

**BOROUGH OF PALMYRA  
MINUTES-January 27, 2014**

**CALL TO ORDER.**

**ROLL CALL:**

**Present:** Mayor Scheffler, President Riener, Ms. Dobbs, Mr. Nowicki, Ms. Arnold,  
Mr. Norcross, Emily Kane (student rep.)  
**Absent:** Mr. Bostock

**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 8, 2014.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 8, 2014.
- C. Notice to All Council Members.

**APPROVAL OF MINUTES.** Mr. Norcross made a motion to approve the minutes from December 16, 2013, President Riener second the motion. At the call of the roll, the vote was:

**AYES:** President Riener, Ms. Dobbs, Mr. Norcross.

**NAYES:** None.

**ABSTAIN:** Mr. Nowicki, Ms. Arnold.

**CORRESPONDENCE.**

**A. Budget meeting.-March 1<sup>st</sup>-8am.** Borough Council will hold the budget meeting for the 2014 budget on March 1<sup>st</sup> at 8am.

**B. Appointment-** Representative to the River Route Advisory Committee (2). Mayor Scheffler appointed Ms. Arnold to the River Route Advisory. President Riener expressed interest in serving, if someone from the business district was not interested. Mr. Kirchner informed council that anyone can represent the Borough it does not have to be an elected official. Mayor Scheffler appointed President Riener to the River Route Advisory Committee.

## **PROFESSIONAL UPDATES:**

A. ERI-William Kirchner presented a slide show that he has shown previously reviewing the sewer plant in its early stages of the Borough's growth around the sewer plant. There is a plaque at the plant that shows the date of 1922. Mr. Kirchner explained that Environmental Resolutions was hired in 2007 and has implanted several maintenance contracts for the plant to help modernize the operation of the plant as well as keep the equipment in running order. In 2012 there was a complaint about odor coming from the plant, so ERI was approved to look at the running of plant to see how to control the odor as well as increase the security and flood threats. Mr. Kirchner explained that the EPA wants the site secure from the general public and that the DEP has given the Borough an Administrative Order to reduce the odor. Mr. Kirchner reported that the projected savings after the upgrades to the plant are about half of what it now cost to run the plant. All buildings will be better equipped to handle any flooding issues that occur. President Riener inquired if the plans also include the Korman pump station. Mr. Kirchner replied that it is part of the sludge thickening control. Mr. Nowicki inquired if Hurricane Sandy changed the flooding issues. Mr. Kirchner replied that it changes some of the numbers but not the required elevation.

## **ORDINANCES ON SECOND READING. (public hearing).**

A. Ordinance 2014-1, An Ordinance Of The Borough Of Palmyra Providing For Improvements To And The Acquisition Of Equipment For Use By The Borough's Sewer Utility, Appropriating \$4,529,000 Therefor, Authorizing The Issuance Of \$4,529,000 In Sewer Utility Bonds Or Notes Of The Borough To Finance The Same. Mayor Scheffler read the ordinance by title into the record. Mayor Scheffler explained that this ordinance is for some additional vehicles and equipment for the sewer department as well as the improvements and upgrades that Mr. Kirchner presented. Mr. Norcross discussed that it will give the Borough the ability to purchase a brine truck that will be used during snow and ice storms and will cut down on the overtime needed. Mr. Norcross made a motion to open the public hearing on the ordinance, Mr. Nowicki second the motion. All members present voted in favor of the motion.

Mrs. Nowicki-Morgan Avenue thanked Mr. Kirchner for his presentation and that he mentioned changing the well system. Mrs. Nowicki inquired if a crane would have to be purchased? Mr. Kirchner replied that this is one of the items listed in the bond ordinance.

Ms. Dobbs made a motion to close the public hearing, Mr. Norcross second the motion. All members present voted favor of the motion.

Mr. Norcross made a motion to adopt the ordinance on second reading, Ms. Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Riener, Ms. Dobbs, Mr. Nowicki, Ms. Arnold, Mr. Norcross.

NAYES: None. The ordinance was adopted on second and final reading and will take effect after publication according to law.

## **OLD BUSINESS.**

A. Community Center- agreement between the Community Center Board and the Borough of Palmyra. Mayor Scheffler requested that this be held till the Council heard back from the Board. President Reiner discussed that the thermostats in the center were unlocked and that a cage was

missing from another one in the gym. Mr. Gural replied that he will have it taken care of by maintenance and that the thermostats are also locked by password.

**NEW BUSINESS. Consent Agenda-** Items A-K will be enacted as a single motion, if any resolution needs additional discussion it will be removed from the consent agenda and voted on separately. Mayor Scheffler read the titles into the record. Mr. Norcross made a motion to approve the consent agenda, Ms. Dobbs second the motion. At the call of the roll, the vote was:

**AYES:** President Riener, Ms. Dobbs, Mr. Nowicki, Ms. Arnold, Mr. Norcross.

**NAYES:** None.

- A. Resolution 2014- 51, Resolution Appointing Thomas Ryan As Clean Communities Coordinator For The Borough Of Palmyra.**
- B. Resolution 2014-52, Resolution Appointing Thomas Ryan As Recycling Coordinator For The Borough Of Palmyra.**
- C. Resolution 2014-53, Resolution Appointing Thomas Ryan As Stormwater Coordinator For The Borough Of Palmyra.**
- D. Resolution 2014-54, Resolution Appointing Dale Palmer Part Time To Public Buildings And Grounds Department At A Rate Of \$10.00 Per Hour Effective January 1, 2014.**
- E. Resolution 2014-55, Resolution Appointing Kareemah Press Full Time As Finance Payroll/Clerk At Annual Salary Of \$36,400 Effective January 20, 2014 Subject To Provisions Of Personnel Policies And Procedures Manual.**
- F. Resolution 2014-56, Resolution Amending Article 11.14 Of The Current CBA With The Palmyra Police Association.**
- G. Resolution 2014-57, Resolution Appointing Kareemah Press As The Fair Housing Officer For The Borough Of Palmyra.**
- H. Resolution 2014-58, Resolution Appointing Tracy Kilmer As Housing Official For The Borough Of Palmyra Effective January 1, 2014.**
- I. Resolution 2014-59, Resolution Adopting The Borough of Palmyra's Emergency Operation Plan Which Includes Flood Warning and Response Plan.**
- J. Resolution 2014-60, Resolution Authorizing Payment Of Bills For December 2013 In The Amount Of \$267,360.25.**
- K. Approval of Social Affair Permit-Palmyra Cove Education Foundation. (02/8/14).**

#### **DISCUSSION ITEMS.**

**A. Background checks-Community Center Organization and Independent Athletic Groups.** Mr. Gural explained that he is working with the community center organization to implement a borough wide policy on backgrounds. The community center board has an immediate need to get these done as they use volunteers for the homework club. Mr. Gural would like to have council allow the community center board to use for the current time kellyport.net, while the borough is updating their policies. The athletic groups already use a vendor for their background checks. Mr. Norcross discussed that a joint policy with all of the groups is needed. Ms. Arnold inquired as to whom would pay for the background checks. Mr. Gural explained that either the individual or the organization that required it would pay, the borough would not pay for them. Mr. Gural explained that the policy would require any organization using the borough facilities to comply with the background checks at their cost. It is the responsibility of the organization to provide insurance as well. Mr. Gural will review the policy and report to council.

**B. Erosion on River bank.** Mayor Scheffler discussed that this issue was brought up at the

Land Use Board meeting by Mrs. Myers. There seems to be a lot of erosion along the Riverbank in the last few years. Mr. Kirchner and Mr. Gural will meet with Mrs. Myers and a representative from the Harbour to review the issue. Mr. Norcross explained that a section of the riverbank does not have a wall to help retain the erosion.

C. PRC Rotary park bench donation. Mayor Scheffler explained that a member of the Rotary reached out to her and would like to donate a bench for the downtown business area. They would like to have it place on Broad Street near the businesses. Ms. Dobbs inquired if they are requesting that public works install the bench. Mayor Scheffler expressed her appreciate for the bench and that it is needed. Mr. Gural will contact them and coordinate it with public works for the installation.

### **COMMITTEE REPORT.**

**Public Events-**Mr. Norcross reported that a number of students and volunteers worked on Martin Luther King to paint the classrooms at the school, clean the community center and pick up trash in the local parks. There are pictures on the borough and schools website. Mr. Norcross requested that Chief Pearlman give an update on the activities plan for the youth. Chief Pearlman reported that there will be a Youth Police Academy for three Saturdays held at the community center for 7-12 years of age residents of Palmyra and Riverton. Last year the Becker family sponsored a trip to the Philadelphia Phillies game and the department is looking to do it again this year. The school will donate two buses for the game. There will be a meet and greet with the department to be scheduled. Chief Pearlman discussed that the annual report will be sent to council and also be placed on the website. Mr. Norcross reported that the police department that there were 94,189.91 miles patrolled this year, 20, 318 calls for service, 1165 criminal cases assigned, 2715 traffic summonses issued, 47 burglaries, 12 robberies, 152 thefts for the year. The department has been doing frequent property checks. Chief Pearlman explained that robberies are up throughout the county as well as in the borough. Mr. Norcross announced that Emily Kane was picked as Student of the Month.

**Student Activities-** Ms. Kane reported that there was a food drive and a blood drive is being started by the student council. The Interact club worked with Martin Luther Day with Mr. Norcross. Students are working on activities for Black History Month.

**Board of Education-** Ms. Arnold reported that she attend the reorganization of the school board and that there is a vacant seat on the board.

**Land Use Board/Construction-**President Riener reported that the Land Use Board held its reorganization and that the Chairperson would be Roberta Locke, Vice-Chairman Tim Beck, Solicitor would be Capehart/Scatchard and the engineer is Joe Hirsch of Environmental Resolutions. The construction department report is on file.

**Public Works/Sewer-** Ms. Dobbs report is on file and that they have been busy with the snow and ice storms. Mayor Scheffler thanked the public works department for the snow removal and that they did a great job.

**Shade Tree-** Mr. Nowicki reported that the Shade Tree Advisory Committee met on January 15<sup>th</sup> and that they have logged 212 volunteer hours and have submitted their budget. They are working on a five year plan.

**ADMINISTRATOR REPORT-** Mr. Gural discussed that they need to meet with the athletic groups to come up with the improvements to Legion Field for the grant money and also with to meet with representatives about the improvements to Ethel Hardy Park. The phone system has been upgraded and employees are getting trained on the new system. Ms. Dobbs requested that a notice be placed on facebook about the new phones. Mr. Gural gave council the Burlington County JIF reports for excess liability fund.

**PUBLIC COMMENTS.** Ms. Dobbs made a motion to open to the public comment portion of the meeting, President Riener second the motion. All members present voted in favor of the motion. Ms. Veitenheimer-Rowland inquired if the background check would be required for the War Memorial as well. Mr. Gural explained that it is for organizations that work directly with children. Ms. Veitenheimer inquired about the need for a full time payroll clerk. Mr. Gural explained that the previous CFO was full time and the payroll clerk was part time, the new CFO will now be part time and the payroll clerk will be full time. The payroll clerk also does the duties of a finance clerk. Mr. Rader-Harbour Drive discussed that since moving into the community center the senior group has increased membership to over 100 hundred. There are three meeting rooms that have tables and chairs. Mr. Rader explained that many times there is a need for a larger room, now they have to move tables and chairs into the gym area. Mr. Rader would like to see if the walls between the meeting rooms could be removed and an accordion wall be installed, so that it could be opened or closed as needed. Mr. Rader discussed that at the last meeting Marva Jones was mention for all her work with the Senior Organization and he would just like to mention her again. Mayor Scheffler explained that the borough would have to review the cost and if it is feasible to do. President Riener inquired about the large room in the back of the center for the functions. Mr. Rader replied that the community room in the back is the smallest of the meeting rooms and that the senior group is the largest group that uses the center.

Mr. Brooks-East Broad Street inquired if the BID was completely dissolved and when the funds would be returned to the businesses. Mr. Gural explained that the funds should be returned in about three weeks, the tax collector is reviewing all of the amounts for processing. Mr. Brooks inquired if the sewer rates would go up with the new improvements. Mr. Gural explained that there is no tax rate for the sewer department since it is a utility, and the amount depends on the amount of the award for the project. Mr. Brooks discussed that the residents will not be happy with any increase.

Mr. O'Conner explained that he cannot rent his store front out and has been trying for the last few years to get a tenant. Mr. O'Conner discussed that he is paying sewer on an empty store and will the new system of going to water usage affect him. Mr. Gural replied that switching to water usage a business owner should see less of an increase in their sewer fees.

No one else from the public wishing to be heard, Ms. Dobbs made a motion to close the public portion, Mr. Norcross second the motion. All members voted in favor of the motion.

**CLOSED SESSION. Resolution No. 2014-61, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (personnel& litigation (Shea, Boyell, Rainer and Fillit)** Ms. Dobbs made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Riener, Ms. Dobbs, Mr. Nowicki, Ms. Arnold, Mr. Norcross.

NAYES: None. Council went into executive session at 8:35pm.

Council returned to public session at 10:10pm.

**Resolution 2014- 62, Resolution Appointing Dave Austin As A Full Time Employee For The Public Works Department And Deputy Code Enforcement Officer Effective January 1, 2014 Till March 31, 2014 At The Rate Of \$18.50 Per Hour.** President Reiner made a motion to approve the resolution, Ms. Dobbs second the motion. At the call of the roll, the vote was:

AYES: President Riener, Ms. Dobbs, Mr. Nowicki, Ms. Arnold.

NAYES: None.

**ABSTAIN: Mr. Norcross.**

**Adjournment. Ms. Dobbs made a motion to adjourn at 10:17pm, Mr. Norcross second the motion. All members present voted in favor of the motion.**