

**BOROUGH OF PALMYRA  
REORGANIZATION MINUTES  
JANUARY 4, 2015 at 1:00 PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE.**

**OPEN PUBLIC MEETING STATEMENT**

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

A. Posting written notice on the Official Bulletin Board at the Palmyra Borough Hall on December 20, 2014.

B. Mailing written notice to the Burlington County Times, Courier Post newspaper on December 20, 2014.

C. Notice to all Council.

**OATH OF OFFICE**

A. Swearing in of Councilperson Gina Ragomo Tait (3 year term) accompanied by Her son Patrick Tait. Assemblyman Troy Singleton swore in Mrs. Tait. Assemblyman Singleton discussed that it is an honor as a resident of Palmyra to swear in the elected officials. Assemblyman Singleton stated that he cannot repeat enough times that during an election it is partisan, but after the election council has to work as a non-partisan committee to achieve what is best for the residents. Assemblyman Singleton encouraged everyone present to attend the regular meetings and also thanked council for all that they do.

B. Swearing in of Councilperson Timothy S. Howard (3 year term) accompanied by his son Malik Howard. U.S. Congressman Donald Norcross swore in Mr. Howard. Congressman Norcross encouraged everyone to step up to the plate as members of Borough Council have and be a part of democracy. People have laid down their lives so that elections and democracy occur.

Mayor Scheffler thanked Assemblyman Singleton and Congressman Norcross for all that they do for the residents of Palmyra. .

**CONVENE NEW COUNCIL**

**ROLL CALL:** Present: Ms. Dobbs, Mrs. Tait, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.

Absent: None.

**COUNCIL PRESIDENCY NOMINATIONS.** Mr. Bostock nominated Ms. Dobbs for Council President, Mrs. Tait second the motion. At the call of the roll, the vote was:

AYES: Mrs. Tait, Mr. Nowicki, Mr. Bostock, Mr. Howard.

NAYES: Ms. Arnold.

ABSTAIN: Ms. Dobbs.

Assemblyman Singleton swore in Ms. Dobbs as Council President and her daughters, Leslie and Lauren held the Bible.

**ACKNOWLEDGEMENT OF DIGNITARIES.** Mayor Scheffler acknowledged Mr. Dreby, Mr. Kirchner, Mr. Nehila, Mr. May, Mr. Leather, Mr. Monaghan, Mr. McElwee, Mr. Smith, Mr. Kay, Mr. Howard Norcross and the firm of Langsam Stevens Silver & Hollaender and thanked them for attending.

**STATE OF THE BOROUGH ADDRESS** - Mayor Scheffler discussed that she would like to take a few minutes to review what has been going on in 2014 and the direction the Borough will be headed in 2015. Mayor Scheffler thanked everyone sitting on the dais and that this was the first year in a long time that not everyone was of the same political party. Everyone put the residents first and a lot was accomplished. The Borough had another successful year and that she would like to repeat what Assemblyman Singleton said, that it is now time to work together as non-partisan council and place the interest of the residents first. Mayor Scheffler explained that this was Mr. Nowicki first year and that there is there a learning curve, Mr. Nowicki has earned the respect of everyone on council. Mayor Scheffler thanked President Dobbs for her hard work on keeping up with public works and the sewer department and for all of her experience being on council. Mayor Scheffler thanked Mrs. Riener for all of the activities that she has been involved with in the Borough, children events, school board, land use board, council, historical society. Mayor Scheffler expressed her gratitude to Mr. Bostock for his experience that he brings to the council as a businessman and all of his good input with insurance. Mayor Scheffler recognized Ms. Arnold for her first year on council and all of the research that she does on matters before council. Mayor Scheffler is looking forward to school board and construction reports. Mayor Scheffler thanked Mrs. Tait and Mr. Howard for the great job with public events and that they are going to be great additions to council with all of their energy.

Mayor Scheffler discussed that the Borough has had a successful year and that spending was reduced and that surplus was able to be raised. The budget showed a 1.89 percent increase and still provided the same services to the residents. The 2015 budget should be just as good with staying under the 2% cap. Mayor Scheffler encouraged councilmembers to think about their budget request that will start in February. Borough Council adopted a bond ordinance that allowed the fire department to purchase a new fire truck through state contract with a savings of \$9,000. Mayor Scheffler thanked all the volunteers of the fire department who work tirelessly to keep the Borough safe. A grant was approved for the purchase of a generator for the firehouse. Mayor Scheffler thanked Chief Pearlman and the department for being proactive and that there has been a reduction in crime and that along with transit police there is a strong present at the Riverline Station. A new message speed board was purchased by the police department that can be used at various locations to advertise events. The Borough is looking to hire a new officer and Mayor Scheffler would like to see the department reflect the diversity that is reflective of the community. Chief Pearlman will be advertising the position. Work on the sewer plant should be finished this April and extend the life of the plant by over 50 years. If another hurricane or major flooding occurred the sewer plant could have been flooded out and the Borough would be without a treatment plant. The work going on now at the plant will help prevent the flooding and also help with odor issues. Borough Council had looked for funding for the improvements to the plant and had received a loan from NJEIT. Mayor Scheffler reviewed the billing of sewer bills by water usage and that after further studies and report, council only approved the water usage billing for commercial properties. The water usage billing for residents would not have helped the majority of homes and some homes would have had major increases. A deduction of \$10.00 was approved for all seniors over 65 in the Borough on their sewer bills regardless of income. The audit that was conduct of the sewer accounts

shows that numerous properties were not billed correctly and that was one of the many reasons that the tax collector position was made full time. Last winter was brutal for public works, so a brine truck was purchased and a small dump truck was approved for purchase. Mayor Scheffler thanked the employees of Public Works for their work through tireless storms and that Mr. Ryan still managed to stay within budget. Borough Hall has gone through some major improvements for security and safety. The new handicapped accessible doors will be installed at the main entrance and for security the doors will be control by a key fob system. The community center will also have key fob systems installed. A new sidewalk ordinance was adopted for addressing Borough trees and the raising of sidewalks. Residents will be able to work with the shade tree advisory board. Mayor Scheffler explained that she had transition hours that were being done by public works for code enforcement back to shade tree, as with the new ordinance there will be more sidewalk work to be completed. A lot of investigation is occurring with redevelopment and there was some contamination by the last operator at the Fillit site, council is discussing redevelopment but a lot of the information is still confidential. Mayor Scheffler thanked the Burlington County Bridge Commission for their support with grants and also with Market Street improvements. Mayor Scheffler explained that she has appoint Hailey Bankowski has a liaison between the Borough and the Palmyra Cove. The Palmyra Harbour Association residents were impacted this year by snow removal charges. The Borough is working with the Board to get the bills paid. The Borough has partner with the Board of Education for the Municipal Alliance grant for drug and alcoholic education. Charles Street road improvements have been completed and the Borough has applied for a Safe Route to School grant.

**NEW BUSINESS-Council Committee Appointments for 2015.**

**ADMIN & FINANCE: Mayor Scheffler**

**PUBLIC EVENTS: Gina Tait, Tim Howard, Mayor Scheffler**

**COMMUNICATIONS: Mayor Scheffler**

**CONSTRUCTION: Michelle Arnold, Tim Howard, Mayor Scheffler**

**PUBLIC BUILDINGS: Robert Bostock, Adam Nowicki, GinaTait**

**PUBLIC SAFETY/MUNICIPAL COURT: Mayor Scheffler, Tim Howard, Robert Bostock**

**PUBLIC WORKS/SEWER: Michele Dobbs, Adam Nowicki, Tim Howard**

**PARKS & PLAYGROUNDS: Adam Nowicki, Robert Bostock, GinaTait**

**YOUTH & RECREATION: Tim Howard, Adam Nowicki, Emily Kane,**

**NEGOTIATIONS: Mayor Scheffler**

**BUSINESS COMMUNITY & DEVELOPMENT: Robert Bostock, GinaTait, Michelle Arnold**

**STUDENT AFFAIRS: Emily Kane**

**LIASONS:**

**LAND USE BOARD-Gina Tait**

**HOMEOWNERS ASSOC-Mayor Scheffler**

**SHADE TREE-Adam Nowicki**

**BOARD OF EDUCATION- Michelle Arnold**

**Mayor's Annual Appointments**

<b>Borough Administrator</b>	<b>John Gural</b>
<b>Assistant to Administrator/ Deputy Registrar/Deputy Clerk</b>	<b>Marie Nagle</b>
<b>Tax Search Officer</b>	<b>Tanyika Johns</b>
<b>Municipal Lien Search Officer</b>	<b>Barbara A. Sheipe</b>
<b>Police Clerk</b>	<b>Renay Montgomery</b>
<b>Fire Chief</b>	<b>Richard Dreby</b>
<b>Deputy Fire Chief</b>	<b>Howard Roun</b>
<b>1<sup>st</sup> Battalion Chief</b>	<b>William Conley</b>
<b>2<sup>nd</sup> Battalion Chief</b>	<b>Matthew Adelman</b>
<b>Police Matron</b>	<b>Geraldine Bright</b>
<b>1<sup>st</sup> Deputy Emergency Mgmt.</b>	<b>Tracy Kilmer</b>
<b>2<sup>nd</sup> Deputy Emergency Mgmt.</b>	<b>Howard Norcross</b>
<b>3<sup>rd</sup> Deputy Emergency Mgmt.</b>	<b>John Skowronski</b>

**Annual Citizen Appointments.**

**LAND USE BOARD**

**Borough Councilmember-Gina Tait-one year**  
**Borough Official-John Gural-one year**  
**Mike Stokes-4 year term-reappointment**  
**Brian O’Kane-4 year term-reappointment**  
**Nancy Myers-alternate-2year reappointment**

**SHADE TREE ADVISORY BOARD. (1 year terms.)**

**Adam Nowicki (council liaison)**  
**Tom Ryan –Tree Officer**  
**Dave Austin-**  
**Tim Kaluhiokalani-Chairman**  
**Emma Melvin**  
**Bridget Elmes**

Notice of Annual Council Scheduled Meetings and Works Sessions  
**REGULAR MONTHLY OFFICAL WORK SESSIONS-BOROUGH COUNCIL**

All such meetings to be held on the first Monday of each month at 6:30pm and ending no later than 10:30pm at Borough Hall, Palmyra NJ. Any and all business involving the Borough may be discussed. Formal official action will be taken at such meetings.

February 2	May 4	August 3	November 2
March 2	June 1	September 8(Tues)	December 7
April 6	July 6	October 5	

**REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS-BOROUGH COUNCIL**

Regular meetings to be held on the third Monday of each month at 6:30pm and ending no later than 10:30pm at the Borough Hall, Palmyra NJ. Formal official action will be taken at the regular meetings on the following dates.

	April 20	July 20	October 19
February 17(Tues)	May 18	August 17	November 16
March 16	June 15	September 21	December 21

The public is welcome to attend and speak at any meeting.

**RESOLUTIONS**

Consent Agenda- Resolution 2015-1 to Resolution 2015-45 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 pulled resolution 2015-10 and 2015-30. Ms. Arnold requested that resolutions 2015-1, 2015-7, and 2015-12 be pulled from the consent agenda. Mr. Bostock made a motion to approve resolutions 2015-2-2015-6, 2015-8 and 2015-9, 2015-11, 2015-13-2015-29, 2015-31-2015-45, President Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Mrs. Tait, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Howard.

NAYES: None.

A. Resolution 2015-1, Resolution To Confirm Mayor's Appointments. Mr. Nowicki made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:

AYES: President Dobbs, Mrs. Tait, Mr. Nowicki, Mr. Bostock, Mr. Howard.

NAYES: Ms. Arnold.

B. Resolution 2015-2, Resolution Authorizing The Appointment Of Robert P. Nehila Jr., Bowman & Company LLP As Auditor.

C. Resolution 2015-3, Resolution Authorizing The Appointment Of Ted M. Rosenberg As Solicitor.

D. Resolution 2015-4, Resolution Authorizing The Appointment Of William H.

**Kirchner, Environmental Resolutions, Inc., As Borough/Municipal Engineer.**

**E. Resolution 2015-5, Resolution Authorizing The Appointment Of David Gerkens, Community Grants, Planning and Housing As Borough Planner/Grants Coordinator.**

**F. Resolution 2015-6, Resolution Authorizing the Appointment Of Community Grants, Planning and Housing as Affordable Housing/RCA Administrator.**

**G. Resolution 2015-7, Resolution Authorizing The Appointment Of Dean J. Buono As Prosecutor. Mrs. Tait made a motion to approve the resolution, Mr. Nowicki second the motion. At the call of the roll, the vote was:**

**AYES: President Dobbs, Mrs. Tait, Mr. Nowicki, Mr. Bostock, Mr. Howard.**

**NAYES: Ms. Arnold.**

**H. Resolution 2015-8, Resolution Authorizing The Appointment Of Any/All Other Municipal Prosecutors In Burlington County As The Substitute Prosecutor.**

**I. Resolution 2015-9, Resolution Authorizing Appointment Of James D. Fattorini As Public Defender.**

**J. Resolution 2015-10, Resolution Appointing John Hogue and Vladimir Raskin, Environmental Resources Management As Environmental Engineer/Consultant and LSRP. Mr. Howard made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:**

**AYES: President Dobbs, Mrs. Tait, Mr. Bostock, Mr. Howard.**

**NAYES: Ms. Arnold.**

**ABSTAIN: Mr. Nowicki.**

**K. Resolution 2015-11, Resolution Authorizing Appointment Of William H. Kirchner, Environmental Resolutions, Inc., As Sewer Engineer.**

**L. Resolution 2015-12, Resolution Authorizing Appointment Of Mark Ruderman, Ruderman & Glickman, P.C., As Special Counsel/Labor Attorney. Mr. Bostock made a motion to approve the resolution, President Dobbs second the motion. At the call of the roll, the vote was:**

**AYES: President Dobbs, Mrs. Tait, Mr. Nowicki, Mr. Bostock, Mr. Howard.**

**NAYES: Ms. Arnold.**

**M. Resolution 2015-13, Resolution Authorizing Appointment Of Thomas J. Hastie, Jr., Capehart Scatchard As Special Counsel/Bond Attorney.**

**N. Resolution 2015-14, Resolution Appointing Brian J. Monaghan, Insurance Agency Management Inc. /Haines & Haines/T.C. Irons As Insurance Consultant / JIF Risk Management Consultant And Authorizing JIF Risk Management Consultant Agreement.**

**O. Resolution 2015-15, Resolution Authorizing Appointment Of Kim Hollaender, Langsam Stevens Silver & Hollaender, LLP, As Special Counsel/Conflict Attorney.**

**P. Resolution 2015-16, Resolution Authorizing Appointment Of John J. Hess, CME Associates As Special Projects Engineer.**

**Q. Resolution 2015-17, Resolution Authorizing Appointment of Kim Hollaender, Langsam Stevens Silver & Hollaender LLP, As Redevelopment Counsel.**

**R. Resolution 2015-18, Resolution Appointing John Gural As Burlington County JIF Fund Commissioner.**

**S. Resolution 2015-19, Resolution Appointing Barbara A. Sheipe As Burlington County JIF Alternate Fund Commissioner.**

**T. Resolution 2015-20, Resolution Appointing John Gural As Burlington County JIF Claims Coordinator.**

- U. **Resolution 2015-21**, Resolution Appointing Tracy Kilmer As Burlington County JIF Safety Coordinator.
- V. **Resolution 2015-22**, Resolution Appointing John Gural As Administrator For The Borough Of Palmyra
- W. **Resolution 2015-23**, Resolution Appointing Tracy Kilmer As Housing Official For The Borough Of Palmyra
- X. **Resolution 2015-24**, Resolution Designating The Burlington County Times, And The Courier Post As The Legal Newspapers And GovDeals.com As The Legal Auction Site For Vehicles And Property.
- Y. **Resolution 2015-25**, Resolution Authorizing The Mayor to Execute Contracts With All Appointed Professionals After Review And Approval By The Solicitor And Chief Financial Officer.
- Z. **Resolution 2015-26**, Resolution Authorizing The Payment Of Debt Service For The Borough of Palmyra And All Necessary Bills Required For January 2015.
1. **Resolution 2015-27**, Resolution Appointing Crossing Guards For The Borough of Palmyra For 2015.
2. **Resolution 2015-28**, Resolution Appointing John Gural As Hearing Officer For Non-Uniformed Employees.
3. **Resolution 2015-29**, Resolution Appointing Class II Officer For The Palmyra Police Department.
4. **Resolution 2015-30**, Resolution Authorizing The Temporary Budget Appropriations. Mrs. Tait made a motion to approve the resolution, Mr. Howard second the motion. At the call of the roll, the vote was:  
AYES: President Dobbs, Mrs. Tait, Mr. Bostock, Ms. Arnold, Mr. Howard.  
NAYES: None.  
ABSTAIN: Mr. Nowicki.
5. **Resolution 2015-31**, Resolution Approving A Cash Management Plan For The Borough Of Palmyra.
6. **Resolution 2015-32**, Resolution Fixing The Rate Of Interest To Be Charged On Delinquent Taxes, Sewer Payments and Assessments.
7. **Resolution 2015-33**, Resolution Awarding 2015 Maintenance Contract For Sewage Treatment Plant To Municipal Maintenance Company In The Amount Of \$129,220.00.
8. **Resolution 2015-34**, Resolution Awarding 2015 Collection System Repairs Contract for Sewage Treatment Plant to Municipal Maintenance Company In The Amount of \$21,560.00.
9. **Resolution 2015-35**, Resolution Awarding GenServe Inc. The 2015 Generator Preventative Maintenance Contract for the Sewer Treatment Plant In The Amount Of \$4,465.00.
10. **Resolution 2015-36**, Resolution Awarding 2015 HVAC Maintenance Contract To Falasca Mechanical In The Amount Of \$18,790.00, Which Includes Alternate Bid.
11. **Resolution 2015-37**, Resolution Awarding Contract for Borough Hall Door Replacement Project to Garozzo & Scimeca Construction in the amount of \$67,000.00.
12. **Resolution 2015-38**, Resolution Appointing Dave Austin As A Full Time Employee with 24 Hours Public Works and 16 Hours Shade Tree Advisory Board
13. **Resolution 2015-39**, Resolution Appointing Bridget Elmes Part Time To Public Works Department.
14. **Resolution 2015-40**, Resolution Appointing Dale Palmer Part Time To Public Buildings and Grounds Department.
15. **Resolution 2015-41**, Resolution Appointing Tracy Kilmer As Code Enforcement Officer for the Borough of Palmyra till March 31, 2015.

16. Resolution 2015-42, Resolution Appointing Tracy Kilmer As Zoning Officer For The Borough of Palmyra.

17. Resolution 2015-43, Resolution Authorizing Pay Estimate #3 And Payment Voucher #3 Submitted By Thor Construction Group for the Legion Fields/Ethel Hardy Park Project In The Amount Of \$50,518.02.

18. Resolution 2015-44, Resolution Authorizing Borough of Palmyra Liaison To Palmyra Cove Nature Park and Appointing Hailey Bankowski as Borough Representative.

19. Resolution 2015-45, Resolution Of The Borough Of Palmyra Approving Contract Change Order #1 For ROOT 24 Inc. For The Collection System Cleaning And Maintenance Contract In The Amount Of \$4,999.00.

### MOTIONS.

A. Letter of Resignation from Ryan Carr-Police Department. Mayor Scheffler read a letter from Ryan Carr expressing his thanks for the opportunity to work for Palmyra and the experience he has gained. President Dobbs made a motion to accept the resignation, Mrs. Tait second the motion. All members present voted in favor of the motion.

### COMMENTS FROM THE GOVERNING BODY.

Mr. Nowicki discussed that he is looking forward to working with Mrs. Tait and Mr. Howard and that he has learned a lot his first year on council. Mr. Nowicki thanked Ms. Arnold, Mr. Norcross and Mrs. Riener for working together with him on projects and events this year. He is looking forward to working with Mrs. Dobbs as President of Council. Mrs. Tait thanked everyone for the support of all of the public events and that suggestions are always welcome.

Mr. Bostock congratulated Mr. Howard and Mrs. Tait and that he is looking forward to working with them. He also congratulated Mrs. Dobbs on Council President. Mr. Bostock thanked Mayor Scheffler and the Administrator John Gural for working together this year to bring the Borough forward.

Ms. Arnold discussed that the first year was exciting and that she is looking forward to do more with construction and appreciates work that has been done together.

Mr. Howard thanked everyone for the support and that he is proud to be a member of the public events committee that Mr. Norcross and the Community Center Board helped support. Mr. Howard thanked Mrs. Tait for being his running mate and that he is waiting to dive in.

President Dobbs thanked Mr. Bostock for nominating her for council president and that it is an honor to serve again as President. President Dobbs congratulated Mrs. Tait and Mr. Howard on their election to council. President Dobbs discussed that it is good news to have Mrs. Elmes back at work.

Mrs. Tait announced that there will be a day of service on January 19<sup>th</sup> at 8:30am at the Community Center.

PUBLIC COMMENT. Mrs. Tait made a motion to open the public portion, President Dobbs second the motion. All members present voted in favor of the motion.

Mrs. Elmes-Garfield thanked Council and Borough Employees for their support and that it has been a tough year and that she is looking forward to getting back to work. Mayor Scheffler replied that she is happy to see Mrs. Elmes back to work and ready to go.

Mr. McElwee-Columbia Avenue informed council that there was a picture of Veteran Gerald Schlindwein in The Positive Press in regards to the Proclamation that was present to him by Council. Reorganization of the War Memorial Committee will be held this

**Thursday at the Community Center. The new metals look great and that Mr. Norcross is going to become a new member of the War Memorial Committee. No one else wishing to be heard, President Dobbs made a motion to close the public portion, Mr. Nowicki second the motion. All members present voted in favor of the motion.**

**ADJOURNMENT. Mrs. Tait made a motion to adjourn, Mr. Nowicki second the motion. All members present voted in favor on the motion.**