

**BOROUGH OF PALMYRA
BOROUGH COUNCIL MINUTES
FEBRUARY 1, 2016**

CALL TO ORDER.

SALUTE TO THE FLAG.

MOMENT OF SILENCE.

OPEN PUBLIC MEETING STATEMENT

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

A. Posting written notice on the Official Bulletin Board at the Palmyra Borough Hall on January 10, 2016.

B. Mailing written notice to the Burlington County Times, Courier Post newspaper on January 10, 2016.

C. Notice to all Council.

ROLL CALL: Present: Mayor Michelle Arnold, President Bryan Norcross, Mrs. Tait, Ms. Tucker, Mr. Yetter, Mr. Howard.

Absent: None.

INVOCATION: Mr. Gural gave the invocation.

APPROVAL OF MINUTES- President Norcross made a motion to approve the minutes from January 19, 2016, Mr. Yetter second the motion. All members present voted in favor of the motion, except Ms. Tucker who abstained from the vote.

PROCLAMATIONS.

A. Random Acts of Kindness Month-February. Mayor Arnold explained that she would like for residents to look for random acts of kindness and to let the Borough know. There will be a tree in the Borough Hall lobby for people to post the random acts of kindness. Mayor Arnold would like to have a tree in the schools also at the end of the month all of the acts will be collected for a drawing.

B. Key to the Borough-Eleanor Tilmont. (100 years young). Mayor Arnold will be presenting Mrs. Tilmont with the key to the Borough on February 13th at the Seniors Valentine Hop.

CORRESPONDENCE.

A. Thank you card from Eleanor Gural. A thank you card was received from Ellie Gural for the fruit basket after her recent surgery.

B. Thank you card from Matt Kilmer. A thank you card was received from Matt Kilmer for the fruit basket after his surgery.

C. Letter of resignation-Ms. Weiner submitted a letter of resignation effective on February 19, 2016 as her last day with the Borough. Mrs. Tait made a motion to approve the resignation, Mr. Howard second the motion. All members present voted in favor of the motion.

PROFESSIONAL UPDATES.

A. Maser Consulting-Mr. LaRosa discussed the proposal for the underground storage tank that is located on Borough property behind Borough Hall. Mr. LaRosa will review the current files. A LSRProfessional needs to be involved in the process. After completion of the investigation, a request to close out the issue with DEP will be prepared. Mr. Yetter inquired as to what they expect to find. Mr. LaRosa replied that sometimes there is a discharge of fluids from tanks that were installed underground years ago. There will be soil borings completed and they will address the remediation if any is needed. Mr. Gural explained that the Borough does not expect to find anything, it is mostly a matter of having the correct paperwork filled out and filed. A resolution of approval will be on next agenda. Mr. LaRosa discussed that there will be a transition meeting in the next few week with ERI to review the current projects and also the need for public outreach for 4th Street. President Norcross inquired if there are other grants available for the areas around the school. Mr. LaRosa replied that there is a Safe Routes to School grant that is very competitive. Mr. Gural explained that the 4th Street project will be about \$15,000 and that there will be funding available in the budget for the project and that the repairs to the street can wait for grant funding. DOT will not make any grant awards before the end of the year. Mr. LaRosa explained that only the stripping would need to be removed if grant money is obtained for the roadway work. Mr. LaRosa reviewed the work for the front steps out front of the old section of the building. Mrs. Tait inquired if there will be just one public meeting. Mr. LaRosa explained that it depends on the reaction of the public, there may need to be more. Mrs. Tait explained that residents are already asking her and Mr. Howard about the meeting and the project. They are concern about the traffic on Race Street and want to have their opinions heard. Mr. LaRosa discussed that the public as well as the parents of the students attending the school concerns will be answered at the public meeting. Mr. Howard inquired if the residents will lose some of the parking on the street. Mr. LaRosa replied that there is a recommendation to limit parking and that nothing has been finalized yet. Mr. McBride-Superintendent of Schools explained that the discussion of 4th Street evolved from school safety and buses not being able to make the swing. There is also a concern about the crosswalks and pedestrian safety that needs improvement. Mr. McBride explained that he is thankful that council is exploring the options.

B. Environmental Resolution-Mr. Gural gave the report for ERI. The project at South Broad and West Second is on hold till the weather breaks. The community center generator concrete has been removed and a new gasoline will be installed. The new sidewalks are expected to be completed by February 12th. The partition wall at the center should go out for bids by the end of the month. The sewer plant gravity thickening was engaged and will be a substantial savings to the Borough. The HVAC maintenance bid was advertised for bid opening for February 9.

C. Environmental Resource Management- Mr. Gural gave the report for ERM. There have not been any explosives or emission removed that are of any concerns in the buffer berm area that was recently investigated. The remainder of the area cannot be remediated due to National Amusments not allowing the Borough to access their property.

PRESENTATIONS.

A. Habitat for Humanity-grounding breaking February 17th on West 6th Street. Habitat for Humanity presented a slide show to Borough Council and the public, discussing that they are located in Maple Shade and just broke ground on their 50th home. To qualify for a home, the applicant must have a need for housing due to overcrowding, unaffordable, unsafe or temporary housing, the ability to pay, willingness to partner (sweat equity, finance class, advocacy). Mr. Wolfe explained that the plans for the house include a crawl space, attic, Anderson windows, vinyl siding, 20 year roof, which is a typical construction project for Habitat. President Norcross inquired about the design of the home. Mr. Wolfe explained that they usually build for the need of the client. The process is to decide on where to build, then choose a client and figure out the size of the home needed. President Norcross made a motion to open the presentation to the public, Mr. Howard second the motion. All members present voted in favor of the motion.

Mrs. Jones-West 5th Street inquired as to why the home has a bathroom and a half bath. Her home is similar and only has one bathroom. Mr. Wolfe explained that there is no concrete answer and that it is a courtesy to a homeowner. Mr. Wolfe explained that the home is 960 square feet and it has plenty of closets. The home is a standard home for a Habitat build. Habitat explained that no taxpayer money is being used to build the home.

Mrs. Butler-Arch Street discussed that she thinks that Habitat is wonderful and that they do excellent work, but she is concerned about the lot size and the actual location. There is a lot of congestion in the area already. Mrs. Butler explained that the lot cannot be located where it is stated, there are four small homes across the street and another home would not fit. Borough Council and the Administrator discussed the location of the building lot and that it means all of the zoning requirements for the area. Mrs. Butler discussed that there are other larger lots or vacant homes that need to be rehabbed in the area and that Habitat should take a look at them.

Mr. Bostock-Morgan Avenue inquired if the application had been approved by the zoning board. Mr. Gural replied that there is no reason to make them go through zoning as it fits the requirements for lot size and zoning allows a single family home.

Mr. Bostock inquired about the size of the home and if that meets the requirement also. Mr. Wolfe replied that the home is within the requirements and that it will also have a driveway. The home is being built for a client that is a single woman with a small child.

Chief Pearlman discussed that the address given doesn't fit into the flow of addresses on the street and that it will have to be reviewed for 911.

Mr. McElwee-Columbia inquired as to what street the house will face. Mr. Wolfe replied that it will face 6th Street and have an address on 6th Street. Mr. Howard inquired as to how long it will take to build it. Mr. Wolfe explained that the process should be about 10 months depending on the weather and the number of volunteers.

Mrs. Tait inquired as to the age to volunteer. Mr. Wolfe explained that due to insurance regulations the volunteer must be at least 16 to take part in the construction.

Mayor Arnold discussed that everything will be taken into consideration that was discussed this evening and that having a new home built will have a positive impact on the other homes. The family has taken the necessary classes to qualify and that she encourages everyone to volunteer.

Mrs. Butler-Arch Street explained that her questions and comments have nothing to do against Habitat, her concern is the impact on other homes. Mayor Arnold explained that her concerns are well taken and that there will be a lot of benefits having a new home in the area. Mr. Gural explained that the home will also help with the COAH requirements.

Mr. Smith-Van Sant discussed that he does not want Habitat to be scared off and that he welcomes them to the town. He understands that vacant properties need to be looked at, but that Habitat is building on an empty lot.

No one else wishing to be heard on the issue, President Norcross made a motion to close the public portion, Mrs. Tait second the motion. All members present voted in favor of the motion.

PUBLIC PORTION- This public portion is for discussion on resolutions and ordinances listed on the agenda. Please state your name and address for the record. An opportunity for the public to comment on other matters is listed later in the agenda. President Norcross made a motion to open this section of the public comment, Mr. Howard second the motion. All members present voted in favor of the motion. No one wishing to be heard, President Norcross made a motion to close the public portion, Mr. Howard second the motion. All members present voted in favor of the motion.

RESOLUTIONS.

A. **Resolution 2016-62,** Resolution Appointing Paul Henry As Superintendent of Public Works/Sewer Department Effective February 5, 2016 Salary and Benefits Per Offer of Employment. Mrs. Tait made a motion to approve the resolution, President Norcross second the motion. At the call of the roll, the vote was:

AYES: President Norcross, Mrs. Tait, Ms. Tucker, Mr. Howard, Mr. Yetter.

NAYES: None. Mr. Henry thanked the Mayor and Borough Council for their support in his appointment.

COMMUNITY SPOTLIGHT. Mayor Arnold explained that this section of the agenda is for groups or individual to announce or discussed that events are happening with their organizations.

Mrs. Jones-Senior Program announced that Mrs. Tilmont will turn 100 years old on February 11 and that the seniors will be honoring her at their dance on February 13 at the community center. The Riverton Porch Club is also hosting an event to honor her. Mrs. Tilmont is young in spirit and still drives, lives at home and does her own chores. Mrs. Jones discussed that Mrs. Tilmont will receive a letter from President Obama that will be framed and a resolution from the State of New Jersey. Mrs. Tilmont taught at Riverton School for years. The Senior Program will make it a special day for her. Mayor Arnold will present Mrs. Tilmont with a key to the Borough that day around 1pm.

DISCUSSION ITEMS.

A. Council Vacancy-Mayor Arnold explained that the Republican Party submitted the three names to council as required. Mr. Howard inquired as to what the process was. Mr. Gural explained that Mayor Arnold was elected under the Republican Party, so the Republican Party meets and submits three names to council for their consideration to fill the vacancy within 15 days. Borough Council then votes on one of the names selected. Mrs. Tait discussed that she was told to submit a letter from Democratic Party selected one of the three names that they supported. President Norcross made a motion to appoint Edward Kearney to fill the unexpired term, Mr. Yetter second the motion. At the call of the roll, the vote was:

AYES: President Norcross, Ms. Tucker, Mr. Yetter.

NAYES: Mrs. Tait, Mr. Howard. Mr. Howard inquired why Mr. Kearney was not in attendance tonight.

B. Meet the Mayor. Mayor Arnold reported that 7 visitors showed up at the last event and that she is looking forward to scheduling another one. The people who met with her discussed snow removal-that residents need to remove snow from the entire sidewalk not just a tunnel going through, fire hydrants need to be shoveled out near the homes. Mayor Arnold suggested that residents who live near a hydrant should shovel around them for the fire department in case of an emergency.

C. Vacant Property Ordinance. Mayor Arnold discussed that she is looking to strengthen the enforcement of the ordinance in the Borough. Notices are currently posted on properties that they are vacant and registered, they are also passed around from one bank to another. It becomes impossible to keep updated who is responsible for the maintenance of the property.

D. Tri-boro Vets Property-Mayor Arnold explained that Habitat for Humanity gave an excellent presentation and that the Borough can partner with them for properties. Mr. Burns explained that there is an exception to the rule for a government agency to sell property. The property can be transferred to a non-profit or sold to a non-profit without having to go through a formal auction process. Mrs. Tait discussed that she was under the impression that the Borough was going to talk about whether to demolish the building first or sell as is with requirement to demolish. Mayor Arnold replied that selling it as is was already decided due to the cost of the demolition. Mr. Gural explained that the benefit of giving it to Habitat or another non-profit is that the property would count towards the Borough's COAH fair share. Mr. Howard inquired if the discussion is about giving Habitat the property and letting them build on it. Mrs. Tait inquired as to why the Borough would just give it to them. Mr. Gural explained that the two lots were combined and a bulk variance for the lot was given by the Land Use Board to build a home there. Mayor Arnold explained that there will be a cornerstone place on the property to memorialize the Vets.

E. Habitat for Humanity Construction Fees-Mr. Gural informed Council that Habitat is requesting that the Borough waive the municipal fees for the home that they are building. They would still have to pay the state fee. There will be a resolution on the next agenda.

F. Defense Driving Class-Mayor Arnold discussed that the scheduling of the classes would result in overtime for the police department in the amount of \$5500. Mayor Arnold inquired if there is an alternative solution for on-line classes for the officers. All other employees will be attending one of the three classes scheduled. President Norcross explained that the Borough's new policy will be a requirement for all employees to attend the class.

G. Shared Services Agreement with Burlington County for Snow. Removal 2016-2018. A resolution will be on the next agenda.

H. Laptop Computer Proposal.Mr. Gural discussed that the quote is about \$11,252. and that the problem with getting other quotes or different laptops from a different vendor is the security issue of the server. The quote does include the licensing and software installation. All Covered has the state contract for the computers and they also maintain the Borough's website. President Norcross inquired about the warranty on the laptops. Mr. Gural replied that it is for three years, due to the fact that after three years they will be outdated. President Norcross inquired if the purchase is approved what will be left in the Capital Budget for computers. Mr. Gural explained that every year additional funds are placed in the capital budget for computers due to the constant upgrading needed. Mr. Burns advised council that even with the Borough laptops for their use, if they use their personnel computers for Borough business it is still under the OPRA. Mr. Yetter inquired if

a table or IPod would be easier and less expensive. Mr. Gural discussed that the laptop will be really useful at budget time with council being able to access the Excel sheet for the budget. Mayor Arnold explained that the laptops will sit in front of council at the meeting and eliminate a lot of the paperwork, they will be able to review it on their laptops. President Norcross made a motion to authorize the purchase of the laptops, Mr. Yetter second the motion. At the call of the roll, the vote was:

AYES: President Norcross, Ms. Tucker, Mr. Yetter.

NAYES: Mrs. Tait, Mr. Howard.

Mayor Arnold inquired if the councilmembers would be required to use the laptops. Mr. Burns explained that no, it would be up to each member if they wanted to use them or not. You cannot require someone to use technology. Mr. Burns explained that councilmembers should consider the seriousness of the OPRA request and that if their emails are attached to any personal accounts, they are also subject to ORPA.

I. Tax Appeal advertisement-Mayor Arnold advised the public that there has been some advertisement from an attorney about lowering their tax assessment with a tax appeal, the Borough has not received an OPRA for any of the information and that there is a proper way for residents to appeal their own taxes.

J. 2016 Sustainable Jersey Grant Programs-Mr. Gural explained that there are several grants available through Sustainable Jersey. There are opportunities for land acquisition and energy related initiatives. Mr. Gural will ask Mr. Gerkins to proceed with the review of the grants.

K. Residency of Committee Appointees-Mr. Howard explained that he wants to be sure of the procedure for the Mayor to make sure that people appointed to the various boards are residents of the Borough. Mayor Arnold inquired if there was any one person that Mr. Howard was concerned with. Mr. Howard replied that he just wanted to be comfortable with the appointments. Mr. Yetter discussed that a business owner who does not live in the Borough still has a lot invested in it. Mayor Arnold explained that they are Mayoral appointments with the authority of council and that she has had the opportunity to meet with that person beforehand. Mayor Arnold discussed with council that the agenda is completed by Thursday noon before the meeting after conferring with department heads and if a councilmember wants something added it should be done before that.

ADMINISTRATOR REPORT.

A. Burl. County JIF 2016 Safety Incentive Program and Contract-Mr. Gural advised council that the safety program contract has been signed by the Mayor and that there is a JIF Elected Official Seminar on March 1.

B. Palmyra Arms Trash Collection Agreement-Mr. Gural reported that he has given Mr. Burns all of the information and that he would like the program to start in March. The trash will be handled by the MACCS program.

C. Delaware Ave. Trash Removal-there have been reports of trash cans causing obstruction at the school due to not being placed back on the curb. The company has been contacted to correct the situation.

E. Platform for Fire Vehicle Proposal-Mr. Gural explained that an additional piece of equipment is needed for the new vehicle. A resolution will be on the next agenda awarding the equipment since it was purchased using capital budget. President Norcross inquired as to what type of equipment is needed. Chief Pearlman replied that it is to carry a command box.

F. Use of Borough Equipment and Vehicles Policy-this will be on the next agenda.

G. Central Jersey Waste & Recycling Truck Explosion Hamilton-a trash vehicle exploded that belonged to Central Jersey in Hamilton and damaged four homes. Mr. Gural explained that he has discussed this with the company and that it will not affect the Borough's trash collection.

H. Tracy Kilmer-Certified Personal Trainer-Mr. Gural reported that Mrs. Kilmer has received her certification as a personal trainer and is running basketball programs for the fire department.

I. Update on Codification-new code books. The Borough has been given a draft of the new code books for review and they should be available later in spring.

J. Roof repairs to Borough Hall-Mr. Gural discussed that the front part of Borough Hall over the addition is in need of a new roof and also the bell tower needs some repairs.

K. Cell tower update-Mr. Gural informed council that there are two meetings scheduled with the professionals to review the files.

COMMENTS FROM THE GOVERNING BODY.

Student Representative- Mr. Giovanni reported that the school said good-bye to Mr. Poter who was there for a long time. The teachers wore jeans and Hawaiian shirts in his honor. There is a new gym teacher and new history teacher. The school is starting new clubs and a new swim team. There is also a robotic club now. There will be a student versus teacher volleyball game at the end of the month.

PUBLIC COMMENT. This provides the general public the opportunity to discuss any item or concern with the Mayor and Borough Council.

President Norcross made a motion to open the public portion, Mrs. Tait second the motion. All members present voted in favor of the motion.

Ms. Bullock-Arch Street inquired if the new teachers are Afro-American. Mrs. Bullock inquired about 4th Street and would like to know if the project is already decided before there is a meeting with the residents and also why does this need to be done. Mayor Arnold explained that it was done at the request of the School Superintendent to look into the traffic pattern. Ms. Bullock inquired as where the one way would begin and end. Mr. Gural replied that it would start from Race to Delaware Avenue, the benefit is for the student safety. Ms. Bullock discussed that the parents dropping off the students have created the problem. Chief Pearlman explained that the problem at the high school is an easy fix with flow of traffic. The problem at Charles Street School requires enforcement to help with the traffic since it would take major changes to the school area for a drop off zone. Ms. Bullock inquired about the change for the retirees listed under administrator reports. Mr. Gural explained that this is for non-uniformed employees and is proposing to also include their spouses for an employee who has worked for the Borough for 20 years and has 25 years in the pension system.

Mr. Davis-New Jersey Avenue informed council that on Friday there was an email blast about the Borough doing flag football. Mr. Davis is a member of Pop Warner football which is now leaving Burlington County. Mr. Howard explained that MVP60 is looking at starting

a flag football team here and has nothing to do with pop warner football. The email was to see if anyone was interested in the program. Mr. Davis discussed that the email said there was applications available and that Palmyra has worked hard to bring back the football program and he does not want to lose kids to the flag football. President Norcross explained that some of the confusion is that PalRiv represents all the athletic organizations and that there is no intent to step on anyone toes. Mr. Howard discussed that as Chairman of Youth and Recreation he had agreed to meet with the MVP60 to see what they had to present. Mrs. Tait explained that if one of the fields can be used for the flag football it would need at least 50% of the players to be Palmyra residents and backgrounds checks would be required as it is for all sports. Mr. Howard explained that PalRiv added the basketball program under their insurance and that the flag football usually attracts kids that are not involved in regular football or soccer. Mr. Davis discussed that the Palmyra football program has kept the price of \$100. for years so that it is affordable. The new league NJ football league will now go by age instead of weight class.

Mrs. Butler-Arch Street inquired about 4th Street and that she understands that the school is concerned about the student's safety and congestion at the school, but it is only for a few minutes in the morning and afternoon. Chief Pearlman explained that the issue is the drop off and pick up on 4th Street. The change will not create more traffic, it will be the same number of cars coming and going. Mrs. Butler discussed that the residents have to put up with the changes due to the school board wanting to disrupt the traffic and parking.

President Norcross explained that the plan is to prevent an accident and that it is not set in stone, there will be public meetings for input from the residents. Mayor Arnold discussed that all concerns will be considered and that it will be a council decision not a school board decision. Mrs. Butler inquired as to what school board member decided it was a problem. Mr. Howard Norcross-Temple replied that as a school board member and former school resource officer that it is a serious issue and that it will not change the amount of traffic. Mr. Norcross explained that he had made recommendations to the Superintendent of Schools and the Chief about his concerns on the student's safety.

Mr. McElwee-Columbia discussed that he has lived here all his life and that the problem at the school started when all the entrance doors were changed. Mr. McElwee informed council that the historical society has several Christmas ball ornaments with Palmyra on them that they would like to donate to the War Memorial Committee to hand out to Veterans. Mr. McElwee would like to hand them out the next time that the medals are presented.

Mr. Norcross-Temple inquired about the defense driving classes and how much the Borough will save on insurance. Mr. Gural replied that the Borough will save about \$5,000 a year and that the individual employee will save about 5-10% off their policy. Mr. Norcross reported that the War Memorial Committee has ordered a statue that will be placed on Memorial Day and that it is about 48 inches tall and all brass.

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

MAYOR AND COUNCIL COMMENTS.

Mr. Yetter discussed that he took note of Mrs. Butler's comments and that there were 200 students in his class when he graduated and most of them walked to the high school. Mrs. Tait explained that there are now about 485 students total in grades 9-12 plus the 7th and 8th graders are in the high school.

Mr. Howard discussed the traffic pattern at the high school and that parents are impatient when dropping off their children and park on both sides of the streets, which is dangerous for someone attempting to cross the street. Mr. Howard explained that the youth football

league approached the Borough about coming to town to do a program. If there is enough interest then maybe flag football can be on Friday nights, the program will not be run by the Borough. Mrs. Tait explained that residents were going to other towns to play flag football so that is why the discussion was started.

President Norcross announced that there will be a youth summit on March 5 and the goal is to reach as many kids to talk about life after school, preparation for college, military interest as well as media madness.

Mayor Arnold thanked everyone for coming with their strong energy.

CLOSED SESSION.

Resolution 2016-64, Resolution Excluding the Public From Certain Meetings Pursuant To Section 8 Of the Open Public Meeting Act C. 231 P. L. 1975. (Filliet, National Amusements Litigation). President Norcross made a motion to approve the resolution, Mr. Howard second the motion. At the call of the roll, the vote was:

AYES: President Norcross, Mrs. Tait, Ms. Tucker, Mr. Howard, Mr. Yetter.

NAYES: None, council went into executive session at 10:16pm

Council returned to public session, with no further action taken at 11:16pm.

ADJOURNMENT. Mr. Yetter made a motion to adjourn, Mr. Howard second the motion. All members present voted in favor on the motion. Council adjourned at 11:17pm.