

**BOROUGH OF PALMYRA  
MINUTES-October 7, 2013**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**MOMEMT OF SILENCE.**

**ROLL CALL:**

**Present:** Mayor Scheffler, Ms. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait,  
Mr. Norcross.  
**Absent:** President Dorworth.

**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 7, 2013.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 7, 2013.
- C. Notice to All Council Members.

**APPROVAL OF MINUTES.** Mrs. Riener made a motion to approve the minutes from September 16, 2013, Mr. Bostock second the motion. All members present voted in favor of the motion.

**COORESpondENCE.**

**A. Proclamation-National Down Syndrome Month.** Mayor Scheffler explained that in October 2011-Palmyra had declared the month of October National Down Syndrome Month in honor of Jessica Elstone who is a resident of Palmyra. Mayor Scheffler discussed that Jessica Elstone is an Ambassador to the World on behalf of all residents of Palmyra who face similar challenges in life.

**B. Red Ribbon Week.** Mayor Scheffler announced that October 23-October 31, 2013 is proclaim to be Red Ribbon Week in the Borough of Palmyra, the goal of red ribbon week is to involve families, schools businesses, churches, law enforcement agencies and service organizations

in all aspects of supporting awareness, education and on-going initiatives to prevent illegal drug use.

C. Thank you from Diane Brattelli. Mayor Scheffler and Borough Council received a note of thank you for flowers due to a death in the family.

D. Letter of Resignation-Linda Lewis, CFO. Mayor Scheffler read a letter of resignation into the record. Dear John: Please accept this letter as my notice of resignation effective on or before October 31, 2013. I have accepted a Chief Financial Officer position in another municipality. I have enjoyed working with the Mayor and Council, employees, professional staff and residents of Palmyra. I will assist in the transition, if needed and as permitted. Thank-you. Sincerely, Linda Lewis. Mayor Scheffler thanked Mrs. Lewis for bringing the Edmunds program for finance and tax office to the Borough which improved efficiency in all departments, Mrs. Lewis also guided the Borough through the automation of Timetrak, which allows the employees to clock in and out with hand recognition. The budget process was streamline during Mrs. Lewis term as Chief Financial Officer. Mr. Bostock made a motion to accept the letter of resignation, Ms. Dobbs second the motion. All members present voted in favor of the motion.

### PROFESSIONAL UPDATES.

Environmental Resolutions-Mr. Gural reported on DEP EIT Improvements and the blower motor for sewer Plant. The resolution for award of these projects will be on the agenda for October 21, 2013.

NEW BUSINESS. Consent Agenda- Items A-D 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. Mrs. Riener made a motion to approve the consent agenda, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: Ms. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait, Mr. Norcross.

NAYES: None.

A. Resolution 2013-216, Resolution Appointing Mindie Weiner Full Time As Lead Tax Clerk Till December 31, 2013 At The Annual Salary Of \$28,400 Effective September 30, 2013.

B. Resolution 2013-217, Resolution Appointing Rita Jackson Part Time As Tax Clerk Till December 31, 2013 At The Rate Of \$14.50 An Hour Not To Exceed 29 Hours A Week.

C. Resolution 2013-218, Resolution Authorizing Final Payment To Ronald Janney Electrical Contractor Inc.-Independence Fire Company #1 Generator Installation Project.

D. Resolution 2013-219, Resolution Authorizing The Cancellation Of Total Disabled Veteran For Carlton And Hannah Lindsay Located At Block 134, Lot 12.3 Tax Year 2013 And Thereafter And Refunding Taxes Paid.

Mayor Scheffler announced that the Independence Fire Company #1 on Broad Street was holding their open house this evening.

### DISCUSSION ITEMS.

A. Best Practice Worksheet CY 2013/SFY2014. Mr. Gural read each question into the record and gave an explanation on several of questions. The entire worksheet is attached as part of the minutes. The Borough will receive 100% state aid for the percentage of answers on the Best Practice Worksheet.

B. Curfew for Rocky Horror Picture Show October 26, Halloween Parade, October 30 and

Halloween, October 31, 2013. Mrs. Ragomo Tait explained that the Halloween Committee and Public Events Committee is requesting that the curfew for the Rocky Horror Picture Show and also for October 30 and 31<sup>st</sup>, be changed to 10pm so that young children are not on the street during the show and also to keep the children off the street for Mischief Night and Halloween after 10pm. Mayor Scheffler thanked Mrs. Ragomo Tait and the Halloween Parade Committee for all of their hard work.

C. DEP Administrative Order. Held for closed session.

D. Route 73 Redevelopment, DEP & ERM Letter and Jersey Recycling. Mr. Rosenberg requested that this be held for closed session.

E. Community Center Organization Contract. Mr. Rosenberg has a draft contract available for council to review for closed session.

F. Rental Properties-back taxes. Held for closed session.

G. Ordinance Prohibiting Non-Resident Students From Attending Palmyra Schools. Mr. Gural explained that this was forward to the Borough Council by Superintendent McBride of the Palmyra Schools. Mr. Rosenberg recommends this be held for closed session.

H. Ordinance 2009-12-trailers. Mrs. Riener reported that there was discussion on forming a committee to review the Land Use Ordinance and any amendments that are needed. Mrs. Riener discussed Mrs. Kilmer, zoning officer is going to review the ordinance and make recommendations to her. Mrs. Riener will forward the recommendations to Roberta Locke, Chairwoman of the Land Use Board and also to Vice-Chairman Beck of the Land Use Board for their review before being presented to council and the land use board.

I. Borough/Church gravel road-cemetery. Mr. Gural presented Borough Council with a letter from Epworth Methodist Church concerning the cemetery road behind Borough Hall. Mr. Gural explained that the Borough would have to have an agreement with the Church and adjacent property owner to pave the roadway. Mr. Rosenberg recommends that since the discussion would be contractual, it should be held for executive session.

J. Storm Drain Outfall Ditch-Firth Lane. Mr. Gural discussed that the Borough had sent a letter to Freeholder Donnelly about the drain outfall ditch and requested assistance from the county. The County had promised to help previously, but there was an issue with beavers in the area that had to be taken care of first by the Borough. The proper permits for the beaver removal were obtained and the beavers have been removed. There is a meeting schedule on Thursday with the county departments and the Borough to discuss the cleaning of the ditch and removal of debris.

K. Maintenance Bonds-release. Mr. Rosenberg requested that this be held for closed session.

L. New business welcome and information packet. Mayor Scheffler discussed that she would like to form a committee to help put together an information packet for new businesses. The packet would contain information about the borough, where to find information on borough procedures and doing business in the borough, as well as give information on permits that they may need. Mr. Bostock would like to be a part of the committee. Mrs. Riener recommends that a member of the Land Use Board should also be included. Mayor Scheffler would like to have the packet available by January.

E. Public Events-Mrs. Ragomo Tait announced that there will be a scavenger hunt on October 18 and that the list will be available after 3pm that day on line and also at the MUSE on Broad Street.

F. Trash Carts-Mr. Gural informed council that the trash carts are being swapped out for residents especially in the Riverfront that requested a smaller cart. The carts are also available for sale at Borough Hall for the residents that want an additional cart.

**PUBLIC COMMENTS.** Ms. Dobbs 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. Smith-Van Sant Drive-discussed that he is not in favor of amending the ordinance for trailers, he does not want to see someone else trailer or rv from his home. Mrs. Riener explained that the council is looking to amend the length of the trailers not the location of the trailers. The residents would still have to park the trailer out of view and not be in the site line. Mr. Smith replied that trailers of any kind make the town look trashing and that the owners can rent storage spaces like boat owners have to. The boat owners are not allowed to park in their yards or driveways and they are smaller than trailers. Mr. Smith inquired about the price of a business registration and that he had heard it was \$220.00. Mr. Gural replied that the cost of a business license registration is \$20.00 for the year, there is an additional fee if the business is buying and selling gold or precious metals. Mr. Smith inquired if the Route 73 redevelopment was still going on. Mayor Scheffler explained that the Borough is always working on the redevelopment.

Ms. Veitenheimer-Rowland inquired about the driveway ordinance and if it was ever adopted? Mrs. Riener replied the driveway ordinance was adopted and that and that there is a provision in there about curb cuts are needed. Mrs. Riener explained that there are also provisions for some yards to be grandfathered. Mayor Scheffler explained that the major change to the ordinance was to make sure that a driveway had a curb cut.

Mr. McElwee-Columbia Avenue thank Borough Council and Mrs. Ragomo Tait for the work on the benches at the War Memorial Pak. Schwering' Hardware is donating paint for the benches as well. The Yellow Ribbon Club used to give out stepping stones with the branch of the service on them. The Yellow Ribbon Club donated two of the stones to the War Memorial and they are in front of each bench. Mr. McElwee explained that he is looking for two more stepping stones so that all branches of the military are represented. Mr. McElwee inquired if the new recycling carts that are ordered through the single stream recycling program will be delivered through the Borough or will the residents have to pick them up. Mayor Scheffler explained that the county will drop them off in the Borough and that the Borough can arrange to have them delivered to the residents that ordered them. Mr. McElwee inquired about the ordinance for non-resident students. Mayor Scheffler explained that Superintendent McBride reached out to the Borough for assistance in students attending the school who did not live in the Borough. Mr. Norcross explained that other districts have been implenting the same policy and that the school has attempted to track down students attending who do not live in the district.

Mrs. Nowicki-Morgan Avenue inquired about Sustainable New Jersey that was passed last year and that she had OPRA request information and was not given a list of the green team members. Mayor Scheffler explained that she was a member of the green community's team a few years ago and that there was not enough participation at that time. Mr. Gural explained that Mindie Wiener was appointed to Sustainable New Jersey Coordinator as a volunteer last year and that there has not been an official committee established.

Mr. Schwering-Broad Street inquired as to how the Borough was notifying landlords about the rental registration requirements? Mayor Scheffler replied that two letters have been sent out to the entire town and it discussed the rental registration as well as other Borough news. The Borough is also using the tax records to notify landlords. Mayor Scheffler explained that Mrs. Nagle mailed out business registration forms to all of the list businesses through the yellow pages and websites.

Mrs. O'Connor-Moorestown discussed that she had sent an email to the Mayor on September 23 and did not receive a response. Mayor Scheffler explained that she always responds to her borough emails. Mrs. O'Connor requested an explanation of the first paragraph of the letter that was sent out by Mayor Scheffler about information being intentionally distributed by out of town landlords and that the wrong information is being given out. Mayor Scheffler replied that many people and tenants have called about information that they have been given and that it is wrong information. Mrs. O'Connor discussed that as a landlord she pays a lot of taxes and feels that the letter

disrespected the out of town landlords. Mrs. Riener explained that Borough Council has not been allowed to speak on the rental issue due to the lawsuits that were filed and that it is frustrating to hear the comments about the rental ordinance and not be able to answer. Mrs. Riener explained that the rental ordinance has been discussed on and off for over a decade and that it has been adopted with many amendments after listening to the landlords. Mr. Rosenberg explained that council has remained mute during the court process and that their positions will be heard in court. Mr. Rosenberg discussed that there is only so much misinformation that a human can take without responding. Mr. Rosenberg explained that his statement is that no one on Borough Council or the Mayor stand to gain personally from the adoption of the ordinance, the only gain is that the community that they were elected to represent will be a nicer and cleaner place to live. The cost to register a rental property with the Borough is only \$79.00 which is a lot less than other communities. The Borough Council is charged with representing all of the residents of Palmyra and that the tenants of the rentals are residents of Palmyra and deserve a decent place to live. Mr. Rosenberg discussed that if any landlord really does not like owning residential property in Palmyra perhaps they should consider selling their houses.

Mr. Kay-West 2<sup>nd</sup> Street-inquired if the preliminary list for inspections was available. Mr. Gural responded that the inspectors will follow the BOCCA code. Mr. Kay inquired if all properties in the borough have to follow the codes as well as the rentals. Mayor Scheffler explained that the codes pertain to all homes in the Borough and that it is the same standard for everyone.

Mr. Brooks-Delran-inquired about the water usage rates and the sewer bill. Mayor Scheffler explained that the sewer bill for the fall and winter months will be based on water usage as well as a standard charge. The water usage billing will not be used for the summer months so as not to affect residents who fill their pools, water lawns, etc. Mr. Brooks discussed that he has a small powder room at the business for employees and is charged a large sum for the sewer. Mrs. Riener explained that the water usage billing will help similar locations to save money on their sewer billing. Mayor Scheffler discussed that it is a length process to change the billing system and that the Borough has to obtain the water usage from New Jersey American Water.

Ms. Veitenheimer-Rowland inquired if the new sewer billing would take effect in April. Mayor Scheffler replied that the April billing is the targeted date.

Mrs. Fallows-Moorestown inquired as to how the landlords are being notified of the registration requirements and that she did not receive a letter from the Mayor. Mayor Scheffler explained that the letters went to the residents of Palmyra directly. Mrs. Fallows discussed that as a homeowner in the Borough she would like to have a copy of the letter that was sent. Mr. Gural replied that he will place the letter on the website for people to read. Mrs. Fallows inquired about the ordinance for the BID. Mayor Scheffler replied that it is the basically the same ordinance that was introduced last year to dissolve the BID and return any remaining funds to the businesses.

Mr. Schwering-Broad Street thank the Mayor for bringing the welcome packet back to life for the business and that he would like to see the businesses have an input on the packet.

Mrs. Rix-Harbour Drive inquired if the new sewer rates would impact the residents of the Harbour and how the billing would be completed for the buildings. Mayor Scheffler explained that the Borough will work with the Harbour Board to help with the new billing.

Mr. Brooks-Delran inquired as to how people who are not on the computer can obtain a copy of the Mayors letters and the necessary forms for the rental properties. The information should be mailed out with the tax bills. Mayor Scheffler replied that there is always a long list of flyers that wish to be sent out with the tax bill and that they were mailed out in late summer. The library has public computers and also anyone can pick up a copy at Borough Hall during the day.

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

**CLOSED SESSION. Resolution No. 2013-220, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (litigation, contracts) Mr. Norcross made a motion to approve the resolution, Ms. Dobbs second the motion. At the call of the roll, the vote was:**

**AYES: Ms. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait, Mr. Norcross**

**NAYES: None. Council went into executive session at 8:28 pm.**

**Council returned to public session at 9:05pm.**

**Resolution 2013-221, Resolution Approving Administrative Consent Order Between The New Jersey Department Of Environmental Protection And The Borough Of Palmyra Relating To The Wastewater Treatment Plant. Mr. Norcross made a motion to approve the resolution, Ms. Dobbs second the motion. At the call of the roll, the vote was:**

**AYES: Ms. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait, Mr. Norcross.**

**NAYES: None.**

**Adjournment. Ms. Dobbs made a motion to adjourn at 9:10 pm, Mr. Bostock second the motion. All members present voted in favor of the motion.**