

**BOROUGH OF PALMYRA  
BOROUGH COUNCIL MINUTES  
FEBRUARY 16, 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:** Pastor Rasheed of the Islamic Center gave the invocation.

**SWEARING IN OF EDWARD KEARNEY.** Mayor Arnold swore Ed Kearney in as a Councilmember, his wife and daughters held the Bible.

**PROCLAMATIONS.**

A. National Flood Safety Awareness Week-March 13-19, 2016. Mayor Arnold read the proclamation.

**APPROVAL OF MINUTES-** President Norcross made a motion to approve the minutes from January 16, 2016, Mr. Yetter second the motion. All members present voted in favor of the motion, except Mr. Kearney who abstained from the vote.

**CORRESPONDENCE.**

A. 2015 Safety Incentive Program Award-Mayor Arnold read part of the letter into the record. It is with great pleasure to report that the Palmyra Borough has earned \$1,925.00 as a result of your employees' outstanding performance in the 2015 BURLCO JIF Safety Incentive Program. Mayor Arnold congratulated all of the employees on a job well done.

B. Habitat for Humanity Ground Breaking Ceremony-February 17<sup>th</sup>-10am.

The ground breaking for the new home will be on February 17<sup>th</sup> at 320 West 6<sup>th</sup> Street at 10am and everyone is invited.

C. Green Acres Program-Mr. Gural advised council that Green Acres funding was used for Legion Field and that they conduct investigations periodically to make sure the improvements are kept up to date.

D. Robotic club from the high school presented a demonstration with the robot that they created using a wireless phone to control it. Eric Blatz help start the club along with Charles Martocello and Rebecca Allen. They have competed in 2 competitions this year and did very well. Eric explained that after the initial start of the club, it now has about 15 students involved. Rebecca is head of marketing for the club. There is now a website with information about the club and the competitions. Rebecca explained that the club would like to build more robots and would appreciate donations from businesses or individuals. Charles explained that the club does its own programming and that if they use a kit the cost is about \$1100. which comes with two smartphones for programming. They have been using the schools 3d printer for clamps for the wires because it lightens the weight of the robot.

**PUBLIC PORTION-** This public portion is for matters listed on the agenda only. 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 the public portion, Mr. Yetter second the motion. All members present voted in favor of the motion.

Mayor Arnold announced that the public comment would be limited to three (3) minutes and that all comments should be directed to the Mayor or Council and they will comment if possible, sometimes additional information is needed and Council will have to get back to the person with the answer. Mayor and Council can always be reached through Borough Hall.

Mr. Rader-Harbour Drive discussed that he is under the impression that the rules to limit the comments needs to be announced at the beginning of the meeting. Mr. Burns replied that as long as they are given before the public comments, it is allowed. Mr. Rader inquired about Resolution 2016-68 for environmental work for the Borough. Mr. Gural replied that there was an old storage tank underground on Borough Hall property that was removed and needs to have paperwork completed to close out the DEP permit. Mr. Rader inquired about the hiring of the recycling coordinator, clean communities coordinator and the storm water coordinator. Mayor Arnold explained that the appointments are to fill the vacancies created by Mr. Ryan's retirement and that they require no additional salary. Mr. Rader inquired about the resolution for the change fund. Mr. Gural replied that it is just an increase in the amount of change that the tax office needs to make change for residents paying their sewer or taxes.

Mrs. Butler-Arch Street inquired about resolution 2016-79 and if the consulting has already taken place. Mayor Arnold explained that the resolution is part of the next step looking into the process of changing 4<sup>th</sup> street traffic pattern. Mrs. Butler discussed that the Borough has already spend \$3700 of taxpayer money without consulting the residents of the area. Mayor Arnold explained that the next step is to contact the public for a meeting. Mrs. Butler discussed that if the Borough had talked to the residents about the project before spending the money, the residents would have told them how they felt and that they did not need an engineer to schedule a meeting with the residents. Mr. Gural explained that the first phase was actually meeting with Chief Pearlman and the school to identify potential answers to the schools concerns and issue a report for officials to comment on. Mr. Gural explained that the first \$3,000 is for field investigation and to bring the new engineer up to speed with previous engineer's proposals.

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

**ORDINANCE ON FIRST READING.**

A. **ORDINANCE 2016-2**, An Ordinance Of The Borough Of Palmyra Amending Chapter 215 Of The Code Of The Borough Of Palmyra Entitled “Sewers”. Mr. Howard requested a clarification on the ordinance. Mr. Gural explained that this evening the ordinance is being introduced by title only in the event that after the budget meeting the sewer fees need to be increased. The adoption is on March 7<sup>th</sup>, but can be continued. President Norcross inquired how the proposed increase will affect the businesses. Mr. Gural replied that it is a complicated matter and that he needs at least two more days to address the matter and calculate the sewer budget. Once the draft of the sewer budget is finalized the rate increase will be determine and the impact to each building and owner. President Norcross made a motion to adopt the ordinance on first reading, Mr. Yetter second the motion. At the call of the roll, the vote was:

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

NAYES: None. The ordinance was adopted on first reading and will be heard at a public hearing to be held on March 7, 2016 at 7pm.

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

A. **ORDINANCE 2016-1**, An Ordinance of the Borough of Palmyra Amending Ordinance 2014-19, An Ordinance Amending Personnel Policies and Procedures Manual Regarding Health Benefits For Retired Employees By Allowing Retirees to Receive Paid Health Benefits. Mrs. Tait made a motion to open the ordinance for a public hearing, President Norcross second the motion. All members present voted in favor of the motion. Mr. Rader-Harbour inquired if the ordinance includes the spouses of an employee. Mayor Arnold replied that it does till the age of 65. No one else from the public wishing to be heard on the ordinance, President Norcross made a motion to close the public hearing, Mrs. Tait second the motion. All members present voted in favor of the motion. President Norcross made a motion to adopt the ordinance on second and final reading, Mr. Yetter second the motion. At the call of the roll, the vote was:

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

NAYES: None. The ordinance was adopted on second and final reading and will take effect after publication according to law.

**RESOLUTIONS. Consent Agenda-** Resolution 2016-65-Resolution 2016-82 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. President Norcross requested that resolution 2016-75 be pulled from the consent agenda, Ms. Tucker requested that resolution 2016-67 be pulled from the consent agenda. Mayor Arnold read the titles into the record. President Norcross made a motion to approve the consent agenda, Mr. Yetter second the motion. At the call of the roll, the vote was:

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

NAYES: None.

A. **Resolution 2016-65**, Resolution Authorizing Refund Of Tax Overpayments.

B. **Resolution 2016-66**, Resolution Authorizing The Mayor To Sign The Agreement Of Easement Between The Borough of Palmyra and PSE & Gas. Company for Block 56, Lot 3.

**C. Resolution 2016-67, Resolution Amending Resolution 2015-179 In The Amount Of \$552.65, Resolution Authorizing The Purchase Of 2016 Ford Explorer And Accessories From Cherry Hill Winner Ford Via State Contract. Mr. Howard 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, Mr. Kearney, Mr. Howard, Mr. Yetter.**

**NAYES: None.**

**ABSTAIN: Ms. Tucker.**

**D. Resolution 2016- 68, Resolution Awarding Engineering Services To Maser Consulting For Environmental Services, Block 28, Lot 2 In The Amount Not To Exceed \$5,100.00.**

**E. Resolution 2016-69, Resolution Awarding The Maintenance Contract For The HVAC System To Air Systems Maintenance, Inc. In The Amount Of \$23,598.00.**

**F. Resolution 2016 -70, Resolution Waiving The Local Construction Permit Fees Due The Borough Of Palmyra For Habitat For Humanity For 320 West 6<sup>th</sup> Street.**

**G. Resolution 2016-71, Resolution Authorizing The Liquor License Of Milmarian Inc. License # 0327-33-002-003 To Become An Inactive License.**

**H. Resolution 2016-72, Resolution Appointing Paul Henry As Recycling Coordinator For The Borough Of Palmyra.**

**I. Resolution 2016-73, Resolution Appointing Paul Henry As Clean Communities Coordinator For The Borough Of Palmyra.**

**J. Resolution 2016-74, Resolution Appointing Paul Henry As Storm water Coordinator For The Borough Of Palmyra.**

**K. Resolution 2016-75, Resolution Authorizing Mayor Arnold To Sign The Agreement With The County Of Burlington For Shared Services For Snow Removal. Mr. Howard made a motion to approve the resolution, Mrs. Tait second the motion. At the call of the roll, the vote was:**

**AYES: Mrs. Tait, Ms. Tucker, Mr. Kearney, Mr. Howard, Mr. Yetter.**

**NAYES: None.**

**ABSTAIN: President Norcross.**

**L. Resolution 2016-76, Resolution Authorizing Mayor Arnold To Sign The Agreement With Palmyra Arms Apartments For Trash Collection Services.**

**M. Resolution 2016-77, Resolution Authorizing Professional Services Agreement With CGP &H For Grant Administration For The CDBG Housing Rehabilitation Grant In An Amount Not To Exceed \$15,459.00.**

**N. Resolution 2016-78, Resolution Authorizing The Adoption Of Use Of Borough Equipment And Vehicles Policy.**

**O. Resolution 2016-79, Resolution Awarding Engineering Services To Maser Consulting For 4<sup>th</sup> Street Directional Change Project In An Amount Not To Exceed \$3,000.00**

**P. Resolution 2016-80, Resolution Authorizing An Increase In The Change Fund For The Tax Collector's Office For The Borough Of Palmyra.**

**Q. Resolution 2016-81, Resolution Authorizing The Payment Of Bills In The Amount Of \$2,116,673.78.**

**P. Resolution 2016-82, Resolution Authorizing the Cancellation Of Taxes For A Totally Disabled Veteran Located At 152.39 Lot 2029 Tax Year 2016 And Thereafter And Refunding Taxes Paid.**

**COMMUNITY SPOTLIGHT.** Mayor Arnold explained that this is a new portion of the agenda that is for residents and businesses to share their events.

Mr. Gravano-student representative announced that the shot put record was broken by Matt, 2/3 of the seniors signed up for college. The 8<sup>th</sup> graders visited the Holocaust Museum. The Panther Press has returned for the school. February 19<sup>th</sup> is love your community day and the high school will be accepting non-perishable breakfast items for the food pantry. There will also be a blood drive for the students and teachers only. They are hosting a cell phone learning class at the community center to help seniors navigate the new phones. There will be a volleyball fundraiser on February 27 at 5pm for the heart association. Mayor Arnold will be reading at the school on February 26 as part of Read Across America Week. The Post Prom Committee is hosting a bingo at the Sacred Heart Church in Riverton on March 7. The seniors held their Valentine Hop on February 13<sup>th</sup> and Mrs. Tilmont was recognized for her 100<sup>th</sup> birthday. Mayor Arnold had presented her with a key to the Borough and a proclamation.

### **DISCUSSION ITEMS.**

A. Youth Summit-April 16<sup>th</sup>-President Norcross is working with Amy Dean to partnership with the Sheriff Department for 10-12 graders on April 16<sup>th</sup> (change of date) for the youth summit. The summit will be to discuss life after high school. Every participant will receive a t-shirt from the Sheriff's Department.

B. Legion Field-Mrs. Tait announced that there will be a field clean-up on March 6 from 1pm-3pm for all sports and volunteer.

C. Budget Workshop Meeting Date-the budget workshop will be on March 12<sup>th</sup> at 8am.

### **ADMINISTRATOR REPORT.**

A. Housing Inspections RFP-Mr. Gural discussed that he had sent a draft to everyone and was waiting for responses. Mr. Burns informed council that he had no comments to add.

B. Cell Tower Update-Mr. Gural and Mayor Arnold had a meeting with the attorney and consultants and that they are still looking at possibilities and options.

C. Voucher Approval Process-Mr. Gural explained that in an attempt to streamline the process of council signing the vouchers, the finance department will locate the vouchers over the weekend before the meeting in the conference room so that councilmembers can come in and sign them. The vouchers are not to be taken out of the building for signature. There is always an opportunity for council to ask questions before signing the vouchers and also a voucher can be pulled from the bill list the night of the meeting if a member is not ready to approve it or has questions on the bill.

D. Above ground fuel station-update-Mr. Gural reported that the plans are complete and that they are available in his office for councils review. CME will process the bid documents and the opening will be in about 3 weeks. Mr. Yetter inquired if the project will save the Borough money. Mr. Gural explained that with the current shared services agreement with Cinnaminson for gas, there is a markup, this will allow the Borough to use their own gas and also enter into shared services with the school. It will also be closer for the fire department and police department, as well as public works, since they will no longer have to go out of town. President Norcross made a motion to authorize CME Associates to go out to bid for the project, Mr. Yetter second the motion. All members present voted in favor of the motion.

E. MEC-R-I update-Mr. Gural reported that the site where the work was done has been restored as much as practical and that the new plantings will have to wait for the spring. The Borough is still waiting on the access agreement with National Amusments.

## **COMMITTEE REPORTS.**

**Public Works/Sewer-** Mr. Yetter reported that the first meeting of the committee will be next Tuesday. Mayor Arnold discussed that Mr. Kearney will be added to the committee as the third member. Mr. Yetter discussed that snow removal has gone well and that there were very few complaints and that he is trying to keep communication open between the public and the department. The department is going through a transition period switching between Paul Henry and Tom Ryan.

**Youth/Recreation-** Mr. Howard reported that there was a meeting last Friday with the sports team. There was discussion about the pitchers mound and work needed on the soccer field. The dirt has been delivered and is ready for the teams. The restrooms will open on March 8<sup>th</sup> and recreation basketball will be completed on February 27<sup>th</sup>. Flag football is looking at starting in April. Mrs. Tait discussed that 50% must be Palmyra residents and they must present insurance requirements. Mr. Howard advised council that there was no shade tree meeting this month and that a large tree did fall during the storm.

**Public Buildings/Grounds-**Ms. Tucker reported that at the introduction meeting the committee reviewed what the requirements of the committee were. The committee is responsible for Borough Hall, Community Center and Public Works/Sewer building and grounds. There was discussion about hiring a person to clean the community center and also about door archways over the employee and police entrances. Meetings are the 1<sup>st</sup> Tuesday at 7pm.

**Parks/Playgrounds-** Mrs. Tait reported that the sports team gave a list of what improvements are needed for the fields and dug outs.

**Business Community/Development-** President Norcross discussed that the meeting with the youth teams went very well. The committee will meet the 2<sup>nd</sup> Tuesday of the month at 6:30pm at Borough Hall. The goal is to try to come up with finding out what business need and assist them with that.

**Administration/Public Safety-** Mayor Arnold discussed that the police monthly report will look different as she has requested. It will now give an overview of comparing years. The motor vehicle stops have increased and the proactive department is noticing more things that need to be done. Chief Pearlman reported that traffic and pedestrian enforcement helps keep crime down also. The police department yearly report is on the website. Mr. Howard inquired about the policy in towing vehicles. Chief Pearlman responded that the policy is mostly dedicated by state statute.

**Appointments-** Mayor Arnold appointed Paul Henry, Dave Austin, Paul Henry and Tim Kaluhiokalani to the Shade Tree Committee.

**PUBLIC COMMENT.** Please state your name and address for the record. Mayor Arnold announced that the public comment would be limited to three (3) minutes and that all comments should be directed to the Mayor or Council and they will comment if possible, sometimes additional information is needed and Council will have to get back to the person with the answer. Mayor and Council can always be reached through Borough Hall.

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

Mrs. Butler-Arch Street-discussed that she was glad to hear that the address given last month for Habitat was the wrong address, but she would like council to still keep in mind the vacant properties. Mrs. Butler reported that 400 Arch Street has turkey vultures living in the roof and that it is an abandon property. there are dips on 4<sup>th</sup> and 5<sup>th</sup> Street as well as Arch Street, the traffic has hits the dips and if traffic is increased due to 4<sup>th</sup> Street changing more cars will hit those dips. Mrs. Butler inquired if the Mayor and Council made a resolution about Black History Month. Palmyra is rich in Black History. Mayor Arnold

replied that nothing has been done yet, but she would like to meet with Mrs. Butler to go over facts and people that she knows. Mr. Gural replied that when he was Mayor a proclamation was approved for Black History Month. Mr. Howard inquired if the community center board could do a program. Mrs. Butler explained that many residents over the years have contributed to Palmyra. Mrs. Person on West 6<sup>th</sup> Street is the great granddaughter of Dr. Still, the doctor of the Pines.

Mr. O'Conner-Broad Street discussed that the sewer bill keeps increasing and that he is not using a lot of water and that no sewer is used at the store. The taxes are high also and the increases are putting businesses out.

Ms. Veitenheimer-Rowland discussed that public works did a good job on the snow and that cars not parking on the street really helped. Ms. Veitenheimer recommend that council amend the ordinance to allow cars to park on their front lawns for a major snow storm. Ms. Veitenheimer inquired about the inactive liquor license. Mrs. Sheipe explained that a regular liquor license was no longer being used and that the license will now be held if approved by the state for two years.

Chief Pearlman informed council that a Detective working arrested the suspect in the Farm Fresh robbery and the suspect was also charge for a 2010 robbery at the liquor store. Chief Pearlman explained that he sits at the meetings and listens to residents complain about the parking tickets on Broad Street. Chief Pearlman explained that he ran a report for the last year and that only one time parking ticket was issued in the business district and 30 violations for sweeper. There was a problem with the church on Broad Street and the parking during their extra activities, but the church has corrected the problem. The department does not do extra enforcement on time limits on Broad Street. Mayor Arnold requested that Chief Pearlman report on the 200 Club. Chief Pearlman discussed that the 200 Club supports first responders and police departments throughout the county. Sgt. Coveleski will receive an award for a major arrest of a Camden county suspect that he recognized on his way home and helped apprehend. EMS will also receive a training grant. No one else from the public wishing to be heard, President Norcross made a motion to close the public portion, Mrs. Tait second the motion. All members present voted in favor of the motion.

#### MAYOR AND COUNCIL COMMENTS.

Mayor Arnold discussed the article that appeared in the Burlington County Times about Habitat for Humanity and that it incorrectly expressed the Borough's views. Mayor Arnold reminded everyone that it is Random Acts of Kindness Month and to acknowledge others who perform acts of kindness. Meet the Mayor will be on February 22 from 4:30-6:30pm.

#### CLOSED SESSION.

Resolution 2016-83, Resolution Excluding the Public From Certain Meetings Pursuant To Section 8 Of the Open Public Meeting Act C. 231 P. L. 1975. (Fillit litigation).

Ms. Tucker 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. Kearney, Mr. Howard, Mr. Yetter.

NAYES: None. Council went into executive session at 8:52pm.

Council returned to public session at 9:16 pm.

ADJOURNMENT. Mr. Howard made a motion to adjourn at 9:17 pm, President Norcross second the motion. All members present voted in favor on the motion.