

**BOROUGH OF PALMYRA  
BOROUGH COUNCIL MINUTES  
APRIL 4, 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-** Mr. Kearney made a motion to approve the minutes from March 21, 2016 Mr. Yetter second the motion. All members present voted in favor of the motion,

**CORRESPONDENCE.**

- A. Thank you letter from Mrs. Tilmont. Mayor Arnold read a thank you from Mrs. Tilmont for the wonderful gifts that she received for her 100<sup>th</sup> birthday.
- B. Letter from William O'Brien-Mayor Arnold explained that Borough Council had received a letter in December from Mr. O'Brien requesting that chickens be allowed in the Borough of Palmyra. Mrs. Tait discussed that Haddonfield is doing a trial year and appointing a board to oversee it. They are charging \$25. a year and the resident must attend a class first. Mayor Arnold requested that a committee be formed to review the ordinance. Mrs. Tait, Mr. Kearney, President Norcross and Ms. Weiner (resident) will review the current ordinance.

## **PROFESSIONAL UPDATES.**

**A. Environmental Resolutions-**William Kirchner advised council that the community center generators sub-contractor reversed the wires and shorted out the HVAC system at the center. The HVAC maintenance contractor Air Systems is going through the entire building and evaluating all of the systems. The parts will take about 4 weeks to arrive and that there will be no air or heat in the gym till it is fixed. Mayor Arnold inquired about the scope of work that will be needed. Mr. Kirchner replied that he is waiting on a formal report from Air Systems, but that he is aware that at least 7 units have been damaged. Mr. Howard inquired as to who hired the sub-contractors. Mr. Kirchner explained that the contract was awarded to Municipal Maintenance who has an excellent reputation with work in the Borough and that they contracted the sub-contractor. Municipal Maintenance will perform all the repairs necessary. South Broad Street milling will start on Wednesday to regrade the road and 2<sup>nd</sup> Street will start next week if the weather holds. The accordion wall at the center is moving along and the contractor will start later this month, it should be completed by the middle of May. Mrs. Tait inquired if she could get a copy of step by step when the bids are done. She would like to know the exact cost for each step. Mr. Gural explained that the professional cost are listed on the letter of award from each professional and that he will make sure that Mrs. Tait receives a copy.

**B. Maser Consulting-**Mr. Gural gave the report for Maser Consulting. There is a resolution to approve the lunch room proposal on the agenda in the amount of \$14,900. The fire department structure report was awarded. The parks and recreation award from Burlington County Parks Grant was received for the park at the river. Environmental Resolutions prepared the original design for the grant application and Maser Consulting will be doing the project moving forward. Maser Consulting is also preparing an update to the drug-free zone to include the War Memorial and Ethel Hardy Park.

**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. Howard second the motion. All members present voted in favor of the motion.

Ms. Veitenheimer-Rowland Street discussed that the engineering fee to redo the lunch room is extremely high and what exactly is being done. Mr. Gural explained that architectural fees are included as well and that the council mailboxes as well as new waterlines need to be moved. The current cabinets need to be replace as well. Mayor Arnold explained that if the project was in the private sector it would be less expensive, but with government projects there are costs that increase the price.

No one else 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.

**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. Egg Hunt-Ms. Tucker thanked the councilmembers for helping out and that there were a lot of kids who attended. Four kids from each age group got a prize. Mayor Arnold thanked the members of the community who also stepped up to help.

B. Rabies Clinic-April 23<sup>rd</sup> from 1pm-3pm at the band shell.

C. April Clean Up Month-Mr. Henry informed council that there is a lot of leaves, brush and also TV's on the street. The Borough can no longer take TV's. The County will not accept electronics from towns. A resident can take the TV to the Recycling Resource Center in Columbus. Mayor Arnold announced that by previous resolution April 16<sup>th</sup> is Clean Up Day in Palmyra and that public works is open that Saturday from 7am-5pm.

D. Orchards Friends School. Mrs. Donnelly discussed the school and that it is a home for disabled students. The school is looking to grow with community involvements and also for volunteers to share with the residents. Weekends are hard for the students to volunteer as some come from an hour away. Mayor Arnold discussed that she would like to see the students used for some of the programs in the Borough.

E. National Foundation for Women Legislators-2016 International Outreach Committee. Mayor Arnold announced that she was selected to serve on the committee.

F. Burlington County Shredding Event. The next event for confidential file shredding only is on April 24 at the Resource Center in Columbus.

G. Ronald McDonald House-President Norcross informed council that Mrs. Adams third grade class will be making the same presentation to the County Freeholders about collecting tabs for the Ronald McDonald House. They are hoping that the Freeholders will give permission to place the collection buckets in the County buildings.

H. Ms. Tucker and Mr. Howard discussed that they attended a Rutgers presentation where a lot of the freshman from Palmyra were involved. They would like to see a youth in government day, so that the students can have an understanding of what goes on at Borough Hall as an employee and also as an elected official. The Palmyra freshman had given a speech about classwork, this is the first year that the school had attend the event and would like to continue attending the Rutgers event.

**RESOLUTIONS. Consent Agenda-** Resolution 2016-111-Resolution 2016-114 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. Ms. Tucker requested that 2016-112 be removed from the consent agenda. President Norcross made a motion to approve the consent agenda, Mr. Kearney 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- 111,** Resolution Rejecting Bids For Above Storage Tank Project At Public Works/Sewer Property.

B. **Resolution 2016-112,** Resolution Of The Borough Of Palmyra Accepting a Certified List From Palmyra Borough Participating Volunteer Fire Companies For Eligibility In Length Of Service Awards Program (LOSAP) For The Year 2015. Ms. Tucker recused herself and stepped down from the dais. President Norcross made a motion to approve the resolution, Mr. Kearney 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.

C. **Resolution 2016-113,** Resolution Awarding Engineering Services To Maser

Consulting For Lunch Room/Copier Room Improvements Project In The Amount Of \$14,900.

**D. Resolution 2016-114, Resolution Appointing Marie Nagle As Board Of Health Coordinator For The Borough of Palmyra For The Years 2015 At A Salary Of \$204. And 2016 At A Salary Of \$208.08.**

### **DISCUSSION ITEMS.**

**A. Salary resolution-President Norcross explained that he would like to amend the salary resolution to remove the 2% raise given to the Borough Council and Mayor. President Norcross discussed that he does not want to take the increase. Mr. Gural recommend that they amend the salary resolution 2016-105 to reflect the decrease. Resolution 2016-115, Resolution Amending Resolution 2016-105, Establishing The Annual Rates Of Compensation and/or Hourly Rates Paid to Borough Employees. President Norcross made a motion to approve the resolution, Mrs. Tait 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.**

**B. Palmyra sign. Mr. Gural discussed that since permission is needed from Burlington County and the State of New Jersey to place a Welcome to Palmyra Sign on Route 73, Chief Pearlman recommend that the sign be placed on private property. There are some good opportunities along Route 73 for placement of the sign. Mayor Arnold requested that Mr. Kearney look at a design for the sign. Mr. Kearney discussed that perhaps Philadelphia Sign Company would do the sign and place it on their property. Mayor Arnold requested that Mr. Kearney work with President Norcross on the property.**

**C. Palmyra Day-Mayor Arnold requested a committee meeting to pull everything together for April 30<sup>th</sup> as a joint effort between the Borough and the Community Center Board.**

### **ADMINISTRATOR REPORT.**

**A. Sewer bill update-Mr. Gural informed council that there was an error in the letter that was sent out to the residents explaining the increase, there actually was an increase in 2006. The residential bills have been issued and the commercial/industrial bills will be going out shortly.**

**B. West 4<sup>th</sup> Street update. There is a meeting scheduled for Thursday with the school. Mayor Arnold requested that Mr. Gural reach out to Mr. McMahon (tax assessor) to assess the value and how it may affect any properties. .**

**C. Wi-Fi update-there will be two hotspots located in Borough Hall, one in the courtroom and one in the police training room.**

**D. Artificial turf maintenance update-weather permitting the turf at Legion Field will be treated tomorrow.**

**E. Financial Disclosure Forms-all elected officials are required to file a disclosure form and also some employees.**

**F. Redevelopment investigation at 620-622 Highland Avenue-update-Mr. Gural informed council that the resolution will be presented to the Land Use Board meeting on May 18<sup>th</sup>.**

**G. Community Energy Aggregation-the utility working with Burlington**

County Freeholders will give a presentation to Council on April 18<sup>th</sup> before the adoption of the ordinance.

H. RFP-housing inspector-due April 14<sup>th</sup>.

I. Noise ordinance update-Mr. Gural discussed that the NJ Planner Quarterly report states that the Borough must request approval from DEP to have an ordinance regulating noise. The State will only approve the ordinance if it is their model ordinance and that the Governing Body or a neighbor can file a noise complaint.

J. Tony' Barbershop-update-Mr. Gural reported that the barbershop is anxious to get started and work will start in the next two weeks.

K. UCC fees-the fee ordinance needs to be created so it can be adopted.

L. Public Works-an advertisement for a new employee will be posted soon. .

M. Burlington County JIF-Safety breakfast-April 7<sup>th</sup>.

**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, Mr. Kearney second the motion. All members present voted in favor of the motion.

Mr. Rader-Harbour Drive- inquired if the article in the Burlington County Times about energy aggregation referred to the ordinance that council introduced and also is it just residential properties or all properties. Mr. Gural replied that it is for all properties. Mr. Rader inquired if the public will be allowed to ask questions during the presentation at the next meeting. Mayor Arnold responded that everyone will be given a chance to ask questions. Mr. Rader discussed the park at the riverfront and that it was dedicated to the Borough by Will Montgomery and that there is a 10 foot drop on the side. Mr. Rader recommend that a fence be placed so that no one falls down the drop.

Ms. Weiner-E. Charles Street informed council that the new flyer for the Community Center Board is out and that there are several programs.

No one else 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.

**MAYOR AND COUNCIL COMMENTS.**

Ms. Tucker commented that the freshman at the high school expressed that they were in favor of the 4<sup>th</sup> Street change to a one way.

Mayor Arnold discussed that she would like to see an ordinance created to restrict the use of the Borough logo and that any indication that the Borough is involved in an activity should have permission to do so. The permission can be granted by the Administrator or by motion of Borough Council at a meeting. Mr. Howard discussed that if someone is using Legion Field or the Community Center that would already be considered part of the Borough. Mayor Arnold explained that if it is sponsored by the Borough it is a Borough event, but just because someone is using the Borough property does not mean that it is part of the Borough. Mayor Arnold discussed that if the Borough logo is used, it means the Borough has part of the responsibility of the event. Mr. Gural explained that the logo is owned by the Borough and that he has had very few request to use the logo. Mr. Howard

explained that the Community Center Board uses the logo as well as their own logo. Mayor Arnold explained that if an organization wants to use the logo they need to have written permission.

**Ordinance 2016-5**, An Ordinance of the Borough of Palmyra Regulating The Use and Creating The Procedure For The Borough Logo. Mr. Kearney made a motion to approve the ordinance, 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. The ordinance was adopted on first reading and will be heard on second and final reading at the council meeting of May 16<sup>th</sup> at 7pm.

**CLOSED SESSION.**

**Resolution 2016-116**, 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). 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. Kearney, Mr. Howard, Mr. Yetter.

**NAYES:** None. Council went into executive session at 8:11pm

**Council returned to public session at 9:47pm.**

**Resolution 2016-117**, Resolution Amending Resolution 2016-115, Establishing The Annual Rates Of Compensation and/or Hourly Rates Paid to Borough Employees. President Norcross made a motion to approve the resolution, Mrs. Tait 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.

**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 9:50 pm.