

**BOROUGH OF PALMYRA  
MINUTES-September 16, 2013**

**CALL TO ORDER.**

**PLEDGE OF ALLIGIANCE.**

**MOMEMT OF SILENCE.**

**ROLL CALL:**

**Present:** Mayor Scheffler, President Dorworth, Ms. Dobbs, Mrs. Riener, Mrs. Ragomo Tait, Mr. Norcross.  
**Absent:** None.

**OPEN PUBLIC MEETINGS STATEMENT**

Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Borough Clerk in the following manner:

- A. Posting written notice on the official bulletin board at the Palmyra Borough Hall on January 7, 2013.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 7, 2013.
- C. Notice to All Council Members.

**APPROVAL OF MINUTES.** Mr. Norcross made a motion to approve the minutes from August 19, 2013, Mrs. Riener second the motion. At the call of the roll, the vote was:

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

**NAYES:** None.

**ABSTAIN:** President Dorworth, Mr. Bostock.

**COORESPONDENCE.**

1. Letter of retirement from Everdine Williams-Mr. Norcross made a motion to accept the notice of retirement, Ms. Dobbs second the motion. All members present voted in favor of the motion.

**PROFESSIONAL UPDATES.**

A. **Environmental Resolutions**-Joseph Hirsch was present for ERI. Mr. Hirsch gave an update on the construction schedule for Parry Avenue and Charles Street award. Mr. Hirsch advised council that the grant application for West Second Street was due on September 20<sup>th</sup>.

**ORDINANCES ON SECOND READING. (public hearing).**

A. **Ordinances 2013-27**, An Ordinance Repealing The BID (Business Improvement District). Mayor Scheffler explained that this ordinance would be continued till the October 21<sup>st</sup> council meeting. President Dorworth made a motion to open the ordinance for a public hearing, Mr. Bostock second the motion. All members present voted in favor of the motion. No one from the public wishing to be heard, President Dorworth made a motion to close the public hearing, Mr. Bostock second the motion. All members present voted in favor of the motion. Ms. Dobbs made a motion to continue the ordinance, President Dorworth second the motion. All members present voted in favor of the motion with Mr. Bostock abstaining.

**ORDINANCES ON FIRST READING. (public hearing on October 21).**

A. **Ordinance 2013-28**, An Ordinance Amending Ordinance 2013-17, An Ordinance Of The Borough Of Palmyra Requiring The Issuance Of A Certificate Of Occupancy Upon The Sale Of Any Residential Property And Ordinance 2013-25 Which Amended Same. Mayor Scheffler discussed that this ordinance is being introduced after meeting with Mrs. Byrem and other realtors. The group had several very good suggestions to add to the ordinance or amend. Mayor Scheffler explained that the realtors are looking for an extension of time with temporary certificates of occupancy, an owner could obtain a certificate of occupancy before listing the home and it would be good for 6 months from date of issue and lower the reinspection fee. Mr. Norcross made a motion to introduce the ordinance on first reading, Mrs. Ragomo-Tait second the motion. At the call of the roll, the vote was:

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

NAYES: None. The ordinance was adopted on first reading and will be heard on second and final reading after a public hearing on October 21, 2013.

**NEW BUSINESS. Consent Agenda**- Items A-S 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. Mayor Scheffler read the titles of the resolutions into the record. Mrs. Riener requested that resolution 2013-197 be removed from the consent agenda. President Dorworth requested that resolution 2013-201 and 2013-202 be removed from consent agenda. Mr. Bostock requested that resolution 2013-210 be voted on separately.

A. **Resolution 2013-197**, Resolution Awarding Charles Street Improvement Project To Charles Marandino LLC In The Amount Of \$301,927. Ms. Dobbs made a motion to approve the resolution, President Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Dorworth, Ms. Dobbs, Mr. Bostock, Mrs. Ragomo-Tait, Mr. Norcross.

NAYES: None.

ABSTAIN: Mrs. Riener.

B. **Resolution 2013-198**, Resolution Approving To Submit A Grant Application And

Execute A Grant Contract With The New Jersey Department Of Transportation For The Broad Street Traffic Calming Project.

C. Resolution 2013-199, Resolution Approving To Submit A Grant Application And Execute A Grant Contract With The New Jersey Department Of Transportation For The West Second Street Improvements Project.

D. Resolution 2013-200, Resolution Approving To Submit A Grant Application And Execute A Grant Contract With The New Jersey Department Of Transportation For The South Broad Street Improvements Project.

E. Resolution 2013-201, Resolution Authorizing Contract With Approved State Contract Vendor #83457 Pierce Manufacturing Inc. For Purpose Of Purchasing Goods Or Services Pursuant To N.J.S.A. 40A:11-12a-(Firetruck).

F. Resolution 2013-202, Resolution Authorizing The Purchase Of Miscellaneous Additional Options For Pierce Fire Truck For Independence Fire Company #1. Mrs. Riener made a motion to approve Resolutions 2013-201 and 2013-202, Ms. Dobbs second the motion. At the call of the roll, the vote was:

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

Norcross.

NAYES: None.

ABSTAIN: President Dorworth.

G. Resolution 2013-203, Resolution Appointing Clarence Belton, Jennifer O'Connell and Richard Mood As Substitute Crossing Guards.

H. Resolution 2013-204, Resolution Authorizing Refund Of Overpayment Due To Double Payments For 3303 Ebbtide Lane.

I. Resolution 2013-205, Resolution Authorizing The Purchase Of Three (3) Patrol PC In-Car Mobile Computers Including Mounts Per State Contract #81300 T0106 From Patrol PC In the Amount Of \$15,233.70.

J. Resolution 2013-206, Resolution Awarding Engineering Services To Environmental Resolutions For Fire Alarm System Modifications.

K. Resolution 2013-207, Resolution Appointing Tracy Kilmer As Housing Official Till December 31, 2013.

L. Resolution 2013-208, Resolution Appointing CGP & H As Housing Inspectors. Mayor Scheffler explained that due to time constraints, Community Grants and Planning would be performing the rental inspections till the end of the year for a cost of \$5400. for the remainder of the year.

M. Resolution 2013-209, Resolution Authorizing The Payment Of Bills For The Month Of August 2013 In The Amount Of \$211,468.78.

N. Resolution 2013-210, Resolution Authorizing Payment To Rileighs Outdoor Décor For Holiday Decorations In The Amount Of \$3,150.00. Ms. Dobbs made a motion to approve Resolution 2013-210, Mrs. Riener second the motion. At the call of the roll, the vote was:

AYES: President Dorworth, Ms. Dobbs, Mrs. Riener, Mrs. Ragomo Tait, Mr.

Norcross.

NAYES: None.

ABSTAIN: Mr. Bostock.

O. Resolution 2013-211, Resolution Appointing Chief Scott Pearlman As Liaison To The NJ Department Of Health For The Purpose Of Coordinating The Hepatitis Inoculation Fund Reimbursement Program.

P. Resolution 2013-212, Resolution Appointing Robert A. Verry Of South Bound Brook As Hearing Officer For The Borough Of Palmyra Police Department.

Q. Resolution 2013-213, Resolution Authorizing Purchase Of Ready Solutions

READYcomm Web Application With GEO-Mapping Program For \$705.00 Which Is 50% Of The Cost With The Balance Funded By Burlington County OEM. Mr. Dreby explained that this will allow residents to go online to report down trees, trash issues and have direct email to OEM.

R. Resolution 2013-214, Resolution Setting The Fee For Rental Unit And Certificate Of Occupancy Inspection Fees Pursuant To Ordinance 2013-23 And Ordinance 2013-25. Mayor Scheffler discussed that the fees will be \$75.00 per unit with an additional \$4.00 administration fee. President Dorworth made a motion to approve Resolution 2013-198 and 2013-200, 2013-203 to 2013-209, Resolution 2013-211- 2013-214, Mr. Bostock second the motion. At the call of the roll, the vote was:

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

NAYES: None.

S. Approval of Bingo License- Independence Fire Co #1. Mr. Norcross made a motion to approve the bingo license, Mrs. Riener second the motion. At the call of the roll, the vote was:

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

NAYES: None.

ABSTAIN: President Dorworth.

T. Approval of Treasurer's Report-August, 2013. Mr. Norcross made a motion to approve the treasurer's report, Mrs. Riener seconds the motion. All members present voted in favor of the motion.

#### DISCUSSION ITEMS.

Mr. Norcross discussed that he would like to see Ordinance 2009-12 amended by the Land Use Board and brought back to Borough Council. There are many trailers in the Borough that no longer fit the measurements of the ordinance. Many trailers are over the length limit and residents are no longer able to park their trailers or RV's in their driveways or yard. Mrs. Riener discussed that there are also several other amendments that are needed like the regulation for inflatable pools. Mr. Gural explained that the ordinance would be introduced at a council meeting and then sent to the Land Use Board for comments and review. Mr. Rosenberg explained that the amendment can be also sent to the Land Use Board first if council desires. Mrs. Riener would like to have a committee review all of the amendments. Mr. Norcross would like to be a part of the committee as well to review the ordinance. Mrs. Riener and Mr. Norcross will meet with Mrs. Kilmer to review the ordinance.

#### COMMITTEE REPORTS.

Parks and Playground-Mr. Norcross met with all of the sports associations along with Mrs. Ragomo Tait and Mr. Gural. Football has received a donation for a scoreboard for Legion Field with no cost to the Borough. The sports associations will meet with the Borough every four months to keep the communications open. Public works will be turning over the dirt in the field. There needs to be more security for the bathrooms and concession stand. Mayor Scheffler discussed that background checks are also needed for all coaches. Mr. Norcross announced that there is a fund raiser for breast cancer at the Palmyra Cove on September 22.

Public Events- Mrs. Ragomo Tait reported that there were a total of 5 movies for the season with the last one being the Rocky Horror Show on October 26 at 10pm. The committee is working on the Halloween Parade. Mrs. Ragomo Tait is having students from the high school scrap the benches at the War Memorial so that they can be repainted.

Public Safety. President Dorworth reported that the police department report is on file and council members have been given a copy. President Dorworth and members of the fire and police department attend a memorial service for September 11 in Moorestown; it was a very nice ceremony. Chief Pearlman had received two thank you letters-one from the Islamic Center for

assistant with a funeral service and another from a resident on Washington Street for the department responding to a noise and calming her fears. The department is working on criminal complaints that have increase over the last six months. President Dorworth thanked everyone who responded and worked on the fire in Delanco at the Dietz and Watson plant. Ronald Holt from the Board of Education and broke his ankle at the fire and continue to work there as a volunteer.

**PUBLIC WORKS-** Ms. Dobbs reported that the public works/sewer department report is on file. Mr. Ryan announced that October is the last brush pick up and leaves will start in November. Ms. Dobbs inquired if public works is ready for a hard winter of snow this year. Mr. Ryan explained that he will meet with Ms. Dobbs to review the preparations for the winter.

**LAND USE BOARD-** Mrs. Riener reported that the Land Use Board is meeting on Wednesday the 18<sup>th</sup>.

**Mayor Scheffler-**informed council that she, Mr. Kirchner and Mr. Gural had met with the DEP about issues involving the sewer plant and to request for help. The Lt. Governor was in town for a visit and Mayor Scheffler thanked all the businesses for their cooperation and attendance with the Lt. Governor. The county is going to single stream recycling which means that all recycling next year will be placed in the large blue buckets. Any residents wishing to order another bucket needs to apply on line at the county website or call county recycling by September 30, 2013.

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

Mrs. Nowicki-Morgan Avenue inquired as to the discussion on the trailers and the RV's as she could not hear council members. Mr. Norcross explained that the Land Use ordinance of the Borough requires that trailers and campers be less than 21 feet to be parked in the Borough. Mr. Norcross explained that he would like to have the council and land use board review the ordinance to increase the length of the trailers or campers allowed. Mrs. Nowicki discussed that she agrees with the ordinance being amended as there are several campers parked in the town. Mr. Norcross explained that he is recommending that no length be listed in the ordinance.

Mr. Pfeifer-E. Charles Street explained that he walks all over the borough and that he has noticed several issues with sidewalks. The sidewalks on East Charles Street are in good shape, but yet the Borough has issued violations to several of the residents to repair their sidewalks. The trees are mostly the issues with the broken sidewalks and they belong to the borough. Mr. Pfeifer would like to see who is complaining about the sidewalks and how many actual complaints the Borough has received. Mayor Scheffler responded that there have been quite a few issues with broken sidewalks and that the Borough is in the process of a lawsuit due to sidewalks. A gentleman whom is blind has also requested at several council meetings to have sidewalks repaired and additional cross lights installed. The JIF Insurance Company has been working with the Borough as well as code enforcement to address the sidewalks. The trees can be an issue and if the sidewalk cannot be fixed or the tree is dying the shade tree committee will give permission to have tree removed. The tree removals are done on case by case bases and that many times the sidewalk can go around the tree. Mayor Scheffler explained that the entire boroughs sidewalks will be inspected as required by the JIF Insurance and code enforcement will be issuing warning violations. There is no fine attached to the warning letters at the current time. Mr. Pfeifer explained that there are many more streets in the borough that are worse than Charles Street who should get the violations.

Mr. Boyell-Moorestown discussed that the Borough's website does not have the recent ordinances listed for review. The standards that are listed on the website are in error or incorrect, the property management code section #3 does not appear on web browser and that the Borough needs to take measures to ensure that users of the website can obtain the information. Mayor Scheffler replied that the Borough's website was one of the top ten in the county and that Mr. Boyell should notify the Borough if there is trouble with the site.

Ms. Veitenheimer-Rowland inquired if the mosquito spraying was done all over town. Mayor Scheffler explained that the truck did not come down Charles Street and that it is upto Burlington County as to what is sprayed. Mr. Norcross replied that the county does have to notify the Borough when they are in town. Mayor Scheffler explained that the county calls Borough Hall the day before to state that they are going to spray for mosquitos the next day. The Borough places the information on the website so that the public is aware that the mosquito truck will be in the Borough. Ms. Veitenheimer discussed that the county needs to provide more information to the Borough and that she signed up for Nixle and did not receive a notice from the county about spraying. Mrs. Ramono Tait explained that when you sign up you have to check off whom you want to receive notifications from.

Mr. McElwee-Columbia Avenue inquired if Charles Street was going to be done when the children were in school. Mayor Scheffler replied that the contractor is aware that the school children will be present and that their safety is a major concern. Mr. McElwee thanked Mrs. Ragomo Tait for getting the school children to help with the benches at the War Memorial and apologized for the homecoming being cancelled.

Mrs. Shea-Riverton-inquired about the resolution for CPG & H. Mayor Scheffler explained that the rental registration fee would be \$79.00 with \$75.00 going to the CPG & H for doing the inspections. This fee would also include the annual \$35.00 for the fire inspection that is required. Mrs. Shea inquired as to the total cost of all inspections. Mayor Scheffler replied that the council has only authorized for this year a total of \$5400.00 to CPG & H. Mrs. Shea inquired if the fee would increase every year? Mayor Scheffler explained that the inspection contract would be advertise every year for pricing and that there is no way to guarantee what the cost will be in future years. Mrs. Shea inquired if there is a job description for the housing inspectors. Mr. Gural replied that the description is built into the ordinance for the housing department. Mrs. Shea discussed that she attempted to review the budget on line to figure out the town's income and expenses and also the debt. She inquired as to how much debt and what the town owes for the year is. Mayor Scheffler explained that because it is government there are several different issues when looking at the budget. There is no income in and income out like in a resident's private budget. The budget process is done in February every year and that the council goes through the budget line by line at a public hearing. Mr. Gural explained that all documents including the annual audit are on line, but Mrs. Shea could speak with Mrs. Lewis the CFO for a better explanation as to how to follow the budget.

Mr. Radar-Harbour Drive inquired if a member of council is a liaison to the Senior Group. Mayor Scheffler explained that she talks regularly to Mrs. Jones who is in charge of the senior group. Mr. Radar would like to see a councilmember attend the Senior Group's meetings monthly which start at 10am. Mrs. Riener discussed that council will reach out to Mrs. Jones first before attending since she is in charge of the group. Mr. Radar inquired as to the status of having a doorbell installed at the front doors, so groups using the center are aware that someone is wanting to enter. Mrs. Ragomo Tait discussed that all of the clocks should be put in place and that they will work on the doorbell.

Mrs. Fallows-Moorestown inquired in regards to the company doing inspection if it will go in January. Mr. Gural explained that the fee will be generated by the bidding process and that it will be an award of professional services. The request for proposals for all of the professionals are sent out in November for award in January of each year. Mrs. Fallows inquired if the Borough anticipates all rentals to be inspected by the end of the year. Mr. Gural replied that all of the rentals that have applied will be completed before the end of the year, but if there no rental registration form on file the Borough will have to track down the property owner, which will take additional time.

Mr. Kay-West Second Street-inquired if the rental checklist was available online for property owners to review. Mr. Gural explained that as part of CPG & H contract they are working with the

Borough to compile the list. Mr. Kay inquired if the rental properties will be inspected if the property does not have a tenant. Mr. Gural explained that all rental properties whether occupied or not will be inspected.

Mrs. Shea-Riverton-inquired if there are ordinances available for properties that are inspected by the state. Mr. Rosenberg advised against council answering since there is still a pending lawsuit.

Mrs. Fallows-Moorestown inquired as to when the fee is due. Mr. Gural replied that the fee is to be paid at the time the rental registration is filed. Mrs. Fallows inquired about the sewer bill and when the Borough was going to change to the water usage billing. Mayor Scheffler explained that the water usage billing would be for the winter months, so as not to affect homeowners who water their grass or fill their pools. There will also be a flat rate attached. The water company will forward the data to the Borough for billing.

Ms. Veitenheimer-Rowland Street inquired if the borough knows every house that is a rental. Mayor Scheffler explained that there is no way to know if a home is an illegal rental, but that with the request for trash carts, code enforcement and construction permits a lot of the rentals are being listed. Mr. Gural explained that the last census states that there are 900 rentals including the Harbour in the Borough.

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

**CLOSED SESSION. Resolution No. 2013-215, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (litigation, personnel, contracts)** Mr. Norcross made a motion to approve the resolution, Ms. Dobbs second the motion. At the call of the roll, the vote was:

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

**NAYES:** None. Council went into executive session at 8:30pm.

Council returned to public session at 9:05pm.

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