

## **Minutes -- October 4, 2010**

BOROUGH OF PALMYRA

MINUTES-OCTOBER 4, 2010

CALL TO ORDER

ROLL CALL:

Present: Mayor Gural, Ms. Scheffler, Mr. Scott, Mr. Bostock, Mr. Norcross, Mr. Dorworth and Steve Schwering (student rep.).

Absent: President Dobbs.

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.

APPROVAL OF MINUTES. Mr. Norcross made a motion to approve the minutes of September 13, 2010, 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.

PRESENTATION FROM COUNTY RECYCLING. Ann Moore, Burlington County gave a presentation on the recycling buckets that are available for the Borough. They would be the large buckets and would hold all of the paper collection. The buckets would be picked up by a truck with an arm to lift the bucket into the truck. Ms. Moore explained that it would cut cost at the landfill for tipping fees and also increase the amount of paper collected. The price for this fall for the bucket order is \$49.50 and the county will pay half the cost, with the Borough picking up the other half. Mayor Gural inquired if the county needed an answer this evening. Ms. Moore explained that the order for the buckets was being done on the 12th of October for the fall order and that she couldn't guarantee the price for next years buckets. Ms. Moore

explained that there is also a part of the program called bank recycling. Residents would receive a bar code on their buckets and would be able to receive coupons from various business determined by the amount that they recycle. The cost to the Borough is \$7.20 per household and the county is not involved in that section of the program. Mr. Scott inquired about the businesses in the center of town and that parking would be problem with the truck. Ms. Moore explained that the truck needs a clear reach of about 3 feet to reach around park cars. Ms. Scheffler inquired if the Harbour would be included in the program. Ms. Moore replied that it only includes the new townhomes that were built. Ms. Moore explained that there are smaller 64 gallon cans available for senior citizens or the disable. The program will hand out the 96 gallon containers first and if someone complains after a few months that they can not lift the bucket, the Borough can switch them for a small one. Ms. Moore discussed that the Borough will be able to use their tonnage grant money to purchase the buckets over a six year period. Mayor Gural discussed that the Borough and County Recycling will work on the details of the program.

Resolution 2010-146, Resolution Approving The Burlington County Recycling Cart Program.

Mr. Bostock 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.

PROFESSIONAL UPDATES. Mr. Fox, Land Engineering informed council that the state has stated that the Department of Transportation is out of funding, but today the state agreed to borrow the funds to continue the program. Mr. Fox explained that the bids for the Parry Avenue project came in under the engineers estimate. There were three (3) bids and the low bidder was \$317,365.00 submitted by Charles Marandino LLC of Milmay NJ. Mr. Fox discussed that the salt dome shed for public works is to be delivered next week and that the contractor will be pulling permits in the next few days. The installation and cost was under \$10,000. Mayor Gural inquired as to the type of floor that will be installed with the shed. Mr. Fox explained that the shed will be placed on top of existing asphalt. Mr. Fox informed council that the security system for the community center will be about \$33,000, so it will have to go out for formal bid on October 27th. Mr. Scott inquired as to who will be monitoring the security system? Mr. Fox explained that a DVR will be locked up in the center and also a wireless monitor to the police station will be installed, all common areas, the hallways, the exterior and the gym will be monitored. Mr. Scott inquired as to the amount of storage on the DVR? Mr. Fox explained that it will loop around about every 60 days. The newer system is digital and shows an image to be seen. Mr. Fox discussed that a light at Legion Field needs to be repair, the Bridge Commission repaired one of the lights, but this one will require more

electric work. There is enough money in the back charges to the contractor to cover the work.

Energy Audit- Mr. Fox and Council discussed the energy audit that was completed. The contractor, Hutchinson and Mr. Fox made an inspection of the firehouse and Borough Hall for the direct install program. The Borough will be responsible for 40% of the cost and the state for 60% of the cost. Hutchinson will do the replacement of lights, circulators, parts of equipment and motion sensors. The program does not cover the new HVAC system that is needed due to the restrictions of the grant. Mr. Fox explained that the boilers are too large and that the grant will not pay for a redesign of the system. The Borough will have to go out for bid for the HVAC system. Mayor Gural discussed that council does not want to duplicate the efforts. Mr. Fox will wait for the list of items that Hutchinson can complete before putting together the bid for the HVAC system. Mr. Norcross discussed that heat will be an issue again this year if not replaced and that when there is an electrically surge, the system has to be reset. Mr. Bostock inquired if there were any rebates available on the equipment? Mr. Fox will research the deadlines for submitting for energy rebates for the HVAC. Mayor Gural requested that Mr. Fox attend the next council meeting with an update on the HVAC and the energy audit list.

Mr. Fox informed council that he had submitted a change order for Race Street and also for Broad Street that is a decrease in the price. Council will review the resolution at the next meeting for the change order. Mr. Fox discussed with council the irrigation system for the community center. The system will be installed for the front of center, the barrier between the parking lots and also for the center island. The gym floor still needs to be installed and they are waiting for PSE & G to connect. Mr. Bostock inquired if there is a problem with the sprinkler system? Mrs. Kilmer explained that there was an issue that has been corrected, but a two hundred pound test still needs to be completed.

Mr. Scott inquired about the four stop signs at Chestnut and Spring Garden Street and also the increase in the lighting. Chief Pearlman replied that the stop signs are in place and that they are waiting on PSE& G for the increase to the lighting. Chief Pearlman explained that there will be lights all the way around the field when they are completed.

COORESPONDENCE. Mayor Gural read a certificate from the Census Bureau thanking Palmyra for their assistance.

#### NEW BUSINESS.

A. Resolution 2010-141, Resolution Awarding Contract For Parry Avenue Improvements. Ms. Scheffler made a motion to approve the resolution, 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.

B. Resolution 2010-142, Resolution Authorizing A Change Order for Irrigation System For Community System. 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. Bostock, Mr. Norcross and Mr. Dorworth.

NAYES: Mr. Scott.

C. Resolution 2010-143, Resolution Authorizing Application For Small Cities Grant For Public Facilities Project. (curb-cuts).Mr. Norcross made a motion to approve the application, Ms. Scheffler 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. Resolution 2010-144 Resolution Appointing A Crossing Guard. Chief Pearlman explained that this was for a substitute crossing guard. Mr. Norcross made a motion to approve the resolution, Ms. Scheffler 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.

E. Resolution 2010-145, Resolution Fair Housing-Statement of Actions. Ms. Sheipe explained that this was one of the requirements for the Small Cities Grant application. Mr. Norcross made a motion to appoint Doretha Jackson as the Fair Housing Officer until the end of the year. 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.

#### DISCUSSION ITEMS

A. Discussion on plumbing inspector's contract. Mayor Gural requested that Mrs. Kilmer explain her request to council. Mrs. Kilmer explained that the Borough is paying BIU for doing the plumbing inspections for the Borough. They are requesting a 60 day extension of their contract. BIU collects 100% of the fees for the inspections as part of their contract. Mrs. Kilmer explained that she would like to hire someone in house as the plumbing inspector and is recommending Pete Carbone from Bordentown and Lumberton. He currently holds certificates in NJ UCC Inspector for multiple dwellings, Construction Official, Building

Subcode, Fire Subcode, Plumbing, Electrical Inspector, Mechanical Inspector and NJ certified fire inspector. The Borough would pay a salary to him and still keep some of the inspection money. Mr. Bostock explained that he had ask Mrs. Kilmer to explain the contract as she has been working on it and that it is a good idea to allow the Borough to keep some of the revenue. Mayor Gural requested that this be placed on the agenda for the next meeting to review BIU temporary contract.

B. Discussion on appointment to EDC Board. Mr. Fratto of the EDC informed council that Kate Tasch has moved out of the Borough and that he is requesting that Scott Santos be appointed to fill the remainder of her term until 12/10. Mr. Bostock made a motion to appoint Scott Santos as a regular member to fill the unexpired term until 12/31/10, Ms. Scheffler 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. Discussion on On-Line Auctioning. (CFO). Mrs. Lewis discussed with council the ability of the Borough to place vehicles and other items on-line for sale. The state has approved govdeals as the site to use for sale of municipal property. Mrs. Lewis explained that other sites require personal credit cards and the Borough does not have a credit card. Chief Pearlman discussed that other police departments have been using govdeals for impound cars and it also allows pictures to be place on the website. Mrs. Lewis explained that it will require a resolution of council to approve the sales. Mayor Gural requested that Mrs. Lewis investigate the on-line auctions further and to gather more information for council to review.

D. Discussion on Vendors and Business License. Hold on agenda until next meeting.

E Sidewalk repair ordinance. Mayor Gural discussed that this ordinance is still being discussed and that it is complicated due to the trees along the sidewalks. Mr. Scott inquired if part of the ordinance will require the sidewalk to be level after a tree is removed and also will the construction on Parry Avenue be a conflict with this ordinance. Mayor Gural explained that some of the trees are being taken down to repair the sidewalk. Mayor Gural explained that it is great to get grants, but part of the problem is that it takes time to get the grants and the residents do not always understand why certain streets are being done instead of their street. Mr. Norcross inquired if there is an issue with the insurance due to the sidewalks needing repair? Mr. Bostock explained that an insurance company will inspect a property and if the sidewalk is uproot, it is considered a hazardous and the homeowner is required to fix it. Mr. Schwering-Shade Tree Commission explained that many times the sidewalk can be redirected around the tree. Mayor Gural requested that this item be left on the agenda.

F. Four day work week. Hold on the agenda.

Mr. Norcross announced that on October 16th there will be a dedication for the fallen soldiers and that Jamal Rhett from Palmyra will also be honored. The dedication will start at 9am at Freedom Park in Medford Township.

Mr. Dorworth discussed the Best Practice Checklist that was issued by the state. Mayor Gural explained that the checklist has been submitted to the state and that the Borough will receive 99% of the grant money. Mrs. Lewis informed council that the Borough would be receiving 99% of the COMPTRA aid, which is about \$38.00 for the year. Mrs. Lewis explained that if the item was going to be implant this year, the Borough was allowed to answer yes on the checklist. The checklist does not give the Borough credit for employees already contributing to health care costs and for zero raises to non-uniformed employees. Mayor Gural discussed that there was to be a toolkit for towns to use to help them with the 2% cap and that small towns are more efficient than the larger towns.

BID-Mr. Fratto discussed the funding of the BID and that he understands that the bills will be going out for the first of December and that the BID will receive about \$18,000 for 2010 and will have to wait for the 3rd and 4th quarters in 2011 for additional funds. Mr. Fratto explained that the BID is looking to hire a part time administrator and also establish a website. Mayor Gural explained that the \$18,000 is a quarter of the budget for the BID. Mrs. Lewis explained that the Borough will have to consider a new tax program to expedite the process and also to handle the new homestead rebate from the state.

PUBLIC COMMENTS. Ms. Scheffler 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 inquired if the new gym floor in the community center will be able to handle tables and chairs. Mr. Norcross explained that it is a floating floor and that basketball will be played on it. Mr. Fratto discussed that the BID was discussing holding a pajama party in January in the new center with a movie and popcorn. Mr. Fratto informed council that the pirate scavenger hunt held on October 1st was a large success and there were about 70 participants going up and down Broad Street. Mr. Fratto inquired about the recycling buckets and the recycling bank and that Broad Street will be a challenge with the parking. Mr. Norcross explained that some towns use parking lots or the end of the street in the business district.

Mrs. Scott-Front Street-discussed that if the buckets are on Broad Street and no one moves their cars it will be a mess. Mrs. Scott also discussed that a tree next door was removed and that the sidewalk is up about 18 inches and no one will remove the root to lay the sidewalk flat. The sidewalk is not walk able. Mr. Scott explained that the entire tree was removed and that someone should have removed the roots as well. Ms. Scheffler will have someone from

the commission take a look at the property. Mrs. Scott requested that the Borough's engineer remain until the public portion for any questions that the public may have. Mayor Gural explained that the engineer is in charge of the design of a project, but that council is in charge of the construction and that Mr. Fox works for the Borough.

Resolution 2010-147, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975(negotiations, litigation, contracts). Mr. Scheffler made a motion to approve the resolution, Mr. Dorworth second the motion. All members present voted in favor of the motion. Council went into executive session at 8:52 pm. Council returned to public session at 9:40pm.

Resolution 2010-148, Resolution Authorizing The Approval Of A Restraining Order For Mayor Gural and Brian O'Kane. 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.

Council held a discussion on the dress code in the handbook and that Mrs. Sheipe should prepare a memo to all employees that they are to follow the handbook unless amended by council.

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