

**BOROUGH OF PALMYRA
MINUTES-October 6, 2014**

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

MOMENT OF SILENCE.

ROLL CALL:

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

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, Mr. Nowicki second the motion. All members present voted in favor of the motion.

CORRESPONDENCE.

A. Proclamation-National Down Syndrome Month-Jessica Elstone. Mayor Scheffler presented Jessica Elstone with a proclamation recognizing National Down Syndrome month. Ms. Elstone thanked the Mayor and Council for the honor.

B. Proclamation-Put The Brakes On Fatalities Day-October 10, 2014. Mayor Scheffler read the proclamation into the record. The proclamation is attached and made part of the record.

C. Letter of Retirement-Elsie Hoffman-crossing guard, Ms. Hoffman retired at the end of September.

D. Letter of Resignation-Alexander Hubel-Special Officer. Special Officer Hubel has accepted a position with the Sheriff's Office.

E. YMCA-The Borough received a thank you letter from the YMCA for the contribution towards the summer camp program.

F. Letter of Request from Palmyra Senior Program. Mrs. Jones, President of the Palmyra Senior Program requested that the wall between classroom 1 and 2 be removed and to have an accordion closure so that the rooms can be divided for large crowds. Mr. Kirchner will provide the Borough with a quote to do the work.

PROFESSIONAL UPDATES.

Mr. Kirchner discussed that he has submit an engineering proposal for preparation of the specifications for the bid for a loader for public works. The resolution will be on the next agenda for council's approval. Mr. Kirchner explained the change order that is needed with the sign replacement/installation project. The change order will be on the next agenda. Mr. Kirchner discussed that there will also be an engineering proposal for installation of the new signs. The project will have to go out to formally bidding, because of the cost of the installation and the limit requirements on change orders the current contractor cannot do the work under the original contract. Mr. Norcross inquired about the length of time to get the signs. Mr. Kirchner replied that there are 60 additional signs for the snow removal routes and that it will be at least 2 weeks for the bids to be due and 4-6 weeks after award of the bid. Mr. Gural explained that since the original bid came in lower than estimated, there are funds left in the capital ordinance to purchase the additional signs. Mr. Kirchner informed council that there will also be a change order at the next meeting for Charles Street for the placement of the trees. Mr. Kirchner would like council to approve additional cost of \$30,000 for a scum collector on the gravity thickener. Mr. Kirchner explained that the additional work should be done before they are finished so that there will not be additional cost later. Mr. Nowicki agreed that the work should be done before the project is finished, but inquired about the ordinance and that the alternatives cannot be awarded out of order. Mr. Kirchner explained that it is a change order not an addition to the contract. Mr. Kirchner informed council that the contractor had located an old wooden water main. Mayor Scheffler recommend contacting the historical society to see if they were interest in the object. Mr. Norcross inquired about Legion Field and when it would be completed. Mr. Gural replied that the project should be finished within a month.

ORDINANCE ON FIRST READING.

A. **Ordinance 2014-16**, An Ordinance Amending Chapter 237, Article VI Of The Code Repealing Chapter 60 Of The Code, Amending Section 503© Of The Land Development Code And Repealing Section (V) (h) (1) (a) Of Ordinance 2012-3. (sidewalks). Mayor Scheffler explained that President Riener and Mr. Nowicki have worked on the ordinance and inquired if council would like to hold the discussion till the next meeting, so that President Riener can be present.

RESOLUTIONS. . Consent Agenda- Resolution 2014-191 to Resolution 2014-193 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. 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: Ms. Dobbs, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.
NAYES: None.

A. **Resolution 2014-191**, Resolution Establishing A Curfew For Persons Under Eighteen (18) Years Of Age Who Are Not Accompanied by A Parent Or Legal Guardian.

B. **Resolution 2014-192**, Resolution Of The Borough Of Palmyra Authorizing The Sale Of Property No Longer Needed For Public Use On An Online Auction Website. (Ford Crown Vic).

C. **Resolution 2014-193**, Resolution Authorizing The Payment Of Bills In The Amount Of \$11,000.19.

Mayor Scheffler thanked everyone involved with the Open House at the Fire House. The new truck was introduced and the public had a chance to see the truck, plus all of the equipment.

DISCUSSION ITEMS.

A. ACA Employer Mandate-Mr. Gural explained that he had attend a webinar on the

affordable care act and that the Borough is listed as having 48 employees which includes full time and part time. The goal is to stay under 50 so that the Borough does not move a classification. The act states that if an employee works more than 30 hours in a week they are entitled to health benefits. The issue will be addressed at budget time.

B. Brine Solution-Mr. Gural reported that the new tank has been installed on a truck that was donated to the Borough from the Burlington County Bridge Commission. Mr. Gural discussed that he is attempting to continue a shared service agreement with Cinnaminson that previously was verbal and have it written into a resolution /agreement for the Brine Solution.

C. 2015 Ford F550-Sewer Capital-state contract. Mr. Gural explained that this would be purchased under state contract. The large dump truck was award to Ransome and the small truck will be purchased with state contract.

D. Route 73 south Redevelopment-Mayor Scheffler sent a letter to the Burlington County Bridge Commission requesting assistance for property appraisals for Route 73 South Redevelopment Area. The Bridge Commission had several years ago performed appraisals of the properties on Route 73. Mayor Scheffler explained that she and Mr. Gural had met with a redeveloper on Friday looking at Route 73. General information was exchanged and more information should be coming for the next meeting. Mr. Gural informed council that he authorized Dave Gerken of CPG & H to update funding matrix that developers would be interested in.

E. 2015 Per Diem rates/travel policy. Mr. Gural discussed that he had attend a webinar on the subject and that there is no written policy for the Borough concerning travel expenses except for mileage. There will be a written policy for council to consider at the next meeting.

F. Elected Officials Seminar.-The seminars are in Atlantic City in November or Eastampton in March. The JIF gives a \$250.00 credit for every elected official that attends.

G. Leaf Collection Schedule. Mr. Gural explained that leaf season is a stressful time for the residents as well as the employees. Leaf collection will start on October 27 through December 19th. The contract with the hauler for the leaves is secure, so there will be no issue with getting rid of the leaves. Mr. Norcross discussed that residents cannot mix their brush with the leaves and that Monday-10/13 is the last brush pick up till next year. Ms. Arnold inquired as to how far in advance the residents can put out their leaves. Mr. Gural replied that they can place leaves out on the Saturday before pick-up. Mr. Gural explained that residents will not be penalized for having leaves out to early. Ms. Arnold suggests that the leaf collection notices should be clarified on the issue.

H. NJ Transit/Bombardier Traffic Counts-Chief Pearlman requested a resolution to require NJ Transit to redo all the light timings along the railline. It is a federal regulation that light times are checked every three years. Chief Pearlman explained that he also is requesting that the county repaint the crossings on Broad Street. The pedestrian light at Charles and Cinnaminson is working and the county is working on cutting back some of the trees for a better view of the flashing light. The four way stop sign at Cinnaminson and Temple will be installed in about 60 days along with the new signage.

I. St. Paul UAME Bl. 119-Lot 4.01-Ms. Dobbs stepped down from the dais. Mr. Gural explained that Mrs. Austin had come to see him about a lot that the church had purchased in June and would like it removed from the tax rolls. Mrs. Austin informed council that Saint Paul's Church had purchased 218 Market Street back in June and would like to have council waive the taxes since they are a non-profit. Mr. Rosenberg recommend that council do a resolution waiving the taxes for the church. Resolution 2014-194, Resolution Waiving The Taxes For 218 Market Street, Block 119, Lot 4.01. Mr. Norcross made a motion to approve the resolution, Mr. Nowicki second the motion. At the call of the roll, the vote was:

AYES: Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.

NAYES: None.

Ms. Dobbs returned to the dais.

J. Sewer Connection Fees and revised service fees. Mr. Gural explained that the auditor every year calculates what the connection fees should be and that the ordinance has to be amended. Mr. Gural explained that the seniors are applying for the discount on the sewer. The commercial

billing will be mailed out in the next two weeks. Mayor Scheffler discussed that when looking at doing water usage the Borough found several properties that have not been billed for sewer. The tax collector sent out a letter to those properties and also billing for the 2014 year. Council is discussing whether to back charge the properties for previous sewer charges. There would be no interest charge on the back billing. Ms. Arnold discussed the wording and that it should be clarified if it is six years back from first date due. Mr. Rosenberg will clarify the language.

K. Best Practices Checklist. Mr. Gural will review the checklist with council at the next council meeting. The checklist is from the state and pertains to the amount of state aid that a town can receive. Last year Palmyra had the highest score in Burlington County.

L. Municipal Alliance update. Mr. Gural informed council that he had met with Mrs. Birch and that she would like to be the coordinator of Municipal Alliance. The application is due next month and a proposed budget has to be included. Council will confirm the funds in next budget cycle.

M. Epworth Methodist request re: Code Blue Sheltering-Chief Pearlman reported that he had met with the Pastor of the church and at the current time the church does not feel that it would have enough volunteers to run the program.

N. Employee Picnic-The employee picnic will be held in the afternoon of October 31st. Mayor Scheffler announce that the Halloween Committee is selling sweatshirts to raise money.

O. Columbus Day-Oct. 13th –Mayor Scheffler discussed that the employees would like to work on October 13th and exchange the day off to December 26 which is a Friday. Resolution 2014-195, Resolution Authorizing The Day After Christmas As A Holiday For Borough Employees. Mr. Norcross made a motion to approve the resolution, Mr. Nowicki second the motion. At the call of the roll, the vote was:

AYES: Ms. Dobbs, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.

NAYES: None.

Mr. Norcross discussed that the meeting on November 3 is the night before election and that the meeting should be cancelled. Council discussed the options of the meeting and the consensus was to start the meeting at 6pm instead of 7pm.

ADMINISTRATOR REPORT. Mr. Gural reported on the grants. The Borough didn't receive the grant for the K-9 officer and the Delaware Valley Regional Transportation grant. The Bridge Commission has agreed to pay for the grant application for West Broad to Public Road. The Borough is not going to issue any violations for using the old buckets. The County is still picking up the recycles in the old buckets for now. The residents can drop off the old buckets and old trashcans at public works on Saturdays. Mr. Gural informed council that the tax collector has started full time and that Ms. Jackson is full time in the construction office. Mr. Gural discussed that the some of the computers were infected with a virus and that some employees lost past information. An insurance claim has been filed with the JIF and the spam security was increased. Mr. Gural sent a letter to Tony's Barbershop that Mr. Kirchner will follow up with the barbershop to see if any needed repairs are required. Ms. Arnold and Ms. Kane are working with the school to get a mural painted on the side of the building. The ordinances on second reading for the next meeting are the salary for the full time tax collector, capital bond ordinance and the sewer connection fee ordinance. Mr. Austin will be installing the benches that were donated by A. Jay Berkley in honor of his parents. The bid for the new doors is due Thursday the 9th. Mayor Scheffler will be sending a letter out to residents explaining the taxes and the percentage of where the taxes actually cover, such as the school or county. The major increase this year was with the school taxes.

PUBLIC COMMENTS. Mr. Norcross made a motion to open the meeting to the public, Mr. Bostock second the motion. All members present voted in favor of the motion.

Mr. Hanna-West Henry addressed council about his neighbor's tree at 306 West Henry. Mr. Hanna explained that the tree is actually leaning towards the house and that his neighbor Mr. Spalding is afraid that the tree will fall into his home. There was a tree across the street that fell in the last bad wind storm. Mr. Hanna presented pictures that showed that the tree has a curve and is leaning. Mr. Hanna explained that he had filed a complaint with Mrs. Nagle and that she said someone would look at the tree. Mr. Hanna stated that he never heard back from the Borough. Mr. Hanna spoke with Mrs. Nagle again today, who told him that she had forwarded it to shade tree and that she did not know what was going on. The curb is destroyed from the tree and Mr. Spalding has already repair the sidewalk from the tree roots. Mayor Scheffler recommend that the Borough take the tree down if it is leaning and that Mr. Gural will follow up with the procedure of tree problems. Mayor Scheffler discussed that Mr. Spalding would like to donate a train set to the Borough for Christmas time when Santa arrives at the community center.

Mrs. Barron-Harbour Drive-inquired if the signs that were discussed are available for the Harbour. Mayor Scheffler replied that signs were given to the Harbour and it is their decision to when they have them installed. Mrs. Barron also inquired if there is any way to improve Public Road. It is like driving over a gravel road. Mr. Gural explained that Public Road is a County Road and that the County is responsible for the improvements.

Ms. Veitenheimer-Rowland Street-discussed that she was disappointed to see the tax office closed for evening hours. Ms. Veitenheimer explained that she is not comfortable leaving her check in the drop box and that she wants a stamped receipt that it was received. Mayor Scheffler explained that when the tax collector, Ms. Johns was working part time, she was here on Monday nights, but now she works full time during the day.

Mrs. Barron inquired as to what happens if the Borough Clerk is not available. Mayor Scheffler explained that there is a deputy clerk.

Mrs. Deluca-New Jersey Avenue discussed that if trees need to be planted that the Borough should contact the school about the children planting the trees. Mr. Nowicki explained that the Shade Tree and Public Works does tree planting at the Charles Street School every year and the students are involved as part of Arbor Day. Mayor Scheffler discussed that free seedlings were available to residents. Mr. Nowicki explained that over 1,000 seedlings were available for residents to obtain from the shade tree advisory board and that there were several left. Mr. Nowicki will find out what happen to the ones that were left. Mrs. Deluca explained that her home backs up to Gemini Linen and that in one of the storms their roof blew off and the contractors are working on the roof now. Mrs. Deluca found several pieces of aluminum with nails sticking out in her backyard from the roofing contractors. They have also removed some of the site and sound barrier that keeps the noise from the neighborhood. The workers and the trucks created noise till about 10:30 at night. Chief Pearlman explained that since it is an operating business there is no way to file a noise complaint. Mrs. Deluca requested that the Borough do something since it is affecting her quality of life. Mr. Gural will investigate to see if they have a resolution on file from the Land Use Board regulating the site. Mr. Norcross discussed that the wall goes all the way back to the foundry at the property.

Mr. Weber-Cinnaminson Avenue-inquired about the sign update from Mr. Kirchner and that he understood the engineer to say that his pricing was based on the Camden County engineers estimate for signs. Mr. Gural explained that there was a mandate from the state about updating

all the signs in a town to the new regulations. Mr. Kirchner did a price schedule of signs and arrived with the cost about \$60,000. The actual bid came in around \$30,000 and lower than most of the other bids. A change order can only be approved for 20% of the original contract, so the new signs that are needed have to go out to public bid due to the amount. Mr. Weber discussed that ERI is going to charge additional money for engineering and that they should have their data from the last bid. Mr. Gural explained that ERI is charging for the bidding services (preparing documents, advertising, etc.) and monitoring the installation of the new signs and general coordination of the project.

Mr. McElwee-Columbia- inquired about signs for slowing down for children where can they be located since the ordinance doesn't allow them between the curb and sidewalk. Chief Pearlman explained that they can go on the front lawns of homeowners who want them and that he will check with the zoning officer, Mrs. Kilmer to see since they are Borough signs that they can be placed between the sidewalk and the curb. Mr. McElwee informed council that Mr. Nowicki helped the War Memorial get the Navy stone that they were unable to find. Mr. McElwee took the piece of the flagpole to Mozer and they are going to make a design of remembrance and install it back on the base at the corner of Cinnaminson Avenue and Broad Street. A plaque has been ordered for Mr. Schlindwein who was left off the original memorial at the War Memorial. Mr. Norcross informed council that he is looking into obtaining medals for the veterans.

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

CLOSED SESSION. Resolution No. 2014-196, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (Litigation and personnel) Mr. Nowicki made a motion to approve the resolution, Ms. Dobbs second the motion. At the call of the roll, the vote was:

AYES: Ms. Dobbs, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.

NAYES: None.

Council went into executive session at 8:48pm.

Council returned to public session at 9:27pm.

Adjournment. Mr. Norcross made a motion to adjourn at 9:28pm, Mr. Nowicki second the motion. All members present voted in favor of the motion.