

**BOROUGH OF PALMYRA
MINUTES-September 15, 2014**

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

MOMENT OF SILENCE.

ROLL CALL:

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

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. President Riener made a motion to approve the minutes, Mr. Norcross second the motion. President Riener, Mr. Nowicki, Ms. Arnold, Mr. Norcross voted in favor of the motion. Ms. Dobbs and Mr. Bostock abstained from the vote.

PROFESSIONAL UPDATES.

Mr. Gural gave the report from the engineers. The bid for the doors for Borough hall will be due on October 9. The application for the community center generator has been revised as requested by FEMA and NJOEM. Bids were received and a resolution of award is on the agenda for the dump truck for the sewer department. Mr. Gural discussed that he had met with Mr. Ryan and Mr. Kirchner about the small dump truck and that it is available from state contract. The loader is not available from state contract and will have to go out to bid. Mr. Kirchner and Mr. Ryan are working on the specifications. Charles Street project is complete except for a few punch list items and the planting of the trees. There is a change order for Charles Street on the agenda. The sign project is 95% completed, there is a change order for more signs to cover the snow routes on

Cinnaminson, Highland and Temple. Mr. Gural discussed that the sewer lateral at 710 Parry Avenue has been repaired and that the bill will appear on the next bill list. Mr. Rosenberg will prepare a release for the homeowner to sign. The sewer plant improvements are on schedule and should be completed by next April. The sheet piles that were installed caused a lot of noise and vibrations in the area, but the contractor and Mr. Kirchner talked to several homeowners about the vibrations and also handed out a flyer explaining what was going on. The sheet piles have now been removed and there should not be any more disruptive to the neighborhood than normal construction noise.

Mr. Gural gave the update on the grants from CGP & H. There are several grants that are pending. The TCDI is for \$30,000 for a market study for the Route 73 south redevelopment area. The COPS is for \$133,291 for funding one new K9 officer for the police department. TAP is for a traffic calming measures within the Broad Street corridor for \$597,140. SRTS is for safe routes to school for \$265,300. The Small Cities grant is for \$263,715 for West 2nd Street from Market to Orchard. There is also the DOT grant for \$396,312 to reconstruct a portion of West Broad Street from Legion Field to Public Road. Mr. Gural explained that the grant for school counseling that was submitted on behalf of the school, was denied due to low scoring. There were 566 applications statewide and only 41 district received grant money. Ms. Dobbs inquired if the school is aware of what areas they scored low in so it can be corrected for next time.

ORDINANCE ON SECOND READING.

A. Ordinance 2014-10, An Ordinance To Mandate Direct Deposit For Municipal Employees By The Borough Of Palmyra Pursuant To C. 52:14-15et.seq. This ordinance was withdrawn.

A. Ordinance 2014-12, An Ordinance Amending Chapter 237, Article VI Of The Code Of The Borough Of Palmyra Regarding Sidewalks. President Riener requested that this ordinance be held till after executive session discussion due to litigation. The ordinance will be continued till the October 20th meeting.

ORDINANCE ON FIRST READING. (public hearing October 20).

A. Ordinance 2014-13, An Ordinance Amending Ordinance 2014-4 An Ordinance To Provide For And Determine The Rates And Ranges Of Compensation Of Each Employee And Officer Of The Borough Of Palmyra For Years 2014 And 2015. This ordinance gives the minimum and maximum for the tax collectors salary. Mr. Norcross made a motion to adopt the ordinance, 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.

B. Ordinance 2014-14, An Ordinance Of the Borough Of Palmyra, In The County Of Burlington, New Jersey; Providing For Various Capital Improvements And Related Expenses In And For The Borough Appropriating \$612,500 Therefor, Authorizing The Issuance Of \$581,875 In General Improvement Bonds Or Notes Of The Borough To Finance The Same. Mayor Scheffler explained that this ordinance is a mechanism to go for funding of the capital projects. The ordinance does not authorize the purchase of the items. Mr. Norcross inquired about the fingerprint upgrade. Chief Pearlman explained that for sex offenders it is now required to have palm print readers and that the project is for upgrades and replacing the current system. Ms. Dobbs requested a clarification of what trucks are being ordered for public works/sewer. Mr.

Gural explained that the sewer improvement ordinance included the purchase of three vehicles. The truck that is on the agenda for approval tonight will be funded from the sewer ordinance. There will be another truck bought on state contract that will also be funded from the sewer ordinance. The loader will have to go out to bid, but the funding will come from the sewer ordinance that was already adopted. Mr. Norcross inquired if the vehicles will be available for this winter season. Mr. Gural replied that the vehicle being awarded tonight has a 90-100 day delivery date. Ms. Arnold inquired about the SUV that the police department want to purchase and if it is a replacement of an old vehicle. Chief Pearlman explained that the SUV will replace a vehicle that is eight (8) years old. Ms. Arnold discussed that she would like the vehicle removed from the ordinance, she would like more information on the vehicles that are for the police department. President Riener explained that the vehicle on the list for the ordinance doesn't mean that it will be purchased and council will have the option of not approving it by resolution for award. Mr. Gural explained that this ordinance gives the CFO authority to borrow funds for purchases, but does not award the purchases. There is no commitment by the Borough for any purchases with this ordinance. Chief Pearlman explained that he had discussed the vehicles and replacement during the budget process and had submitted a list of the vehicles with his budget. Ms. Arnold made a motion to adopt the ordinance without the police vehicle. No one second the motion. Mr. Norcross made a motion to adopt the ordinance as written, President Riener 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. The ordinance was adopted on first reading and will be heard on second and final reading at the council meeting of October 20 at 7pm after publication according to law.

C. Ordinance 2014-15, An Ordinance Of The Borough Of Palmyra Amending The Sewer Usage Rates And Connection Fees. Mr. Gural explained that the auditors determine the connection fees by using a standard formula. The ordinance can be introduced by title this evening. Mr. Gural would like to have comments from council on the sewer rates and if they want to change anything. The recommendations from the professionals will be incorporated into the ordinance. President Riener made a motion to adopt the ordinance on first reading, 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. The ordinance was adopted on first reading and will be heard on second and final reading at the council meeting of October 20 at 7pm after publication according to law.

RESOLUTIONS. Consent Agenda- Resolution 2014-182 to Resolution 2014-189 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 2014-185 was held for discussion in closed session. President Riener made a motion to approve the consent agenda, Mr. Norcross 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 2014-182, Resolution Awarding Dump Truck Purchase To Ransome International LLC.

B. Resolution 2014-183, Resolution Approving Contract Change Order #3 For Charles Marandino LLC For Charles Street Improvement Project In The Amount Of A Decrease Of \$4,662.51.

C. Resolution 2014-184, Resolution Approving Contract Change Order #1 For J. Fletcher

Cremer & Son Inc. For Sign Installation Project In The Amount Of An Increase Of \$3,547.50.

D. Resolution 2014-185, Resolution Authorizing The Mayor To Execute An Agreement With The FOP Lodge #2 Palmyra Police Association.

E. Resolution 2014-186, Resolution Of Approval To Submit A Grant Application And Execute A Grant Contract With The New Jersey Department Of Transportation For The West Broad Street Reconstruction Project.

F. Resolution 2014-187, Resolution Appointing Substitute Crossing Guards For The Borough Of Palmyra For 2014.

G. Resolution 2014-188, Resolution Authorizing The Borough Of Palmyra To Enter Into A Cooperative Pricing Agreement.

H. Resolution 2014-189, Resolution Authorizing The Payment Of Bills For August, 2014 In The Amount Of \$1,551,198.62. .

DISCUSSION ITEMS.

A. Fence ordinance. Held.

B. Best Practices Checklist-Mr. Gural will review the checklist at the next meeting.

C. Tax Collector update-Mrs. Johns will start fulltime on October 3, 2014.

D. NJ State Right to Know Coordinator-Mr. Ryan is the coordinator for the Borough.

E. Columbus Day, Monday, October 13th. Mayor Scheffler explained that Borough Hall is normally closed on Columbus Day, but there has been some discussions about the employees working that day and having December 26th off instead. The 26th is a Friday and Borough Hall would be closed on the 24th and 25th. Mr. Gural will discuss the holiday with the employees.

F. Water usage-based sewer utility fees-Mr. Gural reported that the residential bills are going out in the mail and will include a letter from the Mayor explaining the water usage. Commercial and Industrial will be mailed out later in the month.

G. Fire Department volunteerism-Mayor Scheffler discussed that there are twice as many volunteer firefighters as paid and that many towns are finding it necessary to pay their fire firefighters and departments. The fire companies need new volunteers to help fill the gap of those that retire.

H. WWI Flagpole – Sunday, September 14th-Mr. Gural reported that the pole was taken down on Sunday and that the plaque was given to the War Memorial Committee. The concrete base is still there.

I. Cinnaminson Ave – speeding/stop sign-Chief Pearlman discussed that the speed analysis from the county shows that the traffic speed is faster heading into the Harbour than out of the Harbour. The county is going to make Temple and Cinnaminson Avenue a four way stop to help with the traffic. They will not lower the speed limit on Cinnaminson Avenue. The County will add some additional signage along Cinnaminson Avenue. Chief Pearlman reported that the pedestrian crossing light at Charles and Cinnaminson will be installed shortly. The holdup was due to the light being voice recognition.

J. Cinnaminson Ave-accident-Chief Pearlman has contacted the county about the accident on Cinnaminson and Henry. The County is going to place rumble strips on the center line and chevrons on Cinnaminson Avenue to try and alert drivers about the curve. Ms. Arnold inquired about the signage for the Harbour. Chief Pearlman will review their stop signs, but the Harbour is responsible for their own signage. Mr. Gural explained that the Harbour had received some signage from the Borough-9 speed limit signs and 4 no U-turn signs.

K. Municipal Alliance update-the alliance program starts in January and that they had reached out to Riverton, but their council has not responded. Mr. Gural will meet with Mrs. Birch, Ms. Wiener and Mrs. Nagle about the alliance. President Riener inquired if Cinnaminson would be involved. Mr. Norcross replied that Cinnaminson was not part of the program. Mr. Gural explained that Ms. Birch would like to be the coordinator, but the question is how she would be paid. The school would need to share in the expenses. Ms. Dobbs explained that the Borough has always

handled the Municipal Alliance and that the coordinator was paid out of the grant.

L. Animal Control & feral cat trapping policy-Mr. Gural informed council that the new policy for trapping cats has started. Public Works will set the traps and Animal Control will take them to the shelter.

M. Epworth Methodist request re: Code Blue Sheltering-Mr. Gural explained that he was approached by the Pastor of Epworth Methodist. He would like to use the church as a code blue shelter. President Riener inquired about zoning issues. Mr. Norcross inquired about security issues. Chief Pearlman will gather some additional information about a code blue shelter. Mr. Gural explained that it would be staffed by members of the church.

N. HEP B Liaison-Chief Pearlman explained that the police department participates in this program and that he is the liaison. The Borough gets reimbursed for any necessary shots.

O. Tri-Boro Veterans update-Mr. Gural reported that he should have an answer from the attorney working on the foreclosure procedures by October.

P. Jay Berkley – bench request. Two new benches have been order and they will be located at Garfield and Bank Avenue. Mr. Gural will notify Mr. Berkley when they are installed.

Q. BH improvements-Mr. Gural discussed that the improvements to Borough Hall are almost complete, the new signs have been installed, the doors are out for formal bid, the next schedule project is the lunch room.

R. BCBC surplus vehicles-The Bridge Commission gave public works a vehicle that they will use as a gas supply vehicle. The Commission will also donate a vehicle to the police department.

S. Recycling update-45 extra carts have been delivered and public works is helping residents exchange the large carts for small ones.

T. NJLM pre-registration-Mr. Gural discussed that the NJLM conference is November 17-21. Pre-registrations have been submitted for council members wishing to attend.

U. Water usage & Sewer connection fees (including back charging policy)-Mr. Gural explained that some properties have not been charged for sewer correctly. Mr. Rosenberg held the discussion for executive session.

COMMITTEE REPORTS.

Shade Tree- Mr. Nowicki reported that the tree tour is on October 4, rain or shine and is free to residents. Matt Kalin, Chairman of the Shade Tree Board is the contact person for the tour.

Public Works/Sewer- Ms. Dobbs reported that Mr. Ryan had filed his report and council has copies. Ms. Dobbs discussed that she cannot stress how concern she is about public works getting the vehicles that they need. Ms. Dobbs discussed that public works always goes above what is needed of them. The Borough needs to find a way to get rid of the leaves since Fillet has closed. Mr. Bostock inquired about the storage of the leaves. Mr. Gural explained that a company was hired last year to transport the leaves out of the public works yard. Mr. Norcross discussed approaching Eastern Environmental about using their lot to store the leaves. Mr. Gural explained that the state requires permits to place the leaves and that it is an expensive permit as well as taking about 8 months to obtain.

School Board- Ms. Arnold reported that she had attend the school board meeting and that the Superintendent had given a presentation. Parents night at Charles Street school is on September 30.

Public Events-Mr. Norcross reported that there were a lot of activities for the summer months every week. The Halloween Parade is approaching and the committee is actively working on it. The 911 ceremony with the Girl Scouts was outstanding. There is a town-wide yard sale on September 20. The fireman's convention in Wildwood was held this week-end and Palmyra's new firetruck was on display. Mr. Norcross would like to start looking into giving medals to all veterans.

Public Safety-Mr. Norcross reported that there was 7965 miles patrol for the month of August, 109 criminal cases assigned, 31 criminal complaints, 28 disorderly persons, 318 traffic summons issued, 6 borough ordinances, and 17 thefts.

Land Use/construction- President Riener reported that there was no Land Use Board meeting in

August. President Riener will be working on the fence ordinance with Councilman Nowicki.
ADMINISTRATOR REPORT.

Mr. Gural gave council the personnel handbook and supervisor supplement. The handbook is updated every year. Mr. Gural requested an executive session.

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

Mr. McElwee-Columbia Avenue suggested that a smaller pole be installed at the corner where the flagpole was removed. The plaque could be placed on the pole. Mr. McElwee inquired if the location of the old pole could be dug out so that a new smaller pc pole could be installed. Mayor Scheffler is in support of trying to place a small pole at the memorial. President Riener discussed that she will contact Mozers to work on a permanent design for the pole instead of a temporary pc pipe.

Mr. Weber-Cinnaminson Avenue-requested that the Borough start leaf collection earlier than previous years. The leaves are already piling up on lawns and streets. Mr. Weber thank council for the four way stop on Cinnaminson Avenue, but he was under the impression that four way stops are illegal. Chief Pearlman explained that the four way stop is being installed and approved by the county. Mr. Weber inquired as to the cost of reviewing the Borough going to water usage rates for the sewer bills and now only commercial properties will be changed. The same issue was looked at 20 years ago. Mayor Scheffler explained that 20 years is a long time and that the Borough wanted to try and save residents money on their sewer bills. Mr. Weber discussed that he was under the impression that the Harbour was a problem. Mr. Gural explained that there was no way to calculate the water usage for the Harbour residents. The buildings only have one water meter per building, and installation of water meters for everyone would be cost prohibit for the Harbour. Mr. Gural explained that the Borough received information from the water company and did a cost analysis of the rates and it is not feasible for residential units to go to water usage.

Mr. Smith-Van Sant Drive- requested that the blinking light at the corner of Temple and Cinnaminson Avenue be left after the four way stop is place. The light will give additional coverage. Chief Pearlman explained that it would be the county's decision. Mr. Smith inquired about an update on the redevelopment of Route 73. Mr. Rosenberg explained there is a problem with the former site of Fillet and that the DEP is involved with it. The Borough is still looking at the progress of clean up at the sites. There has been no real offer by a redeveloper. Mr. Smith discussed that he has requested several times that the Harbour put up stops signs and speed limit signs. Mr. Smith inquired about the bicycle officers and that he did not see them this summer. Chief Pearlman responded that they were out a few times this summer.

Mr. Weber-Cinnaminson Avenue- inquired if the Bridge Commission could help with the leaves. Mr. Gural explained that the current sites that take leaves are at their limit for permit.

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 present voted in favor of the motion.

CLOSED SESSION. Resolution No. 2014-190, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (Litigation, contracts and personnel) Ms. Dobbs made a motion to approve the resolution, Mr. Nowicki 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. Mr. Norcross left the room before the vote was taken.

Council went into executive session at 8:52 pm.

Council returned to public session at 10:35pm.

Resolution 2014-185, Resolution Authorizing The Mayor To Execute An Agreement With The FOP Lodge #2 Palmyra Police Association. 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.**

Adjournment. President Riener made a motion to adjourn at 10:40pm, Mr. Norcross second the motion. All members present voted in favor of the motion.