

**BOROUGH OF PALMYRA  
MINUTES-May 5, 2014**

**CALL TO ORDER.**

**PLEDGE OF ALLEGIANCE.**

**ROLL CALL:**

**Present: Mayor Scheffler, Mr. Nowicki, Mr. Bostock, Ms. Arnold, Mr. Norcross.  
Absent: President Riener, 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 April 21, 2014, Mr. Nowicki second the motion. All members present voted in favor of the motion, Mr. Bostock abstained from the vote.

Ms. Arnold requested that approval of the executive minutes be held until after executive session for a correction.

**CORRESPONDENCE.**

A. **Land Use Board-**Mayor Scheffler appointed Margaret Barron as alternate #3 to the Land Use Board.

B. **Fundraiser for Pat Tait.** Mayor Scheffler announce that Milanese Pizza was holding a fundraiser on May 6 to benefit Pat Tait. They are going to donate \$2.00 for every pizza order on that date. There also will be another fundraiser on June 7 at Sacred Heart Church in Riverton. Mr. Norcross explained that there are two school age children in Palmyra with cancer, one is 12 years old and the other is 5 years old. A bank account has been set up to accept donations at the Santander Bank. Mr. Rosenberg explained that he understands Mr. Norcross wanting to help the children, but that council has no control over the bank account and it is not known if it is a charitable organizations or not. Mr. Rosenberg explained that council as an official body should not

make references that people may get a tax deduction for donating to the fund. Mr. Norcross explained that the bank will give a receipt for the donation.

C. Board of Health Rabies-Mayor Scheffler reported that the County's Board of Health report states Burlington County had the largest amount of report rabies this quarter with 10 cases. Mayor Scheffler discussed that it is important for residents to monitor their animals.

#### PROFESSIONAL UPDATES:

A. Environmental Resolutions- Mr. Kirchner discussed his proposal for the door projects. There are 10 items listed in the project which include the replacing the front doors with new ADA accessible doors, installation of glass and metal door between the lobby and administration, new counter and window for the finance office, replace outside employee door with a security door, replace outside metal door for police department with security door, replace stairwell exterior door for police department, replace stairwell door for construction office, replace door below the stairwell leading to the court room, replace the front doors at the top of the brick steps, replace lock in restroom on police level, expand the installed security key fob system. Mr. Kirchner explained that it would be a project total not to exceed \$102,500.00. Mr. Gural explained that the network server in the copy room really needs to be secure from the general public and especially after hours. Mr. Nowicki discussed that after Hurricane Sandy there was a problem with key fob system at his employment due to the lack of electric and it left all the doors unlocked. Mr. Kirchner explained that Borough Hall has a backup generator for when the electric goes out. Ms. Arnold inquired if there will be a monitoring fee from the alarm company. Mr. Kirchner replied that the Borough will purchase the software so that they can monitor it themselves so there will be no fee. The doors at the community center will be listed as an alternate on the bid, so that if there is extra money those doors can be key fob as well. There will be a resolution on the next meeting for the security system of the doors as well as the door installation.

Mr. Kirchner informed the council that the property at Cinnaminson Avenue title report shows that the State of New Jersey owns the property and not the Borough. The state has owned it since 1922, but the Borough has always maintained it. Mr. Gural requested that council approve item #2 of the proposal to define the boundaries of the property. Mr. Kirchner explained that his proposal would be less than the original proposal since he does not have to do a topographical since the Borough does not own the property.

Bids-Mr. Kirchner advised council that the bid packets are out for the parks grant work and they are due by June 16<sup>th</sup>.

B. CPG & H-Dave Gerken informed council of the status of the grants that are available: TAP grant is for traffic calming measures within the Broad Street corridor, SRTS grant to construct an internal student drop-off road at the Charles Street School for drop off and students, TCDI grant requesting funding for the Route 73 South redevelopment area. Mr. Gerken explained that there are a few outstanding grants: SST-the borough applied for more than \$500,000 to fund traffic calming measures within Broad Street corridor, the US Dept. of Education-elementary and Secondary School Counseling program to seek funding for a new counselor at Charles Street school to implement Response to Intervention programming in the school. Mr. Gerken also informed council that he will be working with the school to see if they are interested in a grant from the US Dept. of Education for gaining early awareness and readiness for undergraduate program. This program is to increase the number of low-income students who are preparing to enter into college. COAH-Mr. Gerken informed council that new numbers for affordable housing were released, but that he believes they will be challenged before they can take effect. Mayor Scheffler thanked the Bridge Commission for their help and funding with all of the grant applications.

## Resolutions.

A. Resolution 2014-111, Resolution To Submit An Application To Delaware Valley Regional Planning Commission For Transportation & Community Development (TCDI) Grant Program. 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.

Palmyra Day- Mayor Scheffler acknowledged Tim Howard and Gina Tait for the excellent work on Palmyra Day. The volunteer committee did an outstanding job with the short amount of time that they had. The police department promoted safety and had K-9 demonstrations. The dunk tank was a success and raise \$579.00 for Special Olympics. Principal Pease, Chief Pearlman, John Gural and Adam Nowicki were among the volunteers in the dunk tank.

## DISCUSSION ITEMS.

A. BANS sale. Mr. Gural informed council that the sale of the bond anticipation notes was last Tuesday for refinancing and that the Borough received some very low interest quotes.

B. SLEO II's reappointment/Police Awards. Chief Pearlman explained that the SLEO II's are going to graduate from the Police Academy and that they need to be reappointment. The resolution for appointment will be on the next meeting's agenda. Also the annual police awards are scheduled for the May 19<sup>th</sup> meeting.

C. Cell Tower RFQ. Mr. Gural informed council that the bids are due on May 13<sup>th</sup> for the consultant for the sale/lease of the cell tower that belongs to the Borough.

D. Sign Project/In-car Camera-Bid. The sign project and the in-car camera bids are due tomorrow morning. After the award for the in-car cameras, council has to also approve a resolution to cancel the existing contract for the cameras.

E. Dates for water usage meeting. Mr. Gural inquired if the date of May 28<sup>th</sup> would be available for the meeting or would council prefer to hold it later in the year.

F. Financial Disclosure Forms. Mrs. Sheipe explained that the state has set a deadline of June 13<sup>th</sup> for the filing of the disclosure form. Everyone will be given a new pin number and that they have to go to the webpage and create a log in account and enter the pin number. The form does not have to be printed out.

G. Firetruck-Mr. Gural informed council that the new firetruck should be arriving in New Jersey around mid-June. It will still have to be outfitted with additional equipment. The firetruck needs some equipment that can only be purchased from one company, so council will have to approve a resolution to allow the purchase of the equipment since it is not on state contract. Mayor Scheffler discussed that the firetruck was purchased through the state contract purchasing system, which saved the Borough money.

H. Tri-Boro Vet Property. Mr. Gural discussed that the Borough had a lien on this property, but that another company bought the tax sale certificate the following year. The other company is attempting to foreclose on the property and the Borough would lose out. Mr. Rosenberg requested that this be held till executive session due to possible litigation.

I. Sidewalks-this was held till the next meeting, Mr. Rosenberg discussed that he had met with President Riener, Mr. Gural and Mrs. Kilmer about the ordinance and that he will have something for council to review at the June work session.

J. Sewer/PW vehicles-Mayor Scheffler discussed that Mr. Ryan has placed in his monthly report the urgency to have new vehicles for the public works and sewer department. Mr. Gural informed council that the cost would be between \$300,000-\$360,000 and that due to the hard winter this year they would have to be purchased before the next season. Mayor Scheffler explained that the old equipment is costing the Borough more money just to maintain it.

**K. Tort Claim/Title 59 Policy-**Mr. Gural discussed that the Borough had received another tort claim this morning for damage to a vehicle from a Borough tree. There are now a total of three(3) claims waiting due to trees. Mr. Gural explained that there is not full coverage on the vehicles so that owner is responsible for the repairs and that a policy needs to be set by the Borough for handling of these claims. Mr. Bostock explained that the claims are really a comp. claim since it deals with property and not another vehicle. Mr. Rosenberg remind council that Title 59 gives the Borough immunity from having to pay for these claims. Mayor Scheffler requested that Mr. Bostock be kept in the loop of discussion on the tort claims.

**L. Mortgage subordination (CGP& H).** Mr. Rosenberg explained that a resident that took part in the RCA program for improvements to their home would like to refinance and is requesting that the Borough allow their lien on the mortgage be subordinate. Mr. Rosenberg explained that Borough Council had adopted an ordinance regulating the subordination and that this property fits the requirements. Ms. Arnold inquired if the third mortgage on the property was going to be paid off with the refinancing? Mr. Rosenberg replied CGP &H has the paperwork and that the third mortgage lien should be made off at time of refinancing. Resolution 2014-112, Resolution Approving Request of E.G. P. and S.L.P. for the Subordination Of A Mortgage Held By the Borough Pursuant To The Boroughs Housing Rehabilitation Program. Mr. Bostock made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

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

**NAYES:** None.

**M. BID refunds.** Mr. Gural informed council that letters to all property owners in the BID District will be mailed out next week updating them with information about their refunds. The auditor reviewed the refund records and due to confidentially this will be held till executive session. Mr. Norcross discussed that when all the improvements to the inside of Borough Hall are completed, the outside of the building needs some attention as well. He would like to see the building be repainted and new gutters and posts installed.

**ADMINSTRATOR REPORT.** Mr. Gural informed council that the Borough received a check in the amount of \$1,000 from Pal-Riv to help with the repairs of Legion Field. Mr. Norcross explained that they donated last year as well and appreciate the turf field at Legion Field. The new carpet and baseboard have been ordered for Borough Hall. Mr. Rosenberg informed council that he was still waiting for the survey and legal description so that he could move forward on the project with the driveway and the connecting neighbors. Mr. Gural informed council that a mistake was made on Ms. Jackson's resolution of appointment and that the amendment will be on the next agenda.

### **PUBLIC COMMENTS.**

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

Ms. Veitenheimer-Rowland Street discussed that no truck came around for bulk trash pick up and that there is furniture and other items at the curb. Mr. Nowicki replied that he had talked to Dave Austin about the issue and that the trash company will return to finish the streets.

Mr. McElwee-Columbia Avenue thanked Mrs. Tait for all of the participation in cleaning up the War Memorial. Everyone worked hard and that there were 5 truckloads taken to public works. The stones and plates should arrive for the War Memorial by May 15<sup>th</sup> in time for Memorial Day. Mr. McElwee informed council that he has a meeting with Mr. Norcross and Mrs. Tait on Wednesday night to discuss and plan the Memorial Day Tribute. Mayor Scheffler explained that last year there was a contest at the Charles Street School for Mayor for the Day and two students won. Mark Bankowski, who was Mayor for the Day had requested that Palmyra declare a clean-up

day before Palmyra Day so that the Borough would be cleaned for all of the outside visitors. The public works was opened the entire day for residents.

Mr. Brooks-East Broad Street inquired about the sewer updates. Mr. Gural replied that they are hoping to hold a public forum on May 28<sup>th</sup>. The issue with the Harbour sewer meters has been resolved.

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. 2014-113, 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. Nowicki second the motion. At the call of the roll, the vote was:

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

NAYES: None. Council went into executive session at 8:03 pm.

Mrs. Sheipe informed council that a RICE notice had been given and return from Tanyika Johns, the tax collector and that she did not want to attend the session.

**Public Session.** Borough Council returned to public session at 9:34pm.

Mr. Nowicki made a motion to approve the executive session minutes of April 21, 2014 as amended, Mr. Norcross second the motion. All members present voted in favor of the motion. Mr. Bostock abstained from the motion.

**Adjournment.** Mr. Norcross made a motion to adjourn at 9:35 pm, Mr. Bostock second the motion. All members present voted in favor of the motion.