcome to come speak. Mayor Gural explained that a resident had brought to council's attention the problem with the street and parking issues. The council had the engineer do a study and come up with the best solution to the problem. Mr. Fox explained that they go by the ASCHO guidelines for roadways and that vision site is the trouble. Mr. Sempier inquired if the police could not be present more to control the speeding? OIC Lt. Lippincott will have the police do radar on the street.

Mrs. Frost-308 Temple Blvd-discussed that there have been two accidents on Temple Blvd and that it was not because of the road being narrow. Her daughter's car was totaled on Temple. Mrs. Frost discussed that the bus used to slow the drivers down, but now they speed up. Mrs. Frost requested that at least one side of the street be used for parking. Lt. Pearlman discussed that they will advise the Bridge Commission about the speeding problem as well.

Mr. Kobolak-213 West Broad Street-discussed that he and his family own the laundermont for the last year and half and have worked hard to create a nice business. Mr. Kobolak discussed that he went through the planning issues and understood the fix cost of opening the business, but he received a letter from the sewerage authority that the rates were increase. Mayor Gural advised Mr. Kobolak that the council had approved an ordinance to increase the rates, according to reports from the auditor and engineer. Mr. Kobolak discussed that his business uses less water and sewer than his home and that he has put

systems in place to be environmental free. Mr. Kobilak explained that most towns are billed by usage and that he has researched adjoining towns, and per washer is not a typical fee, it is one of the highest in the state. Mr. Lavenberg (sewerage authority) explained that the sewer commission has meetings regularly all year and that William Kirchner, engineer for the sewerage authority recommend the figures for the increase and the commission agreed. Mr. Scott explained that it was discussed and reviewed for several months and that there were questions about the billing and that the auditor requires council to amend the rates. Mayor Gural requested that Mr. Kobilak give council time to review the ordinance and check with the auditor and engineer. Mr. Kobilak inquired if he could be part of the discussions, and that he was paying \$500. for a half year and is now paying \$24,000. President Dobbs recommended that he give his business card, to Mrs. Sheipe and that the council will be in touch with him.

Mr. Kobilak discussed that he had another issue about his taxes and that he was charged by the tax office for a property that was not his. He understands that the Borough refunded their section of the taxes that were charged wrongly, but he feels that he should receive the full amount back. Mr. Kobilak discussed that due to the tax office not entering the information correct he was paying the taxes for the lot next door and lost \$8,000. Mayor Gural explained that the tax bill is the sum of school taxes, county taxes, library taxes as well as the Boroughs taxes. Mr. Rosenberg informed council that the other entities were contacted about paying back the taxes overpaid, but they declined. Mr. Kobilak discussed that he feels that the matter needs to be reviewed, since he was not the one who made the mistake on the billing.

Ms. Bullock -311 Arch Street inquired if the council will advertise for an administrator and tax collector and that they hired a CFO without advertising. Mayor Gural explained that Mrs. Hulme will be the tax collector part time and that the CFO position was advertised on the League of Municipalities website. Ms. Bullock inquired if she could obtain a copy of the titles and salaries for the employees? Ms. Bullock inquired as to how the general public will know when the administrator's position is filled? Mayor Gural explained that Ms. Sheipe was appointed temporary administrator until a decision could be made.

Resident- inquired about tidying cities program and the Borough having one. Mr. Scott explained that he is asking people to take care of their property, as well as businesses. If everyone took care of their own and helped their neighbors the town would be a lot cleaner. Mr. Scott explained that there is a town wide clean up for certain areas through the NPP program.

Mr. Fratto-Broad Street informed council that every year a letter is sent out to all of the business about cleaning their windows and store fronts. Mr. Fratto explained that he takes

care of the area near his business and that the BID will be able to accomplish something with the trash under the quality of life budget. Mr. Fratto inquired if the trash could be collected twice a week for the business area. Mayor Gural explained that the Borough is under contract for the trash collection and that it saves money by going to once a week in the winter and twice a week in the summer. Mr. Norcross discussed that council should look at requiring business to have a dumpster in the rear of their buildings for trash. Mayor Gural advised Mr. Fratto that they will look into dumpsters and the problem with trash. Ms. Collins will talk to the student about helping for civic duty.

Mrs. Scott-Front St. advised council that she cleans up around her neighbor and that she had requested a business owner pick up some of the trash around their business and they picked up two pieces and left the rest. Mayor Gural explained that it is Code Enforcements issue and for Mrs. Kilmer to notify the Code Enforcement Officer about the problem.

Mrs. Myers- asked for more information about the recreation program with the University that Mr. Norcross had discussed. Mr. Norcross explained that they would like to hold a soccer camp for one or two weeks and that he is trying to have them allow Palmyra residents attend the camp for free.

Mr. Dorworth made a motion to close the public portion, Mr. Norcross second the motion. All members present voted in favor of the motion.

CLOSED SESSION.

Resolution No. 2010-62, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975(personnel, negotiations, contracts). President Dobbs made a motion to approve the resolution, Mr. Scott second the motion. All members present voted in favor of the motion.

Adjournment. President Dobbs made a motion to adjourn at 10:10 pm, Mr. Norcross second the motion. All members present voted in favor of the motion.