

**BOROUGH OF PALMYRA
MINUTES-April 7, 2014**

CALL TO ORDER.

PLEDGE OF ALLEGIANCE. President Riener discussed the issue of the pledge of alliance not being on the last few agendas. President Riener explained that it was a clerical error and that there is pending legislation that will require the pledge of allegiance be stated at all public meetings.

ROLL CALL:

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

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. Bostock made a motion to approve the minutes from March 17, 2014, Mr. Norcross second the motion. All members present voted in favor of the motion, Ms. Dobbs abstained from the vote.

Mr. Norcross made a motion to approve the executive minutes from March 17, 2014, Mr. Nowicki second the motion. All members present voted in favor of the motion, Ms. Dobbs, Mr. Bostock abstained from the vote.

CORRESPONDENCE.

A. Thank you note-Mrs. Donnahoo. President Riener read into the record a thank you from Mrs. Donnahoo to the Borough for the flowers that she received upon the death of her husband.

B. Hall of Fame-invitation from the Palmyra High School. The dinner for the Hall of Fame Awards Ceremony is Friday, April 11 at 6pm.

C. Letter of Resignation-Dominic Fabrizio. Patrolman Dominic Fabrizio submitted in his resignation from the Palmyra Police Department effective April 6th. Mr. Norcross made a motion to accept the resignation, Ms. Dobbs second the motion. All members present voted in favor of the motion.

D. Shade Tree- Press Release-Free Tree Seedlings. The shade tree committee will be handing out the tree seedlings on April 13 and April 27 from 8am-11am at the Band Shell. The seedlings are only for Palmyra residents. The residents of Palmyra Harbour must have permission from the association to plant the trees.

E. Aaron from a local girl scout troop requested permission to do a memorial at the War Memorial to honor 911. President Riener explained that they would have to talk to Mr. McElwee who is in the audience and chairperson of the War Memorial Committee.

PROFESSIONAL UPDATES:

Mr. Kirchner-Environmental Resolutions and Mr. Fox reported on the Burlington County Parks Grant. Mr. Fox showed the council what improvements would be completed at Legion Field and also at Ethel B. Hardy Park. Mr. Gural explained that Mr. Norcross, Mr. Nowicki and Mr. Bostock had met with representatives from the various sports that use Legion Field and reviewed the improvements. Mr. Fox reported that there will be new chain link fences, new bleachers, signs, trash receptacle/recycling station, picnic tables and benches. There will also be new warning track mix, clay for the pitcher's mound, concession stand lighting improvements and improvements to the tot lot and the tot lot surface. There will be hand dryers installed in the rest rooms. President Riener inquired about the need for the hand dryers. Mr. Fox replied that the paper towels usually end up everywhere but in the trash and the hand dryers are being installed in a majority of public restrooms as a way to help the areas stay healthier and cleaner. Mr. Fox discussed that they will also be placing gates on the dug outs and fixing some of the drainage issues on the Little League field. Mr. Fox recommend adding some type of rock wall climber to the tot lot if there are extra funds in the grant after everything else is completed. Council discussed the location of the team benches. Ms. Kane requested that the fencing be lower to the ground to prevent the pucks from field hockey going under the fences. Mr. Fox explained that the fences are higher off the ground so that the trash and leaves do not get hung up on the fences. The fences are easier to maintain with them being higher off the ground. Mr. Fox will review lowering the new fences. Mr. Norcross discussed that some towns are placing concrete under the fences to keep the trash from accumulating. Ms. Kane explained that just lowering them about two inches would help.

Mr. Fox informed council of the improvements to Ethel B. Hardy Park: chain link fences, concrete sidewalks, picnic table with sun shade, tot lot surface would be repaired, basketball court would have mulch border, bike rack, trash receptacle/recycling station and landscaping. Ms. Dobbs inquired about the height of the fence around the basketball court area. Mr. Fox explained that the plans call for a four foot fence to stop the balls from rolling out and that there designed so that it does not look like a prison. Ms. Dobbs discussed that she thinks that without curbs being installed the cars will drive up on the sidewalk. There will be additional landscaping beds along the sidewalk and a walkway connecting the tot lots. The tot lot has to be expand to match the new safety regulations for playgrounds and parks. President Riener inquired if a new fence was going to be installed between the basketball court and the neighbor's property that backs up to the park. Mr. Fox replied that there will be a section of 6 feet of fence in that area.

Resolution 2014-88, Resolution of the Borough of Palmyra Approving The Plans and Specifications For Legion Field and Ethel B. Hardy Park As Amended By Borough Council.Mr. Norcross 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, Mr. Bostock, Ms. Arnold, Mr. Norcross.

NAYES: NONE.

Mr. Kirchner discussed that he has put together for approval at the next meeting to appoint Environmental Resolutions as the Borough's playground inspectors. The cost would be \$2,000 for the first full complete inspection and \$1,200 after that. Mr. Fox is a certified playground inspector. Mr. Kirchner discussed his proposal to update the street inventory, the hard winter will place some of the streets needing repaired higher up on the list. Mr. Gural explained that the streets need to be ranked on their conditions as it is a requirement of many of the grants that they apply for. Mr. Kirchner will have a proposal for additional work on the sign inventory for new signs in Borough Hall as well as signage in the Borough's parking lot behind the businesses. There will be a resolution on the next agenda for council approval. Ms. Dobbs inquired if the sign proposal included more signage for Broad Street, since people still go the wrong way on the one way street, also that cars on Market Street stop at every intersection, thinking there is a stop sign. Mr. Norcross discussed that since Market Street has been improved a lot more traffic is using the street. Mr. Kirchner discussed that at the next meeting council will have a proposal to approve the work for the triangle at Cinnaminson Avenue, Block 102, Lots 5 and 6. The lot will need to be surveyed and also has to go to the county land use board for approval since it fronts on a county road. The title company will do the research on the title of the property so that it is clear who the owner is. Ms. Arnold inquired if it will be one or two lots. Mr. Kirchner explained that it should be one lot so that it is a buildable lot. President Riener inquired if there will be an easement through the lots. Mr. Kirchner replied that the lot would have to allow access for the driveway easement. Ms. Arnold inquired if the \$11,000 for the proposed work is just for the background work? Mr. Kirchner explained that the proposal is for engineering work and design work. The proposal will get the lot to a sellable point. Mr. Rosenberg inquired about the value of the lot as a buildable lot. Ms. Arnold explained that after looking at other comps the lot is probably worth around 50-60,000 dollars. President Riener inquired how much of the process will still need to be done once Mr. Kirchner is finished with the work in the current proposal. Ms. Arnold replied that there will be additional cost for preparation to sell the lot. Mr. Nowicki inquired if the comps are for buildable lots. Ms. Arnold replied that yes they are and also that location will be another factor in the price. President Riener inquired when council will have a copy of the proposal. Mr. Gural will email the proposal before the next meeting. Ms. Arnold discussed that she agrees that title work needs to be completed, but she would like to see if the adjoining properties would like the lot first. The structure on the lot would have to be at least two stories tall for a view of the river. Mr. Gural discussed that the investigation by Mr. Kirchner would allow the Borough to have a buildable lot, the removal of the roadway and sidewalk would be up to the purchaser. Mr. Rosenberg explained that the sale of the lot to an adjoining property owner is a different procedure than public bidding of the lot.

Mr. Kirchner informed council that a change order is needed for the police carport in the amount of \$289.00 for additional wrapping of the steel soffit. The resolution will be on the agenda for the next meeting. Mr. Kirchner reported that he has met with Pastor Soper of the Epworth Methodist Church about the necessary permission for the road adjacent to the cemetery. Pastor Soper would like to see some curbing to stop vehicles from driving on the cemetery.

Mr. Kirchner reported that Eagle Construction has been given notice to proceed as of April 1; the first step will be to go through the shop drawings. The loan closing is scheduled for Thursday, April 10th.

Mr. Kirchner discussed that a lot of surrounding communities are using a parking trust account for business that cannot fit parking into Land Use Board approval. The idea is to charge a set amount for each parking spaces that the applicant cannot include on their lot. The funds from the trust account could be used to create another parking lot or to repair and maintain existing parking lots. Mr. Bostock inquired if the new business pays the fee or the owner of the property. Mr. Kirchner replied that the owner is the only one allowed to make application to the Land Use Board so it

would be the owner's responsibility to pay. President Riener explained that the majority of the new business coming into town do not have to obtain a use variance from the Land Use Board.

CGP&H-Mr. Gerkens discussed that there a lot of grants available for the Borough. The NJ DOT has a grant available, the TAP grant which is the transportation alternatives program. This was awarded to the Borough before for the streetscape project on Broad Street. The Bride Commission will absorb the cost of the grant writing for the borough. Mr. Gural will submit a letter to the Burlington County Bridge Commission for assistance with the grant writing. Mr. Gerkens explained that there is a grant available for the school Safe Streets To School. The proposal would be for the internal road at Charles Street School for design, engineering and construction. President Riener discussed that a circulation plan should be completed before any actual design is complete to allow for the best location of a drop off point for the students. Mr. Gerkens discussed that the Delaware Valley Regional Planning Commission has a grant available for transportation/community development. It would be a perfect fit to have a market study complete of the south side of Route 73 for development. There is also a grant available for the school for an expanded counseling program. The school does not have a grant/planner writer, so they are looking for help from the Borough. Mr. Gural explained that the fee for CGP & H to write and submit the grant is about \$10,000; he would like to see the school approve at least \$3,000 for the grant writing. Mr. Gerkens explained that the Bridge Commission will not pay for grant writing for schools, their program is only for municipalities. Mr. Gerkens explained that he had talked with Superintendent McBride and that he was in favor of the grant and will present it at the next school board meeting for approval of the funds. Ms. Arnold inquired if Beverly City or Riverton would contribute to the grant. Mr. Gerkens replied that it would just be Palmyra since it is for students in grade 4-6 and Beverly and Riverton do not send their students to the Borough till high school. Mr. Bostock inquired if it was a one year grant. Mr. Gerkens explained that it would be a three year grant. Mr. Gural read an email from Superintendent McBride. Ms. Dobbs discussed approving the grant writing with CGP & H if the school board approves the funding, so that Mr. Gerkens can get started as soon as possible. President Riener inquired if the grant was for the next school year. Mr. Gerkens replied that it would be for the 2015-2016 school year. Resolution 2014-89, Resolution To Award CGP & H Grant Writing For Expanded School Counseling Program Application. Mr. Norcross made a motion to approve the resolution as long as the school agrees to at least \$3,000 toward the cost, Ms. Dobbs second the motion. At the call of the roll, the vote was:

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

NEW BUSINESS. Consent Agenda- Resolution 2014-85 to Resolution 2014- 87 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. Nowicki made a motion to approve the consent agenda, Mr. Bostock second the motion. At the call of the roll, the vote was:

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

A. Resolution 2014-85, Resolution Endorsing The Submission Of The Recycling Tonnage Grant To NJDEP.

B. Resolution 2014-86, Resolution Certify A Submission Of Expenditure For Taxes Paid As Part Of The Recycling Enhancement Act In The Amount Of \$9,660.84.

C. Resolution 2014-87, Resolution Requesting The Approval Of The Director Of The Division Of Local Government Services To Establish A Dedication Trust by Rider For Outside Employment Of The Off-Duty Municipal Officers.

D. Bingo License-approval for Independence Fire Company #1-Coach Bingo. Ms. Dobbs made a motion to approve the bingo licenses, Mr. Bostock second the motion. At the call of the roll, the vote was:

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

NAYES: None.

ABSTAIN: Mr. Norcross.

War Memorial- Mr. Norcross presented Tom McElwee with a stepping stone plate for the War Memorial.

DISCUSSION ITEMS.

A. Personnel Changes-Mr. Gural informed council that Ms. Jackson will become full time effective Friday, she will be working in the construction office from 9-12 and then in the tax office for the remainder of the day. Mr. Gural discussed that the resolution of hire for Ron Holt as the Borough's fire inspector will be on the next agenda. He will be part time.

B. Budget-pensions update. Mr. Gural discussed that the state has lower the amount of the pension payment and that council has the option to do an amendment to the budget or leave the extra in this year's budget. If the amount is left in the budget it will convert to surplus for the next year. Council can decide before the budget hearing at the next meeting.

C. Annual 20% revaluation update. Mr. Gural explained that the county is looking at moving forward with the program to require towns to have 20% of all properties be revaluated on an annual basis at cost to the town. Due to the Borough having a complete revalue done last year, the County will not require the Borough to do one this year as the baseline for assessments has already been established. Mr. McMahon, tax assessor will push for implementation in 2016 of the program.

D. Flower Policy.-Mr. Gural discussed that the Borough does not have a set policy for sending flowers. The flowers or fruit basket are normally sent to councilmembers, extended families, employees and someone who has contribute their time and efforts to the Borough. Ms. Arnold explained that a taxpayer had inquired about the flowers that were sent to Mayor Scheffler financee' for the death of his grandmother. Ms. Arnold discussed that there should be guidelines for the sending of flowers since the funds come out of the budget. President Riener discussed that the item should not be micro managed and that the Mayor puts in a lot of time into the Borough besides attending the council meetings. Ms. Arnold replied that a policy does not lessen the sorrow, but there should be a policy and procedure for the flowers and fruit baskets and that the bereavement policy in the handbook could be a starting point. Ms. Dobbs explained that there is usually a small window of time to send something after a death and that it should be left to the Administrator for the decision. Ms. Arnold discussed that with clear guidelines the Administrator would have the ability to go forward. Mr. Bostock discussed that he agrees with Ms. Dobbs and that going forward something should be put together for the Administrator to follow. Mr. Gural explained that the person usually has to be affiliate with the Borough in some sense and that the flowers or basket are sent from council, Mayor and employees. Mr. Norcross discussed that volunteers should be included in the policy as they are the heart and soul of the Borough. President Riener explained that she feels it was completely justified in sending the Mayor and her financee' flowers as she is away from her family many times on Borough business. Mr. Gural will review other town's policies.

E. YMCA contract. Mr. Gural explained the different options that are available to the children attending the camp this year. the camperships could be award with each family that qualifies being charged a small fee around \$10.00 per week per child, so that the Borough knows they are committed. The Borough could pay for a program membership to the YMCA for the year,

which gives the child the ability to explore opportunities throughout the YMCA. Ms. Arnold inquired if these suggestions would allow more children to attend the camp.

F. Cell Tower Specs. Mr. Rosenberg discussed that many companies are attempting to purchase the cell tower that is owned by the Borough. Mr. Rosenberg would like to have a consultant prepare some specs for the sale of the tower. Council agreed to have Mr. Rosenberg work on the cell tower specs for a consultant.

G. Old Business district surveys. Mr. Gural had a copy of the business district survey from 2005.

H. 302 Horace-tax Sale/foreclosure. Mr. Rosenberg informed council that the Life Center had purchases the tax sale certificates for this property and are now foreclosing. The Borough holds a lien on the property from the housing grants. President Riener discussed that council has the option to do nothing and just let the house be foreclosed on. Ms. Arnold explained that the cost for the Borough to buy the tax certificates is cost prohibitive.

I. Sewer bills/project update-Mr. Gural explained that the sewer bills were sent out late and that they are now in the form of a letter instead of the post cards. The deadline to pay the sewer bill is extended to April 25th before interest is charged. Council discussed holding a public meeting to inform the residents of the new sewer billing using water usage instead of a set amount for each address.

J. Tort Claim/Title 59 Policy-Mr. Rosenberg is working with Mr. Gural to develop a policy for council to review.

K. BC CDBG HOME Investment Partnership Program. Mr. Gural discussed that if the Borough desires to participate in this program they would not be eligible to participate in the Small Cities Program. The Borough has received alot of funding from the Small Cities Program.

L. SLCHIP Program. Mr. Gural explained that this is the program where the Borough can participate to inspect the multiple dwellings unit. The County used to do the inspections till about five years ago and then they turned it over to the State to handle. The Borough would have to hire a full time inspector to do this work and can enter the program at anytime during the year.

M. Sidewalks. President Riener informed council that Mr. Rosenberg will meet with Mrs. Kilmer to fine tune the ordinance before presenting it to Council and the Land Use Board.

N. Student letters for Emily Kane. Mr. Gural gave Ms. Kane several letters that her classmates had written for him when he was Mayor and they were at the Charles Street School to pass along to the students.

ADMINSTRATOR REPORT. Mr. Gural reported that the hallway on the second and third floors of Borough Hall will be painted next week. The ordinance on the amendment for coin toss will be on the next meetings agendas. The in-car camera is going out for bid. Mr. Gural discussed the Discover Burlington County ad about Palmyra that is coming out in the paper in a few weeks and that he will pass it along to the businesses.

PUBLIC COMMENTS.

Mrs. Nowicki-Morgan Avenue discussed that the Borough had sent her flowers when her husband passed away and that it meant a lot to her as well as having Mr. Gural and Mayor Scheffler attend the services. Mrs. Nowicki agrees with Ms. Arnold that there should be a policy in place and that sending them to the Mayor's finance for his grandmother should not be in the list. Many companies have a sunshine fund that everyone contributes to for flowers and other items.

Mr. Radar-Harbour Drive inquired if the letter in the Burlington County Times was approved by council before it was published or was it just from the Mayor. President Riener requested that he address the Mayor at the next council meeting, when she will be present.

Ms. Veitenheimer-Rowland Street informed council that when she was a part time employee she did not receive flowers for the death of her parents and that she agrees with Ms. Arnold that there should be a policy. Ms. Veitenheimer discussed that she would of like to comment when the engineer was giving his presentation on the improvements to the park. Ms. Veitenheimer discussed that the tot lot at Legion Field is for the very young child and that there is no playground equipment for the age 6 and over. The tot lot also has a lot of older teens hanging out and the young children do not want to use it when they are present. President Riener explained that the Ethel B. Hardy Park has more playground equipment for the older children as well as basketball courts. Mr. Norcross discussed that Legion Field did not have enough land to build additional playgrounds and that the fields are the best in the county. Ms. Veitenheimer inquired if some type of shade could be placed over the tables or benches to keep out the sun. President Riener inquired if it was too late in the process to incorporate Ms. Veitenheimer suggestion. Mr. Gural explained that the project hasn't gone out to bid yet and that if there is funding left after the award of the bid it can be used to do other improvements. Ms. Veitenheimer explained that she doesn't want to see the amount increase for the taxpayer, only if there is extra money in the project. Ms. Veitenheimer inquired as to why the Borough was helping the school with their grant. President Riener explained that the school does not hire a grant writer and that it is all taxpayer money no matter what budget it is from. Mr. Norcross discussed that it is also considered by the state as a shared services for the Best Practice checklist. Ms. Veitenheimer inquired if a set sewer rate has been set yet. Mr. Gural explained that they are still working on it and nothing has been finalized.

Mr. Brooks-East Broad Street inquired if the BID refunds have been sent out yet and how the refund was calculated for each property. Mr. Gural replied that yes the refunds have been mailed out and that the Borough has a complete accounting of how they were calculated. Mr. Brooks inquired as to what the issue was about the Harbour and the sewer bills that were discussed in the letter from the Mayor. Mr. Gural explained that there are 39 buildings at the Harbour and that each building as a different number of units in it. The building only have one water meter, so a way has to be figured out that will allow the Borough to bill them for their water usage.

Mr. McElwee thanked the public events committee for the stepping stone and inquired if the improvements to the soccer field will have bleachers on the visitor's side. Mr. Norcross explained that there is a section of asphalt and that the bleachers will be placed there. Mr. McElwee informed council that Emily Kane is the Girl State Representative from Palmyra.

Mr. Brooks-East Broad Street inquired if the bleachers going at Legion Field at up to the field. Mr. Norcross replied that there is actually an asphalt walk way where cars drive and secondary asphalt for people to sit on.

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.

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

CLOSED SESSION. Resolution No. 2014-90, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (Litigation and negotiation) Mr. Norcross made a motion to approve the resolution, Mr. Bostock second the motion. At the call of the roll, the vote was:

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

NAYES: None. Council went into executive session at 9:54 pm.

Adjournment. Mr. Norcross made a motion to adjourn at 10:18 pm, Mr. Bostock second the motion. All members present voted in favor of the motion.