

**BOROUGH OF PALMYRA
MINUTES-February 18, 2014**

CALL TO ORDER.

ROLL CALL:

Present: Mayor Scheffler, President Riener, Mr. Nowicki, Mr. Bostock, Ms. Arnold,
Mr. Norcross, Emily Kane (student rep.)
Absent: Ms. 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 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 January 27, 2014, President Riener second the motion. At the call of the roll, the vote was:

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

NAYES: None.

ABSTAIN: Mr. Bostock

CORRESPONDENCE.

A. Read Across America--March 3, 2014. Mayor Scheffler reported that the Charles Street School is looking for volunteers to read to the children and that the goal of Read Across America is to have every child read at least one book that day. Mr. Norcross explained that Burlington County has recognized Charles Street School for their efforts with Read Across America and that there will be an author attending that will present a book with Charles Street School in it.

B. Thank you note-Public works-Janine Long. Mayor Scheffler acknowledge a thank you card that was given to the Borough thanking the public works department for taking extra time and service with the leaf pick up.

C. 2013 Safety Incentive Program Awards. Mayor Scheffler read a letter from the

Burlington JIF reporting that the Borough has earned \$1,625.00 towards their safety incentive program. The program is intended to foster a safety attitude among the Burlco JIF members, change behaviors to create a safer work environment, as well as promote continuing efforts in safety.

D. DEP-Authorization of Award-NJEIFP. This letter confirms that the DEP is in favor of the Borough awarding the contract to Eagle Construction for the Sludge Thickening and Odor Control Improvements Project.

E. I've Got The Scoop-request for Community Center. Lori Genstein requested a waiver to allow dogs into the community center for a pet symposium on April 5, 2014. She would like to have educational instructors come to the event and present various educational classes for pet owners. The symposium will serve as a fundraiser on behalf of Nonprofit 501(c) 3 No-Kill animal charities. Ms. Genstein would also like to hold a raffle and give out door prizes. Mrs. Sheipe explained that a raffle would require a license and that it has to be approved by the Borough Council and the State of New Jersey before taking place. Mayor Scheffler discussed posting an extra \$100.00 deposit to cover the cost of the animals with clean up. President Riener inquired as to where in the center the animals would be located. Ms. Genstein replied that all of the animals would be located in the meeting rooms and that none would be in the halls or gym. Mr. Rosenberg explained that council should approve a resolution authorizing a one day exemption for the animals to be in the center. Ms. Arnold inquired if there would be refreshments served. Ms. Genstein explained that she has someone donating the refreshments. Ms. Genstein will contact the borough to make sure that she has all of the necessary permits for the event. Resolution 2014-72, Resolution Authorizing A One Day Waiver To Allow Dogs Into The Community Center On April 5, 2014 From 11am To 6pm. President Riener made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

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

NAYES: None.

F. 2013 Annual Report-Police Department-Mayor Scheffler thanked Chief Pearlman for an outstanding report. The report compares the department's activities in year, 2011, 2012 and 2013. Calls for service have increase from 11,696 in 2011 to 20,318 in 2013. Chief Pearlman thanked the Mayor and Council for supporting the department. Mr. Norcross discussed that the Chief did an outstanding job on the report and that the number of criminal cases have increased each year from 2011-908 to 2013-1165. The full report is on the borough's website under the police department.

G. Municipal Alliance Program-Christine Birch & Joseph Martin, Principal. Ms. Birch handed out packets to Borough Council. Ms. Birch discussed with council the need to bring back the Municipal Alliance program to the schools and community. The grant money will be used for outreach programs for alcohol and drugs in the schools. Ms. Birch discussed that there is a large problem in Palmyra with young students and alcohol. The parents are providing alcohol at home for their own children and do not realize that they are setting them up for drinking problems. Ms. Birch introduced a student from the high school that would like to address the Mayor and Council on his substance abuse problems. Paul explained that he had started drinking in 6th grade with the Palmyra soccer team and for the next 7 years of his life he went from alcohol to weed to heroin all before the age of 16. Paul discussed that the schools in Palmyra are getting worse with the availability of alcohol in the homes and also students moving from weed to heroin. He wished that someone had given him information when he was younger about where to go for help with his addictions. He has seen a lot of deaths due to substance abuse and that friends are holding parties with their parents acknowledge that illegal activity is occurring. Paul thanked Ms. Birch and Mr. Norcross as well as supporting staff at the high school for helping him to achieve his goals of graduating this year. He would like to see the municipal alliance program be started again, so that

students have the resources they need. President Riener applauds him for his courage to speak out about his substance abuse and also that it is a great tribute to the adults around him. Mr. Norcross discussed that Paul has turned his life around and is playing soccer again. Mayor Scheffler thanked him for having the courage to speak out about his substance abuse and that it is wonderful to hear it straight from someone who has been through it. Mayor Scheffler explained that the main issue with the grant is the amount of paperwork and the coordination that it requires between the school and the Borough. Ms. Birch explained that she is looking to obtain some training from the county and that the grant would be for the school year of 2015-2016. Mr. Norcross discussed that Riverton used to be involved with the Palmyra Municipal Alliance. President Riener recommended that they also contact Beverly City. Resolution 2014-73, Resolution Of Support For The Municipal Alliance Grant For 2015-2016 Grant Year. Mr. Nowicki made a motion to approve the resolution, President Riener second the motion. At the call of the roll, the vote was:

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

NAYES: None.

ABSTAIN: Mr. Norcross.

Principal Martin thanked Borough Council for taking the time to listen to the presentation and that Ms. Birch is doing an excellent job with the students. Principal Martin expressed his gratitude to Paul for his willingness to open up about his problems.

H. River Route Advisory Committee-Mayor Scheffler appointed Anthony Fratto as one of the representatives to the committee from Palmyra.

I. Green Coordinator- Mayor Scheffler appointed Mark Allen as the Green Team Coordinator for the Borough.

PROFESSIONAL UPDATES:

Environmental Resolutions-William Kirchner discussed the generator grant for the community center. He and John Gural and Tracy Kilmer had attended a meeting with the county about the grant and were told that they are in the running for the grant for to be approved. The grant process will take about 18 months before official award. The soft cost connected to the grant will also be included in the grant. Mr. Norcross inquired about the placement of the generator. Mr. Kirchner discussed that they had looked at the various locations, but placing the generator on the ground will best suit the needs for any maintenance. Mr. Kirchner informed council that he had attend a meeting with representatives from the various sports teams that use Legion Field, he will have a proposal for improvements under the parks grant from the county for the next meeting. Mr. Kirchner updated council on the driveway between the Borough and the Epworth Church. Mr. Rosenberg is requesting that a meets and bounds description be completed. President Riener discussed that she remembers one being authorize previously. Mr. Gural replied that Land Engineering had completed a casual plan for design purposes, but that a legal description was never completed, showing where the church property actually ended and the neighbors or Boroughs property started. Ms. Arnold inquired if the amount of \$3500. was just for engineering. Mr. Kirchner explained the engineer costs will cover the location of the roadway, draft deed measurements, and location of monuments. Ms. Arnold inquired if it covers encroachment. Mr. Kirchner explained that the police roadway goes to Cinnaminson Avenue, but that the church owns most of it. There will be an easement created and filed at the county to protect the Borough. The roadway is part of the Charles Street project that has been approved already. Mr. Rosenberg explained that the documents after the church and Borough signs them will be permanent records on file at the county.

NEW BUSINESS. Consent Agenda- Items A-I 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. Resolution 2014-63 should read 3 million instead of \$300,000.

Mr. Kirchner discussed the award for Eagle Construction for the sludge thickening and odor project. Mr. Gural explained that there is a base bid and alternates. The Local Public Contract Law requires that the alternatives be listed in order of priority and that they can only be awarded in order. Mr. Kirchner explained that there were six (6) bidders and that he is recommending the lowest bidder Eagle Construction be awarded the contract. President Riener discussed that the Korman Pump Station is listed every month on the department's report and that it is costing money to keep repairing it. Mr. Kirchner explained that the repairs for Korman are included in the base bid. The alternatives can be completed under the funding that has been approved and if there are any extra funds, the other alternates can be awarded with a change order. President Riener questioned the need for the automatic gates and hatches. Mr. Norcross explained that when no one is around at the plant it is still accessible for the residents to enter. There needs to be better security under the homeland security act for the plant. The gate installation will still allow the public to access the recycling bins, but they will not be able to get to the pw garage or the plant. Mr. Nowicki inquired if the gate will have a timing device. Mr. Kirchner explained that the vehicles will have a button that will let them open and close the gate, if they do not close it after a period of time it will close itself. Mr. Bostock explained that he took a tour of the site with Mr. Ryan, he inquired if the flooding issues is address in the contract. Mr. Kirchner replied that it is one of the main concerns that were address. Mr. Nowicki inquired about the hatches and that they will be helpful with the confined space. Mr. Kirchner explained that the hatches will give two means of egress and make it safer for the employees. President Riener discussed that this is an infrastructure project and that council had been accused of not doing anything about the odor last year, but that it takes awhile to get projects in place. Mayor Scheffler explained that the project would be paid out over 30 years.

A. **Resolution 2014-63**, Resolution Awarding A Contract To Eagle Construction Services Of Burlington NJ For The Sludge Thickening And Odor Control Improvement Project In The Amount Of \$3,289,860.00 Which Includes Their Base Bid In The Amount Of \$2,989,860.00 Plus Alternate Bids #1,#2,#3,#4 and #5 Totaling \$3,289,860.00 Subject To Review By The Solicitor And Certification Of Funds By The CFO. President Riener made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Riener, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.
NAYES: None.

B. **Resolution 2014-64** Resolution Calling On The Legislature To Make Permanent The 2% Cap On Interest Arbitration Awards.

C. **Resolution 2014-65**, Resolution Approving An Addendum To Master Interlocal Services Agreement Between The Borough Of Palmyra And The County Of Burlington For The Sharing Of NWS Computer Software And Hardware To Assist The Palmyra Police Department.

D. **Resolution 2014-66**, Resolution Authorizing The Payment Of CGP & H Invoice #27655 In The Amount of \$3,245.00 For Additional Rental Property Inspection Program Related Services Through December 31, 2013. Mr. Gural explained that more rental registrations were received than anticipated and that CGP & H conducted more inspections than was approved under their original contract. This is not a change order like in construction project; it approves payment for inspections till the end of 2013. Mr. Gural informed council that the funds would be coming from the money collected for the rental inspections. Mr. Rosenberg inquired if Mrs. Kilmer was

performing the inspections now. Mr. Gural replied that she is doing the inspections and that the project is out for bid for the 2014 year. Ms. Arnold discussed that the original contract to CGP & H was for \$5400.00 and what was total given to CGP & H as of this date. Mr. Gural replied that he doesn't have the figures in front of him, due to different rates being charged for reinspections. Mr. Norcross inquired if the amount comes out of the 2013 billing? Mr. Gural replied that yes it would come out of the general fund, where all of the rental registration money was placed. Mr. Gural explained that in the 2014 there will be a line item in revenue to show the amount of funds taken in for rental registrations and an expenditure line to show funds going out. President Riener made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:

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

NAYES: None.

E. Resolution 2014-67, Resolution Authorizing The Mayor To Execute An Agreement With The Palmyra Community Center Program Board Which Is Intended To Assist The Borough Of Palmyra In Developing, Promoting And Managing A Variety Of Programs At The Community Center.

F. Resolution 2014-68, Resolution Authorizing Transfers In The 2013 Budget.

G. Resolution 2014-69, Resolution Appointing Dave Austin As A Full Time Employee For The Public Works, Deputy Code Enforcement Officer and Shade Tree At The Rate Of \$18.50 Per Hour Effective January 1, 2014 Till December 31, 2014.

H. Resolution 2014-70, Resolution Awarding Engineering Services To Environmental Resolutions For Epworth Methodist Church Cemetery Property Easement In The Amount Of \$3,500.00

I. Resolution 2014-71, Resolution Authorizing The Payment Of Bills For January, 2014 In The Amount Of \$181,388.23 .

Mr. Nowicki made a motion to approve Resolution 2014-64, 65, 67, 68, 69, 70, and 71. Mr. Norcross second the motion. At the call of the roll, the vote was:

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

NAYES: None.

DISCUSSION ITEMS.

A. Snow and Ice Removal from sidewalks. Mr. Gural explained that this was listed for discussion due to some concerns about the properties at the Harbour not clearing their sidewalks. The ordinance states that the sidewalk has to be adjacent to a public roadway and the Borough does not own the streets in the Harbour. There is no enforcement from the Borough for property maintenance in the Harbour. The Homeowners Association governs the property. Mayor Scheffler explained that the owners only own from the walls in. Mr. Rosenberg explained that the homeowners association would be responsible to clear the sidewalks. Mr. Gural informed council that he had a meeting with Chris from the Harbour and that they do not plow unless there is 2

inches on the road or sidewalk. Ms. Arnold explained that this discussion came from some conversations with the owners of units in the Harbour. They were not aware that the roads and sidewalks would not be shoveled unless there were 2 inches. They are concerned about who is responsible to shovel the sidewalks at their buildings. President Riener discussed that the insurance would fall upon the homeowners association if something happen. Mr. Rosenberg informed council that they would have to modify their ordinance to include the Harbour properties or the homeowners association would have to amend their by-laws to make sure that snow removal is enforced. Mayor Scheffler discussed that the Borough has no authority since it is private property. Ms. Arnold inquired if the Borough can make it mandatory that the Harbour Association adopts an ordinance to required snow removal. Mayor Scheffler replied that she will have some dialogue with the some of the board members on the issue.

B. Community Center-Accordion Wall. Mr. Gural handed out quotes for removing the wall and placing an accordion wall in the community center between meeting rooms. Mr. Kirchner explained that the quote of \$25, 562.5 is high due to the number of union trades that would have to be involved. Mr. Kirchner explained that because it is a public job there are also the insurance requirements as well as the wage issue. Mayor Scheffler read the quote into the record: demolish of existing closes, patch walls and repair finish, modify existing electric, modify existing ceilings, modify existing carpets and install accordion wall. Ms. Arnold inquired if the seniors have seen the quote. Mr. Gural replied that he just gave Mr. Rader a copy this evening.

C. Sale of Borough property. Mr. Gural requested that this be held till executive session for negotiations purposes. There are triangles that belong to the Borough and have to be maintained by the Borough. Mr. Gural discussed that they consume a lot of the Borough's resources.

D. Palmyra Day-Mayor Scheffler explained that she had some discussions with Gina Tait and Anthony Fratto about the public events committee concerning Palmyra Day. The event is one of the largest that the Borough holds to promote the town and the businesses. The committee with Mr. Fratto and Mr. Tomarchio would like to pass the event on to the public event committee. Mayor Scheffler discussed that the Halloween Committee may want to do this event next year, but the timeframe will be too tight for it this year. Mr. Norcross inquired about moving the event till September. Mr. Fratto replied that in September they would compete with sporting events, and other local events annually scheduled for September. Mr. Fratto explained that the event is becoming financially independent. Chief Pearlman discussed that the police department with the fire department would still do a Safety Day/Open House in May. President Riener discussed waiting a year so that organizers could have the time to do the event. Mr. Norcross agreed that the event should be held till next year, this will give time also for the new officers to get acquaint with the event and the Borough. Ms. Arnold suggested that the Business Community committee be involved in the planning of the event. Ms. Arnold discussed that she has helped organize the Moorestown Day for years as well as the candlelight tour in Moorestown. The consensus of council was to hold off the event till next year.

ADMINSTRATOR REPORT.-Mr. Gural reported that Elsie Hoffman/crossing guard is requesting a leave of absence and that it must be approved by the Borough Council according to the handbook. President Riener made a motion to approve the leave of absence, Mr. Bostock second the motion. All members present voted in favor of the motion. Mr. Gural discussed the Affordable Care Act and how it affects the Borough will be discussed at the budget meeting, the Borough must maintain 50 or less employees to remain as a small business. President Obama has moved the deadline for businesses to comply till 2016. Mr. Gural reported on the water based usage sewer bills and that he has met with the Harbour representative and is attempting to work out an arrangement for the sewer billing. The individual units do not have meters; they are located on each building. Central Jersey was the lowest bidder for the MACCS program for the condo units and will be

taking over the trash removal for the Harbour and Willow Shores. Mr. Gural explained that the Borough needs to have in place a procedure to handle insurance claims for the deductibles or amounts that are not covered by the JIF insurance. If a person's vehicle is hit by a borough vehicle, the borough is not responsible to pay that persons deductible for their insurance. Title 59 gives the borough annuity from paying. There are small claims that have been rejected by the JIF due to the borough's deductible and does council wish to pay for those claims. There currently is no firm policy for the Borough to take any action. Mr. Rosenberg will review Title 59 and talk with Brian McMahon, the Risk Manager for the Borough.

COMMITTEE REPORT.

Public Safety/Public Event-Mr. Norcross thanked the Chief for an excellent job and that the monthly report shows that there were calls for service for January in the amount of 1817, motor vehicles accidents-18, adult arrests-50, criminal cases-84 and traffic summons issued-236. Mr. Norcross reported that the Open House at the community center was a good event and that Mr. Nowicki and Ms. Arnold attend. A meeting was held with the athletic group that was attended by Mr. Gural and Mr. Nowicki. Chief Pearlman informed council that the Police Youth Academy will be held on three Saturdays at the center for youths from Palmyra and Riverton. The application is available on line.

Student Activities. Ms. Kane reported that the blood drive is this Friday. The 7th and 8th graders are doing some annual testing that is required.

Board of Education. Ms. Arnold reported that she had attended the Board of Education meeting on February 12 and that there was discussion about the number of snow days and adjusting the schedule. The Board is looking for new members and accepting letters of intent. An author Daryl Cobb will visit Charles Street school on February 28th and has altered one of his books for that day: Do Pirates Go To Charles Street School, parents are able to order the book.

Construction/Land Use. President Riener reported the construction report has been given to all council members and is on file. The Land Use Board will meet tomorrow evening.

Shade Tree/Public Works. Mr. Nowicki reported that the shade tree committee had three requests in January and did 19 volunteer hours. Mr. Kaelin is working on the five year plan for the committee. Mr. Nowicki reported that public works has put in a lot of extra hours and extra work due to the snow storm and has done an excellent job, the report is on file.

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

Mr. Rader-Harbour Drive discussed that the seniors have a meeting tomorrow and he will present the information about the wall at the center. Mr. Rader inquired as to how a new business in town finds out what they need to do to open in the borough. Mayor Scheffler explained that the business committee is reviewing an information packet that can be handed out to anyone wanting to start a new business to attempt to streamline the process. Ms. Arnold replied that she is working with Mrs. Kilmer to gather what information a business would need and also would like to make the process business friendly.

Mr. Fratto-Broad Street discussed that landlords also need to be include in the loop with a welcoming packet, so they have all the information that is needed to succeed.

Ms. Veitenheimer-Roland Street express her thanks to public works for an outstanding job with the snow removal. Ms. Veitenheimer inquired if there was anything the Borough could do to encourage people to allow neighbors to park on one side of the street only for snow plowing and encourage neighbors to use each other's driveways. Chief Pearlman explained that there is already an

ordinance about parking certain times on opposite side of the streets, but it is difficult to enforce due to the variations in the snow storms, the timing of the plowing and the resources. Mayor Scheffler explained that neighbors may just want to work it out on their own without requirements from the Borough. Ms. Veitenheimer discussed the spending of the borough with the new firetruck, sewer plant work, new police cars and that council should review only what absolutely has to be completed to get by. Mayor Scheffler explained that there were many complaints about the roads being icy during the storm and that the borough has a need for a brine truck and that the projects are always prioritize. There is a wish list developed at budget time and any project can be added to the wish list under capital projects, but it may be approved or held for several years. The borough has to hold to the 2% cap limit requirements by the state. Ms. Veitenheimer explained that the exercise equipment at the community center was a lot of money and no one can use it, so that it was a waste of taxpayers' money. Mayor Scheffler replied that the center is used every day by various groups. President Riener explained that Mr. Rader's request for the removal of the wall at the center could be added to the wish list.

Mr. McElwee-Columbia Avenue informed council that the work at the War Memorial will cost an additional \$1500.00 and that it should be completed by Memorial Day. Mr. McElwee inquired about the trash company picking up the carts by hand instead of with the automation of the truck. Mr. Gural explained that due to the wires and tree limbs some areas of the Borough the larger truck will not fit. Mr. McElwee explained that he stopped the truck and was talking to the employees of the trash company; they told him that they do not know why they are not using the automatic trucks.

Mrs. Nowicki-Morgan Avenue would like to see the spending held on the budget. Mrs. Nowicki discussed that some people do not have computers and that she would like to see the borough do a newsletter that is mailed out to the residents quarterly. All of the information could be placed in the newsletter and that it will take money to print and mail it but it is a benefit to all. Mayor Scheffler replied that they can take a look at doing a newsletter, but that she was involved in the last one and it cost about \$25,000 a year to do one, plus it takes a lot of time to print and mail. The information on the website is up to date by the day and a newsletter would be outdated within a few weeks of mailing. Mrs. Nowicki explained that she has experience in sending out newsletters and would think that the process could be streamlined.

Mr. Boyell-Moorestown discussed that he appreciates the timely posting to the website but would like to see the date added to each post so that he knows what date the post is talking about. It is hard to tell if it is current post or a post from last week.

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

CLOSED SESSION. Resolution No. 2014-74, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (Personnel & litigation) President Riener made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

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

NAYES: None. Council went into executive session at 10:02 pm.

Council returned to public session at 10:45pm.

Mr. Allen-Temple discussed solar panel and energy with council. NJ is the second greenest state when it comes to solar energy and he would like to see Palmyra advance with green energy. There are grants available for all green projects in the state. Medford Township saved \$125,000 their first year using solar panels. The other side of Route 73 would make a good spot for a solar panel field.

The panels could be installed on the ground. There are many attractive leases in the marketplace that will require the company to maintain and monitor the panels. Mr. Allen explained that the lights at Legion Field cost \$100. per hour and that if the borough used the solar there it would save. There is no out of pocket cost to the borough as the company holds the lease on the panels and gives back a percentage of the savings to the borough till the lease is paid off. Mr. Norcross discussed that the sewer plant yard would be a good place to put some panels to help with the plant and public works garage. President Riener would like to see a few small projects like Legion Field be completed first. Mayor Scheffler recommends that the public buildings and grounds committee meet with Mr. Allen to review the request. Mr. Bostock agreed that he would like to see something in a smaller scale completed first.

Council returned to executive session at 10:55pm.

Adjournment. President Riener made a motion to adjourn at 11:17pm, Mr. Nowicki second the motion. All members present voted in favor of the motion.