

MINUTES-June 14, 2010

BOROUGH OF PALMYRA

MINUTES-JUNE 14, 2010

CALL TO ORDER

ROLL CALL:

Present: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

Absent: Mayor Gural and President Dobbs.

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 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.

PRESENTATION OF CERTIFICATES

Community Service. Mr. Norcross presented Mrs. Foster with a Community Service Award for her work with the Interact Club and also certificates for all students belonging to the club. The Club this year participated in: 4th of July parade, Riverton 5K run, Breast Cancer Walk, Fall Cove Clean-up, UNICEF, Halloween Parade, Rotary Fruit Sale, USS Nimitz, Hospice, Bingo for Seniors, Nike Shoe Drive, MLK Day, Haiti Relief Fund, Special Olympics, March of Dimes, Spring Cove Clean-up, Autism Awareness, Riverton Safety Day, Riverton Park Nature Clean-Up, Recycling, Riverton and Charles Street School PTA Babysitting.

STUDENT REPRESENTATION

Council gave Hannah Collins a card and bouquet and recognized her for the last two years as the student representation on council. Ms. Collins expressed her thanks and that she has enjoyed her time working with the council.

PUBLIC HEARING ON MUNICIPAL BUDGET

Resolution 2010-102, Resolution of Self-Examination of Budget For 2010. Mr. Norcross made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

Ms. Scheffler explained that the tax rate would be 14 cents and that 7 cents is the debt service of the Borough. The increase amounts to an average of \$136.00. Mr. Norcross explained that the council had to use a lot of the surplus to keep the increase low and that no one has been laid off. All services for this year have been maintained. Ms. Scheffler discussed that there was an 18% increase in the health care and other contract obligations. The administrative staff and clerical employees have received no raises in the last 2 years. Mr. Norcross made a motion to open the public hearing on the budget, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

No one from the public wishing to be heard on the budget, Mr. Bostock made a motion to close the public portion, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

Resolution 2010-103, Resolution of Final Adoption of the 2010 Municipal Budget For The Borough of Palmyra. Mr. Norcross made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

CORRESPONDENCES

A. Letter of Resignation-Shade Tree Commission. Mr. Bostock made a motion to accept a letter of resignation from Robert Sundermier of the shade tree commission, Mr. Norcross second the motion. All members present voted in favor of the motion.

B. Sale of Bond Anticipation Notes. Mrs. Lewis, CFO explained that this is for roll over notes and that the Borough got an increase rate of one and half. Mr. Scott inquired if this is the bond on the community center? Mrs. Lewis explained that this is for ordinance 2008-10 which is a part of the center and also fire department equipment, road programs. Mr. Scott discussed that it is still on the taxpayers to repay the notes.

C. Report on Market Street. Mr. McCleary, public works reported to council that all of the storm drains were cleaned out and that no odors were found. Public works removed some leaves and debris but nothing that was unusual. Mr. Lavenberg, sewer authority reported to council that William Kirchner, engineer had inspected for the odor also. There are no sanitary sewers on Market Street, all sanitary sewers in this area travel perpendicular to Market Street running along the numbered street at each intersection. The sanitary sewer and storm water systems were both jetted to make sure they were clean. Mr. Lavenberg also reported that a video truck was used to inspect the lines and nothing was detected. The lines will be rechecked in July when it is warmer. The County Board of Health also conducts an inspection and no odor was detected. Mr. Norcross discussed that he understands the odor is worse when it is high humidity. Mr. Norcross recommend that the residents call central communications when they notice the odor, so that the correct people can be dispatched.

ORDINANCES ON SECOND READING

A. Ordinance 2010-3, Ordinance Amending The Program For The Recycling of Designated Recyclable Materials and Modifying For Violations Thereof. Mr. Norcross made a motion to open the ordinance to the public. Mrs. Roy inquired as to what is being amended by the ordinance? Mr. McCleary explained that the county is adding additional items that can be recycled and that the county sent out notifications through the recycling notices. 400 Jefferson Avenue-inquired what the modification of violations were? Mr. McCleary explained that the county has the right to fine someone for bringing recycling to the landfill. Ms. Scheffler discussed that the ordinance is enforced by the code enforcement officer and the recycling coordinator. Mr. Norcross made a motion to close the public hearing, Mr. Dorworth second the motion. All members voted in favor of the motion. Mr. Norcross made a motion to adopt the ordinance. Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Dorworth and Mr. Norcross.

NAYES: None. The ordinance will take effect after publication according to law.

B. Ordinance 2010-4, Ordinance Amending The Land Development Ordinances Pertaining To The Design Of Containment Areas For Designated Recyclable Materials On Residential Sites. Mr. Rosenberg explained that this ordinance is for the size of the containers for solid waste as well as the location of the containers in apartments and age-restricted complexes. The ordinance is mandated by the county. Mr. Norcross made a motion to open the public hearing, Mr. Bostock second the motion. All members present voted in favor of the motion. No one from the public wishing to be heard, Mr. Bostock made a motion to close the public portion, Mr. Norcross second the motion. All members present voted in favor of the motion. Mr. Norcross made a motion to adopt the ordinance on second and final reading, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Dorworth and Mr. Norcross.

NAYES: None. The ordinance will take effect after publication according to law.

C. Ordinances 2010-5, Ordinance Of the Borough Code To Provide For The Regulation Of Garage Sales. Ms. Scheffler discussed that this ordinance is to amend the number of yard sales permitted and also the number of sales for moving days. Mr. Scott explained that this ordinance states that there will be a \$2.00 charge for the yard sale permit and also a late charge of \$10.00 if one is not obtained. Mr. Scott inquired if it should be fine for the late charge instead of a fee. Mr. Rosenberg explained that you can pay the \$2.00 before the sale or \$10.00 after the sale and if you do not obtain a permit, than a summons can be issued and the court will access the fine. Mr. Norcross made a motion to open the ordinance to the public, Mr. Bostock second the motion. All members present voted in favor of the motion. Mrs. Roy-inquired if a church would have to obtain a permit. Mr. Rosenberg explained that there is no charge for government, religious, education or charitable institutions. Mrs. Butler-Arch Street inquired as to why she would have to pay \$2.00 to hold a yard sale on her own property. Mr. Rosenberg explained that there was a complaint about someone holding a daily yard sale and selling new and used material and food. Council had held a discussion at the time of first reading and decide to limit the number of sales and charge for the permit. Mrs. Butler discussed that it was unfair to charge everyone due to one person not being controlled. Mrs. Butler inquired as to where the \$2.00 goes? Mr. Norcross explained that the \$2.00 would go into the general fund. Mr. Norcross explained that a resident had pointed out to council that the current ordinance on garage/yard sales did not stated that having one every day was not allowed. Mrs. Butler explained that the council

should have reported the person to the sales tax department or the IRS. Mr. Norcross discussed that the ordinance is needed to limit the number of times each year a yard sale can be held. Mrs. Butler discussed that the government should have to pay for their yard sales also and who is going to go around on a Saturday and enforce the ordinance. Ms. Scheffler explained that the enforcement on this type of ordinance is usually done by the neighbors calling the Borough Hall. Mrs. Butler inquired as to what the \$2.00 would help. Ms. Scheffler explained that it would cover some of the administration fee for the permit. Mrs. Butler discussed that it is not fair for council to take it on their own to charge a fee and that she still does not understand where the money is going. Mrs. Lewis explained that the fee would go into a general fund. Mr. Scott explained that the fee of \$2.00 is not the only restriction in the ordinance. You are not allowed to place advertising signs on the telephone poles or public tress and only allowed to sell used or household items. Mr. Scott explained that the owner of the property is responsible for the yard sales. Mrs. Butler inquired about the fishing equipment sale held every year. Ms. Scheffler respond that non-profits are exempt. Mrs. Meyers- inquired as to why you can not put signs on telephones poles? Mr. Norcross explained that it is a rule of public service to help protect the workers who climb the poles. Mr. Dorworth inquired of Mrs. Kilmer, construction official what a permit cost and how is it gauge? Mrs. Kilmer explained that the minimum fee is \$46.00 for a permit. Mr. Dorworth explained that all permits required some type of fee. Mr. Dorworth made a motion to close the public hearing on the ordinance, Mr. Norcross second the motion. All members present voted in favor of the motion. Mr. Norcross made a motion to hold the ordinance for further review, Mr. Bostock second the motion and request that surrounding communities be researched for their ordinances. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Dorworth and Mr. Norcross.

NAYES: None. The ordinance was held.

Mr. Rosenberg explained that the ordinance is model after other towns and that the fee for most was \$10.00 per sale. Mr. Bostock discussed that he needs to know what other towns connected to Palmyra have for their ordinances before approving anything.

OLD BUSINESS

A. Resolution 2010-94 Resolution Approving A Settlement Between The Borough of Palmyra and Nancy (Elaine) Morris Regarding Penalties Imposed Under The Penalty Enforcement Law of 1999 and For Costs Incurred By The Borough For Compliance With The Relocation

Assistance Law Of 1967 and The Relocation Assistance Act of 1971. Mr. Rosenberg explained that this was a result of the summary proceedings and that it will allow for a \$25,000 in penalties to be placed on the home. Mr. Norcross made a motion to approve the resolution, Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

ABSTAIN: Mr. Scott.

NEW BUSINESS

A. Resolution 2010-104, Resolution Authorizing 2010-2011 Liquor Licenses Renewal. Mr. Norcross made a motion to approve the resolution, Mr. Scott second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

B. Resolution 2010-105, Resolution of the Governing Body of the Annual Audit. Mr. Norcross made a motion to approve the resolution, Mr. Dorworth second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

C. Resolution 2010-106, Resolution Authorizing Payment of Bills. Mr. Norcross made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

D. Discussion on Award of Time Clock . Mrs. Lewis discussed that some of the council members had attend a meeting on the time clock which will interface with the payroll system. Public Works and Sewer Department would be included as well. The police department would have a separate time clock due to contractual needs. Mrs. Lewis explained that the contract should be under \$13,000 and that it will help with accountability and overtime. Ms. Scheffler discussed that when they had interviewed Mrs. Lewis she had mentioned about the

time clock and has been looking into it for the Borough. Mr. Norcross explained that the employees have to be accountable and that council will be able to know what is going on easier and faster. The clock will replace a lot of the paperwork since it interfaces with the payroll company. Mr. Bostock inquired if it will assist with the workers compensation yearly audit. Mrs. Lewis explained that an audit on the workers compensation has to be done every year and that disability checks are given for the workers and the line item for salaries is credited. Mr. Bostock discussed that if it can coordinate with the payroll company and time keeping than the Borough should be able to avoid the annual payroll audit for workers compensation. Mr. Norcross explained that it will generate a report every month for vacation and overtime. Mrs. Lewis explained that the time clock can produce various reports and that it will also show the personnel that work longer than required hours. Mr. Norcross explained that the system for the police department will be a thumb print and be able to handle all of the adjustments for the various shifts and outside employment. Mrs. Lewis explained that the company waived the installation fee for the clock. Mr. Bostock inquired what the annual maintenance fee would be. Mrs. Lewis will send council the information on the maintenance contract. Mr. Bostock requested Mrs. Lewis to explain about her experience with the time system with her previous employer. Mrs. Lewis explained that before the time clock, employees were not always getting paid according to their contract and that it took two days to do it and the clock cut it down to one day. There are no keystrokes errors since it is automatically sent to the payroll company, the clock can produce a history of the employees time as well. Mr. Bostock explained that he would like to know what the payback is for the \$13,000 and if there is a study on the return available. Mrs. Lewis explained that it cuts down on the problem of time not being reported properly. Mr. Norcross discussed that it works both ways, it can show what employees do over and above their hours and which employees stretch it. The time spent on payroll would be reducing freeing time for other things and it would be more efficient. Mr. Norcross discussed that Ms. Jackson puts in more time in the Borough than any other employee and that this would be a way to track that time. Mr. Bostock inquired if Chief Pearlman thought that it would make payroll easier. Chief Pearlman explained that the department has never used one and the officers usually hang out after a shift to brief the next shift, but once they clock out, they will probably go home. Chief Pearlman also discussed that the outside side work may be difficult with a time clock. Mr. Dorworth inquired if Ms. Jackson thought that this would help with her job as payroll clerk? Ms. Jackson explained that she hasn't seen it work and that a presentation was made to show that the information will flow to the computer here and the information will be sent to the payroll company. Mrs. Jackson explained that she would not have to wait for anyone to physically bring her paperwork, but does not know if it will accomplish the goal of cutting the

time on payroll. Mr. Dorworth discussed that it will show the accountable of the employees and makes it easier to keep track of vacation and sick time. Mrs. Lewis explained that only edits should have to be done on Monday morning and that it is sent directly to Ms. Jackson by the payroll. Mrs. Lewis discussed that it should save about four hours a week on payroll. Mr. Bostock inquired if it will free time for someone to do something else in the Borough. Ms. Scheffler inquired if the funding was coming out of the capital fund? Mrs. Lewis explained that there is enough funding in the capital budget down payment for the time clock without going out for a note.

E. Approval of Request For Proposal For A Revaluation Firm. Mr. Rosenberg explained that he had discussed with Karen Davis, the tax assessor about the specs for the revalue firm and that she had prepared the document with input from other municipality's specs. The RFP process is being done to help attract competition for the revalue work and the best price available.

F. Chief Pearlman informed council that the carnival at St. Charles in Cinnaminson would be held this week and that they were looking for officers to work. The church has requested that the five dollar administration fee in the ordinance be waived. Mr. Bostock made a motion to waive the administration fee for the outside work, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: None.

Chief Pearlman discussed with council that businesses had approached him about adding some 15 minute parking spots on Broad Street. There are already spots on the East Side and the West Side is looking for help with them. The pizza business would use them for customer pick ups as well as the liquor store. The restaurants are not in need of them. Mr. Norcross discussed that the Business Alliance should look into it and report back to council. Mr. Fratto-Business Alliance explained that they had requested to do a parking study last year and that there was no funding available for professionals. Ms. Scheffler discussed that a full parking study was not needed and that it should be a matter of reviewing if the businesses are really in needed of the 15 minute spaces and if the parking is taken up during the day by other vehicles. Mr. Fratto explained that 15 minute space in each block would be usefully for customers who just run in and out of a business. Businesses suffer if traffic does

not flow during the day. Mr. Dorworth requested that the BID committee present something in writing to the council.

G. Shade Tree- Ms. Scheffler explained that there have been some problems with the forms on the website and that for now the emails are going to her for the shade tree complaints.

H. Parks and Playgrounds.- Mr. Norcross reported that the security cameras are working at Legion Field and that one camera does a 360 degree turn. A DVD will be done every 30 days to save the information. Mr. Scott inquired if the cameras cover the dug outs as well? Mr. Norcross explained that it did not cover the one in the back of the football field. Mr. Norcross discussed that the work on the community center is being completed. The air and heating in Borough Hall will be changed with capital improvement funding. Mr. Norcross thanked everyone who attended the Memorial Day service and that an IPOD was given to the first place essay and a gift card for the second place. The concerts will start in June.

I. Construction and Code Enforcements. Mr. Bostock reported that the apartment house on 2 Memorial Ave is for sale. There were 33 new permits, 10 update of permits. Code enforcements had 43 incidents and 29 of them were for grass cutting, the rest were vehicle and brush violations.

J. Health and Senior Services- Ms. Jackson reported that the seniors are finishing up for the summer and will start again in September. The NPP is in the process of getting projects wrapped up for the funding. On June 23rd the representatives of the NPP program are coming to Palmyra for a site visit of the neighborhood. Ms. Jackson reported that Municipal Alliance is working on summer camp that starts on July 2 for the entire month. On June 18th the senior will be doing the produce vouchers with the county.

K. Police Department- Mr. Dorworth reported that there were 1269 calls for service in May and that 93 criminal cases were assigned, 330 traffic summons and 59 borough ordinances. Mr. Scott discussed that traffic is picking up again on Sixth Street and there seems to be a lot of activity.

L. Student Representative. Ms. Collins reported that finals are tomorrow and that the seniors are waiting to graduation in six days. There is a student-faculty softball game on Friday at Charles Street School.

PUBLIC COMMENTS

Mr. Norcross made a motion to open the public portion, Mr. Bostock second the motion. All members present voted in favor of the motion. Mr. Fratto-Broad Street discussed that the last meeting of the BID board of directors the ordinance was discussed and time that it is taking to get it adopted. Mr. Fratto discussed that the ordinance was not heard at tonight's meeting and that the board is concerned about getting funding for this year. The board of directors needs to interview for a part time manger and they would also like to secure a website domain name. The business alliance will undertake a block party in September to redistribute old school uniforms to student who need them about two weeks before school starts. Mr. Fratto reported that he had sent photos of Palmyra Festival to the website and that they have not been posted. Ms. Scheffler explained that the ordinance had been held due to lack of quorum at the last redevelopment meeting. Mrs. Butler-Arch Street inquired about the resolution to appoint administrator that was held from the last meeting and why it was not listed on the agenda. Ms. Scheffler explained that something's on the agenda were held due to the Mayor not be able to attend. Mrs. Butler inquired if the time clock will be installed at the concession stand also. Mr. Norcross explained that there is a time clock at the stand already and that it is secure and the cameras monitor the stand. Mrs. Butler inquired if the taxpayers were paying for the community center? Mr. Bostock explained that with change orders the total amount is about 3 million. Ms. Scheffler explained that it is part of the 7 cents in the debt service from the budget and that it is spread out over a number of years. Mrs. Butler discussed that the taxpayers are still paying for it, because nothing is being done on Route 73. Mr. Norcross explained that work was still being done through grants for clean up and environmental work on Route 73. Mrs. Butler recommends that council members go into discussion with developers with an open mind and not to let the project float away. Mr. Bostock discussed that there a couple of strategies that need to be taken to go forward. The first one is to hire a firm to market the area for the borough. Mr. Bostock explained that the firm would then negotiate for the borough and the contractor could be paid out of the redevelopment funds. Mr. Bostock discussed that National Resources were looking for shopping centers and that there is other opportunities to developer the area. Mrs. Butler inquired as to what the administrator's office is being used for now. The CFO is using the administrator office and the office next to that is the municipal clerk and the registrar. Ms. Scheffler explained that Linda Lewis is the chief financial officer and Barbara Sheipe is the municipal clerk and registrar. Mrs. Butler inquired if the borough was looking for an administrator? Ms. Scheffler explained that the position is vacant and that council will advertize and also current employees are available. Mrs. Butler inquired as to the salary of the administrator and what does the administrator do? Ms. Scheffler explained that the administrator supervisors the employees with the exception of the police department.

Mrs. Butler inquired as to the salary of the person who left as administrator? Mrs. Lewis explained that the previous administrator had three positions and when she left the total was about \$94,000 and that the salaries have been split up. Mr. Bostock requested that Mrs. Butler be given a copy of the administrator job from the code book. Mr. Norcross discussed that the council will advertise soon and give the job description as well. Mr. Bostock explained that an administrator also connects with other municipalities and reports back to council the nuts and bolts of the outside world.

Mrs. Scott-Front Street inquired as to how many people in Borough Hall will be on the time clock and will the public works and sewer department be include. Mrs. Lewis explained that an employee can clock in at borough hall or at the public works/sewer department, but only police department can clock in on their clock. All employees will be required to clock in. Mrs. Scott discussed that with computers she thinks the time clock is a waste of money. Mrs. Meyers-Broad Street discussed that the computer still has to be input with the information that is handed to Rita and that all information comes to her first. Mr. Norcross explained that it goes to both at the same time and that Rita will just have to verify the information, which should take less time. Ms. Scheffler explained that the time clock does not jeopardize anyone's position and that it would free up Ms. Jackson time to work on other projects for the Borough. Mrs. Holloway-West Broad Street inquired has to whom looks at the qualifications to appoint someone and how does the state statues work. Ms. Scheffler explained that the idea of having the state statues governing the length of someone's appointment is that a position is not politically appointed and that the Mayor makes the appointments with consent of council. Mrs. Holloway discussed that if someone meets the state qualifications, how do they get appointed to the job? Ms. Scheffler explained that there is an interview process with members of council and the Mayor. Mrs. Holloway inquired if you wanted to talk to the administrator now, whom do you call? Ms. Scheffler explained that there is not an acting administrator right now and that you can call Mrs. Lewis on finance matter or Rita Jackson for the NPP and housing programs. Ms. Scheffler explained that Mrs. Sheipe does not have any duties of the administrator as municipal clerk and that the public can call a committee chairman for answers also. Mrs. Holloway inquired if the issue of administrator would come up at the next meeting. Ms. Scheffler explained that the council tries to only list things on the agenda that deal with redevelopment or if something comes up that has to be dealt with immediately. Mr. Scott explained that Mrs. Sheipe did receive a stipend for being interim administrator. Mr. Bostock discussed that the administrator job is a yearly appointment. Mr. Scott discussed that the previous administrator was getting three different stipends and that Mrs. Lewis, CFO is getting a salary instead of a stipend. Mrs. Holloway inquired what happens to the administrator if they appointed for one year and does not get along with

council and the mayor. Mr. Rosenberg explained that since it is a one year appointment there is no recourse. Resident- Broad Street-discussed that she just ask Brian McCleary, pw if he gets overtime and why does he have to punch in on a time clock. Mr. Norcross explained that the time clock also accounts for sick and vacation time. It will help council know what hours the salary employees are working. Ms. Scheffler explained that it helps council know if a department is understaffed. Mrs. Roy-discussed that the time clock and that some employees work extra hours and share jobs, will they have to clock in and out for each position. Also if a salary employee's works extra on a different position will there be a code to show that. Mrs. Lewis explained that there are different codes for each position, but if someone is covering while that employee is out to lunch or busy they would not get that employees pay. Mrs. Scott inquired as to why the people with the yard sale cannot be made to clean up their porch. Mr. Dorworth made a motion to close the public comment, Mr. Norcross second the motion. All members present voted in favor of the motion.

Adjournment

Mr. Dorworth made a motion to adjourn at 9:40 pm, Mr. Bostock second the motion. All members present voted in favor of the motion