

**BOROUGH OF PALMYRA
BOROUGH COUNCIL MINUTES
MARCH 7, 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 Norcross, Mrs. Tait, Ms. Tucker, Mr. Kearney, Mr. Howard, Mr. Yetter.
Absent: None.

INVOCATION: Mr. Gural gave the invocation.

APPROVAL OF MINUTES- President Norcross made a motion to approve the minutes from February 1, 2016 and February 16, 2016, Mr. Yetter second the motion. All members present voted in favor of the motion, Mr. Kearney abstained from the minutes of February 1, 2016.

CORRESPONDENCE.

- A. Thank you card from Dave and Barbara Gerken. Mayor Arnold read the card from Mr. and Mrs. Gerken thanking the Borough for the fruit basket upon the death of Mrs. Gerken's father.
- B. Letter from Department of Transportation-West 4th Street Project-Mayor Arnold advised council that the Borough did not receive the requested funding from the Department of Transportation for the reconstruction of 4th Street.
- C. Resignation letter from Maricka MacMurray-crossing guard. President Norcross made a motion to accept the letter of resignation, Mrs. Tait second the motion. All members present voted in favor of the motion.

PROFESSIONAL UPDATES.

- A. Maser Consulting-4th Street -Mr. LaRosa and Mr. Jahr, traffic engineer informed council that they had reviewed the plans submitted for the 4th Street project by Environmental Resolution. Mr. Jahr explained that he had monitored the traffic in the morning and afternoon for about 15 minutes each. In the morning the drivers respected each other and alternated. There was a normal back up and that it is very congestion also. Mr. Jahr recommend that Borough Council move forward and hold a public forum with the residents and parents of the students. Mrs. Tait inquired as to what door the students are allowed to enter in the morning. Mr. Gravano replied that both gym doors are open in the morning. Mr. Howard inquired if there was a timeframe to have the project completed. Mr. Jahr discussed that turning the street into a one way will benefit everyone including the police and that it should be one way all the time. President Norcross inquired about parking for the residents and how it would affect them. Mr. Jahr explained that it will only effect one owner at the corner of Delaware and 4th and that they will do the best to accomated them. President Norcross discussed the safety of the children crossing Broad Street to Charles Street School. Chief Pearlman explained that it doesn't matter what way the traffic is the number of children and the crossing will be the same. The amount of cars from Riverton and the Borough will not increase due to the street becoming a one way. Mr. Jahr explained that the only changes would be the direction of traffic there will be no increase in traffic. Mrs. Tait inquired about the crossing guard on Race Street and that the guard crosses the children to go to Charles Street school and that it will increase the safety for the crosswalk. The dips and speed on Race Street would be a factor also on the traffic. Mr. Jahr explained that the change would mainly be felt on 4th Street and that there is no negative impact on the outer streets. Chief Pearlman explained to council that it will actually be easier on the crossing guard if all the cars are coming the same way. Chief Pearlman discussed the sporting events and concerts and that the traffic goes all different ways which causes congestions. The one-way will help direct the traffic all the same direction. Mr. Howard discussed that the high school and Charles Street School also start and end at different times. Mr. Jahr explained that after the public hearing and if any changes are needed the plan must be endorsed by the police department. Mr. Gural discussed that he is waiting to have a team meeting with the school. Mr. Howard inquired as to how large a radius for the public meeting will be notified. Mr. Gural replied that anyone can attend the public meeting. Mayor Arnold inquired what happens if nothing is done with the project. Mr. Jahr replied that it would be a bad choice to do nothing because there are so many conflicts with the traffic and the students that it is just a matter of time before something happens and that the safety issue can be avoided now. Mr. Kearney explained that the crossing guard at Broad, Race and Park is having a hard time now due to the streets being offset. Mr. Jahr replied that he will address that issue after the traffic survey is completed.

Maser Consulting-Borough Hall. Mr. LaRosa informed council that the project can be broken down into two different ways to bring it under the bid threshold. The project is more of a brick project than a structural issue. The kitchen and copy room will be upgraded on the second floor. Mr. LaRosa reported that he looked at the firehouse hall floor and has prepared a draft proposal. It has a good sound structure. The tank removal for Borough is still being worked on with request for information.

B. Environmental Resolutions-Mr. Kirchner reported that the underground work for the community center generator is complete and that the sidewalk has been replaced. South Broad Street project will be finishing up in the next two weeks if the weather holds. The sludge thickener on the sewer plant was started up on January 29th with no major issues. The project is waiting for one more valve to be installed and then it will be completed except for a few punch list items. Mr. Kirchner reported on Kerbeck's sewers and that the property only has two accounts out of their six water accounts connected to the sewer lines. The rest are septic. The Borough owes them a refund for the sewer billing that was charged on the four non-sewer accounts. **Community Center-** Mr. Kirchner informed council that the wall for the community center removal will remove two closets and also the wall will be soundproofed. The room will be repainted, new carpet squares installed and new ceiling tiles. There will also be a chair rail installed around the room to prevent the chairs from marking the wall. Mr. Kirchner explained that it will take about 14 days from start to finish, but that they will try to minimize the disturbance to the groups that use the center.

C. CGP &H –Mr. Gural gave the report for CGP & H. There is grant activity available from the DVRPC Transportation Initiative that the Borough could apply for. The grant money would be used to continue better access to Broad Street from Route 73 and better access to the business district. There is a meeting on March 15th that Mr. Gerken will attend. FEMA has grant opportunities for fire departments, Mr. Dreby will start the process and forward his information to Mr. Gerken. The grant can be used for the recruitment of volunteer firefighters. There is also a funding available for trees. Mr. Henry has completed the community grant for forestry. Burlington County has award the Borough \$126,403 from the parks development grant for the area along the waterfront. Safe Streets to School grant is still pending. The Small Cities grant award in the amount of \$100,000 is for rehabbing affordable housing and will be used with the RCA program. Mayor Arnold thanked the team for pulling together to get the grant completed through the SAGE program on-line.

D. Environmental Resources- Mayor Arnold reported that she and Mr. Hogue had attend a DEP Groundfield for Brownfields Roundtable in Trenton. A lot of information was obtained and will help with future endeavors.

PUBLIC PORTION- This public portion is for discussion on professional updates, resolutions and ordinances listed on the agenda. Please sign in and state your name and address for the record. Council will give all comments appropriate consideration. Each citizen will be allotted up to five (5) minutes to speak, in order to allow everyone an opportunity to ask questions and express their opinions or concerns. Please direct all comments to the Mayor. Each resident may only speak once during each public portion.

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

Ms. Veitenheimer-Rowland inquired if there will be an additional public portion for Ordinance 2016-2. Mr. Gural replied that yes and comments can be made in both sections.

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

ORDINANCE ON SECOND READING. (public hearing).

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. Gural explained that he does not have the ordinance in written form for Council this evening. The draft budget documents have been sent to council showing the impact. The sewer billing department is waiting for water usage from the American Water Company. Mayor Arnold read the title of the ordinance into the record. Mr. Gural discussed that there have been many challenges in 2015-16 including with the sewer plant improvement project. There were fee adjustments for commercial and industrial buildings. There has been no residential increase in the last 15 years for sewer. The anticipated budget shows about a 12% increase over the \$175 now charged for half a year for residential. Mayor Arnold inquired about the cost of the plant impact. Mr. Gural explained that the plant was about 3.5 million increase which increased the debt service. Mayor Arnold inquired about how the increase compares with other towns billing. Mr. Gural explained that the average bill in the area is about \$394. Mr. Gural informed council that with the increase in sewer fees, the Borough will be able to maintain the two senior discounts, one for \$30. and the other for \$20. Mr. Yetter inquired if the improvements were mandated by the State. Mr. Gural explained that due to odor complaints made to Burlington County Health Department and also to the DEP, the Borough received an administrative order signed by the DEP to install upgrades for odor control. Mayor Arnold explained that many of the maintenance issues had been put off over the years and the plant did not have a schedule maintenance program. Mr. Gural discussed that with the improvements the life of the plant has been extended another 50 years. The design and technology is up to the latest available. Mr. Henry, Supervisor of PW/Sewer discussed that with the maintenance contracts being awarded over the last several years, the maintenance has improved and is on a set schedule now. Mrs. Tait inquired if Mr. Gural is looking to have the ordinance voted on this evening. Mayor Arnold replied that she would like to have public comment this evening and continue it to Saturday at the budget meeting, so that the full ordinance can be available for council to vote on.

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

Mr. Rader-Harbour Drive inquired if there is a certain amount of time that the public has to review the ordinance before there is a vote taken. Mr. Burns explained that the public hearing is tonight and that council can continue the public hearing and vote till Saturday, as long as they open the public portion tonight. Mr. Gural will have the written ordinance ready by Friday. Mr. Rader inquired if it will be published when it is ready in the paper. Mr. Gural explained that he is waiting on the water usage report before the final ordinance can be written. Mr. Rader discussed that Borough Council will have a budget work session and public comment on the ordinance on Saturday. Mr. Rader discussed that the public does not have an opportunity to review the ordinance before council votes. Mayor Arnold explained that the ordinance will be ready for the public and council on Friday to review. Mrs. Sheipe explained that the ordinance and a summary of the ordinance is published after adoption of first reading in the Burlington County Times, giving the date and time of the public comment, if anyone want to comment on the ordinance they would be here this evening for the vote of council. The Mayor will make an announcement that the public hearing and vote is continued till Saturday, March 12. The ordinance after final adoption will appear by title in the paper.

Ms. Veitenheimer-Rowland discussed that the seniors should get one or the other discounts not both. The senior discount of \$20. for all seniors is not fair to the lower income residents as some of those senior receiving the discount do not need the money. Ms. Veitenheimer discussed that she is a single person and does not use that much water yet pays the same as a family of five. Mayor Arnold replied that she understands Ms. Veitenheimer concerns but that it is hard to come up with an average that suits everyone.

No one else from the public wishing to be heard on the ordinance, President Norcross made a motion to continue the public comment and vote till Saturday, Mr. Howard second the motion. All members present voted in favor of the motion.

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.

A. Youth Summit-President Norcross announced that the youth summit will be held on April 16 at the high school. Flyers will be distributed at the school. President Norcross discussed that some of the speakers will be from the Military, a Navy Seal, Rowan College/Burlington County College, Faith in Action, Police Department and Sheriff Department representatives, as well as others that he is working on. T-shirts and lunch will be given to all who attend. President Norcross explained that the price for each person is \$8.00 and that he is requesting local business provide door prizes. Deadline to register is March 29th. President Norcross will provide the cost of the lunch after the event to the Borough for payment.

B. Read Across America-Mayor Arnold thanked everyone who participated in reading to the students, the children enjoy everyone coming in.

C. PHS Play - Music Man will be held at the high school on March 11, 12 and 13.

D. Volunteer Centers Scholarship Program-Mayor Arnold sent the information along to Superintendent McBride.

E. Eagle Scout Award-Mayor Arnold announced that Antonio Cintron has received his Eagle Scout Award.

F. Easter Egg Hunt-no date has been set.

G. Women's History Month-March is Women's History Month.

H. Timbuctoo-Mayor Arnold discussed that she had attend a program in Westampton about the Underground Railroad Movement and the connection to Palmyra.

I. Pancake Breakfast on Palm Sunday at the firehouse on Broad Street, everyone is welcomed.

J. Legion Field-Mrs. Tait reported that there was a clean-up at the fields with the sports teams and that they had 5 coaches and 35 students. There was a lot of trash collected and the concession stand was cleaned.

K. Mr. Gravano reported that two doctors and a nurse practioner spoke to students at the Charles Street School on career day. Charles Street School has a flower show project. The volleyball tournament raised \$700. and the Senior Class won. The school held a food drive and blood drive. A van was filled with food for the food pantry and 74 units of blood were donated. They are still working on holding a powderpuff football game.

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.

DISCUSSION ITEMS.

A. Palmyra OEM tabletop exercise and simulated emergency response at Callahan Chemical on March 19th-the fire department and first responders will be holding the drill.

B. Palmyra Day-Mrs. Tait said she was waiting on a reply from JDOGS amusements and responses back from the businesses on advertisement in the booklet. Mayor Arnold requested that the Borough be kept up to date on any changes with Palmyra Day. The cost involved and the flyers need to be worked on. Communication with the business should be done through the Business Committee.

C. Community Center Scheduling Coordinator. Mr. Gural requested that Borough Council consider keeping Mindie Weiner on as the scheduling coordinator of the center, but as an independent contractor for \$2,000.

D. Increase in UCC fees- the fees have not been raise in several years and need to be increased to keep up with the States increases. The department is no longer substantial without the increases. Mayor Arnold requested that the committee review the ordinance with Mrs. Kilmer and report back to council.

E. Housing RFP/Tracy Kilmer appointment. Mr. Gural will have the RFP ready for advertising later in the week. Mrs. Kilmer will need to be reappointed till a contract is awarded.

F. Potential Amendment To Noise Ordinance-Mayor Arnold explained that there have been several complaints about noise from lawn services early in the morning, Barking dogs, basketball being played late at night and loud music. Mayor Arnold discussed that in conversations with Mr. Dreby and Chief Pearlman there needs to be improvements to the noise ordinance. Chief Pearlman has gotten ordinances from other towns for review. The DEP has some rulings about noise ordinances.

G. Smart Asset – Home affordability-Mayor Arnold discussed that Palmyra ranks 5th in NJ for affordable towns.

H. Public Safety update-Mayor Arnold informed council that the drug free zone map needs updating. Chief Pearlman explained that the War Memorial and Ethel Hardy Park are not included in the current drug free zone and will have to amend the ordinance for them to appear. The engineer normally does the updates.

I. Solicitor permits-Mayor Arnold explained that there have been solicitors knocking on doors of residents and how does the resident know if they have a permit. Chief Pearlman replied that the police department puts information on their Facebook page if they find out that a solicitor is attempting to scam residents. All solicitors have to apply for a permit and have a background check first.

J. Code enforcement-Mayor Arnold reminded everyone that bulk trash is picked up the first Monday of the month and brush the second Monday of the month. Items should not be placed at curb before 5pm.

ADMINISTRATOR REPORT.

A. Laptop Computers for Governing Body-Mr. Gural had councilmembers

signed for their laptops. They are on a secure network and that under my documents will appear information that the Borough will send to council.

B. Budget meeting Saturday March 12 at 8:00am.-budget will be sent to council by Friday for Saturdays meeting.

C. Defensive Driving Classes-the classes will be for all employees and members of council, they will be held on March 15 and April 12. The fire department will take their class on April 2.

D. Above Ground Fuel Storage and Distribution System-bids for the system are due on March 17 at 10am.

E. Judge's appointment. Mr. Gural informed council that the Judge's appointment is due in March and that the resolution will appear on the next agenda.

F. JIF quarterly reports. Mr. Gural handed out a snapshot of the reports that include loss ratio for the towns involved.

G. Body Worn Cameras-Chief Pearlman received \$8500. from the Attorney General Office for the purchase of body cameras. The Chief is still evaluating the various vendors and their cameras. Approval for the purchase will be present to council in June.

H. Elected officials training-All councilmembers have attend the required training for the discount on the insurance from the JIF. Mayor Arnold would like to have a policy for attendance at the JIF training. The Borough should not pay for someone to attend the annual NJSLOM conference just to take the training for the JIF when it is available in the area for free other times in the year. Mayor Arnold explained that if someone is at the conference to take other classes or training then it is ok to attend the JIF training.

I. Turkey update. Mr. Gural reported that the State has captured 9 turkeys for relocation in Cinnaminson.

J. Tony Barbershop-Mr. Gural informed council that the barbershop has received a quote under a \$1,000 to repair the wall that the Borough would like to paint a mural on. Resolution 2016-84, Resolution Reimbursing Anthony Ventura Cost For Repairs In An Amount Not To Exceed \$1,000. Mrs. Tait made a motion to approve the resolution with the stipulation that the students are allowed to paint a mural on the wall, President Norcross 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. President Norcross will talk to the Board of Education about the mural.

K. Governor Awards-Mr. Gural informed council that the 2016-88th Governors Occupational Safety and Health Award Dinner is on April 19th at 6:30pm. Mrs. Kilmer has applied for the award the last few years and also won last year. The Borough has had no loss time accidents in 2015.

PUBLIC COMMENT. Please sign in and state your name and address for the record. Council will give all comments appropriate consideration. Each citizen will be allotted up to five (5) minutes to speak, in order to allow everyone an opportunity to ask questions and express their opinions or concerns. Please direct all comments to the Mayor. Each resident may only speak once during each public portion.

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

Mrs. Butler-Arch Street requested an update on West 4th Street as she was not present in the beginning of the meeting when it was discussed. Mayor Arnold responded that Maser Consulting did an onsite survey and the recommendation was to move forward with a meeting with the residents and general public. The next step is to meet with the school officials before the public meeting. Mrs. Butler informed Council that she had talked to the Superintendent about West 4th Street. Mrs. Butler inquired what other towns the sample noise ordinances were from, the town needs to be the same size and congestion as Palmyra, if the town has more open space between homes the noise won't be as bad. Mr. Gural explained that some of the ordinances were from Riverside, Riverton, Delanco, Cinnaminson. Mayor Arnold explained that the committee is looking for guidelines to review in the sample ordinances.

Mrs. Washington-Legion congratulated Mrs. Tait and Mr. Howard on the basketball program and that it was well attend. Mrs. Washington inquired as to what the procedure was on a DUI stop and what happens to the vehicle. Chief Pearlman explained that if the driver is arrested the car is impounded and held for 12 hours if they are the owner of the vehicle, if the owner is on site and signs a form about the driver and car, they can take the vehicle from the scene. Mrs. Washington explained that she lent her car to someone and they were pulled over for a DUI and she was on the scene and the Officer had her car towed. She had to pay towing and storage to get the car back. Mrs. Washington discussed that the same Officer pulled over a DUI in front of her house and the car was left there till the next day for the owner to come get. Chief Pearlman advised Mrs. Washington that if she had a complaint about the way the police department handled a call, she should talk to Lt. Campbell to file an internal affairs complaint.

Mr. Rader-Harbour Drive-inquired if council voted on the changes that the Mayor has made on the public comments. Mr. Rader inquired as to what the criteria is for policy line times to be voted on by Council and who gets to change the agenda. The changes to public comments were never discussed by Council at a public meeting. Mr. Burns explained that public notice of all meetings is given under the Open Public Meeting Act and that there are two opportunities this year for the public to be heard. Mayor Arnold explained that the public can also announce an event under Community Spotlight and that she wants everyone to be heard, but that sometimes residents do not get the opportunity to speak due to someone else talking a long period of time. Mr. Rader inquired as to where the criteria is that something needs to be voted on. Mayor Arnold explained that certain things are up to the Mayor with the advice of Council and that council members can call for an item to be discussed. Mayor Arnold explained that she sets the agenda after talking to department heads and the Administrator. President Norcross explained that the Mayor has given the public more opportunity to speak on matters on the agenda before a vote is taken.

Mr. McElwee-Columbia informed Council that there will be a job fair for Veterans on May 4th from 3pm-7pm information can be found at Hiring of Heroes.

Mr. Norcross-Temple discussed that two years ago there was a request to the County to change the traffic lights at Highland, Broad and Morgan, also at the same time there was a request to change the intersection of Cinnaminson Avenue and Temple to a four way stop. Mr. Norcross explained that he has not seen anything done about these projects. Chief Pearlman replied that the County and NJ Transit have not cooperated on the lights at Highland and Broad. The Borough should have an answer on Cinnaminson and Temple within the next month. Mr. Norcross requested that if the Mayor was going to do a 5 minute comment for the public, everyone should be held to that time limit.

Mrs. Lloren -Hubbs discussed that the AED machine is missing from the concession stand. Mr. Gural explained that the Borough does not know what happen to that machine, but has purchased another machine and that it can be signed out at Borough Hall by a certified person for the sports team to use at Legion Field. Mrs. Lloren explained that the businesses

in the town should donate the food for the Youth Summit. Mrs. Lloren inquired about the position for the centers scheduling coordinator and that she would like to be consider for the position as well. Mr. Gural explained that it will be discussed at the budget hearing. Ms. Weiner will handle the position till the end of the year.

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

MAYOR AND COUNCIL COMMENTS.

CLOSED SESSION.

Resolution 2016-85, 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, Personnel). President Norcross made a motion to approve the resolution, Ms. Tucker 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 9:49pm

Council returned to public session at 11:04pm.

Resolution 2016- 86, Resolution Approving Legal Services To Metzler and DeSantis To Represent Tracy Kilmer.

Resolution 2016-87, Resolution Approving Additional Legal Services To Metzler And DeSantis To Represent Tracy Kilmer. President Norcross made a motion to approve Resolution 2016-86 and 2016-87, 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.

Resolution 2016-88 Resolution Approving Legal Service Expenses To Karen Scheffler. President Norcorss 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.

NAYES: None. Mr. Yetter recused himself from the vote.

Resolution 2016-89, Resolution Authorizing The Reimbursement Of State Health Benefit Single Coverage Care Costs To Barbara A. Sheipe Beginning September 1, 2016 Till April 1, 2019. President Norcross made a motion to approve the resolution, Mr. Yetter second the motion. At the call of the roll, the vote was:

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

NAYES: Mrs. Tait, Mr. Howard.

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 11:10 pm.