

**BOROUGH OF PALMYRA  
BOROUGH COUNCIL MINUTES  
JULY 18, 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. Gina Tait, Ms. Shelby Tucker, Mr. Tim Howard Mr. Edward Kearney, and Mr. Lew Yetter.

**INVOCATION:** Mr. John Gural gave the invocation.

**APPROVAL OF MINUTES-** President Norcross made a motion to approve the minutes from June 20, 2016, Mrs. Tait second the motion. All members present voted in favor of the motion, Ms. Tucker and Mr. Howard abstained.

**PROCLAMATION-** National Night Out and Barbara Sheipe, Mayor Arnold read the proclamations into the record:

# PROCLAMATION

## NATIONAL NIGHT OUT

**WHEREAS**, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on Tuesday August 2, 2016 entitled “National Night Out;” and

**WHEREAS**, the “33<sup>rd</sup> Annual National Night Out” provides a unique opportunity for the Borough of Palmyra to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

**WHEREAS**, the Borough of Palmyra plays a vital role in assisting the Palmyra Police Department through joint crime, drug and violence prevention efforts in Palmyra and is supporting “National Night Out 2016” locally; and

**WHEREAS**, it is essential that all citizens of the Borough of Palmyra be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in the Borough of Palmyra; and

**WHEREAS**, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program; and

**NOW, THEREFORE**, I, Michelle Arnold, Mayor of the Borough of Palmyra, New Jersey, do hereby call upon all citizens of the Borough of Palmyra to join the Palmyra Police Department, Mayor and Borough Council and The National Association of Town Watch in supporting the “33<sup>rd</sup> Annual National Night Out” on August 2, 2016.

**FURTHER, BE IT RESOLVED** that I do hereby proclaim Tuesday, August 2, 2016 as *NATIONAL NIGHT OUT in Palmyra NJ*

**PROCLAIMED** this 18th day of July 2016.

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Michelle Arnold, Mayor

**PROCLAMATION**

**BARBARA SHEIPE RMC**

**WHERE AS**, Barbara Sheipe has been a loyal employee of the Borough of Palmyra for many years; and

**WHERE AS**, Barbara Sheipe has served the residents and taxpayers of the Borough of Palmyra; and

**WHERE AS**, Barbara has served as the Municipal Clerk for the Borough of Palmyra; and

**WHERE AS**, Barbara has served as Land Use Board Secretary; and

**WHERE AS**, Barbara has logged numerous hours and dedicated her tireless efforts; and

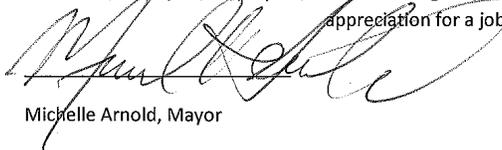
**WHERE AS**, Barb knows many, many secrets, and keeps them well; and

**WHERE AS**, Barb is the Queen of the Whereasis and the Therefore; and

**WHERE AS**, Barbara has been a steady force through many changes in the Borough of Palmyra; and

It is with pleasure that I take this opportunity to honor her.....

**NOW THEREFORE**, I Michelle Arnold, Mayor of the Borough of Palmyra, New Jersey, On behalf of the residents, taxpayers, employees, and the Borough Council of Palmyra do hereby proclaim our sincerest appreciation for a job well done!



Michelle Arnold, Mayor

## CORRESPONDENCE

A. Thank you cards received from Taylor Young and Genna Tatu, recipients of Palmyra Borough Council Awards thanking the Mayor and Council for the awards.

## PROFESSIONAL UPDATES

Mr. Anthony LaRosa of Mazer Consulting reported the following project updates: Borough Building Brick Step Project, received one quote, which is under the threshold and is hopeful to have project under way by the end of August or the first or second week of September. The underground storage tanks project we have identified areas where the tanks were located, have identified 4 tanks 3 gas/fuel one heating oil, still needs to do the boring and testing work, should have schedule in couple of weeks for this portion of work. The 4<sup>th</sup> Street Project, area was restriped. NJ American finished their paving work. The Riverfront Park grant survey work is complete, want to make handicap accessible, currently working on plans to get to Council for review to proceed forward.

John Gural gave the report for Environmental Resolution Inc., which is as follows: Waiting for refunding of highway projects from the state through transportation trust fund. South Broad Street Project was partially funded through the transportation trust fund luckily it is 99% complete however we still have the removal and relocation of the telephone pole in road way. Bill is speaking with his contacts hoping to get this underway as soon as possible. ERI the chair rail is expected to be delivered by end of next week and ERI will have it install by end of next week. The Morgan Avenue project is completed and the roadway has been repaired.

Environmental Resource Management report postponed to next meeting.

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, Ms. Tucker second the motion. All members present voted in favor of the motion.

Ms. Veitenheimer – Rowland Street- Why are we hiring a maintenance supervisor \$20.00 per hr. is that a little much? How many employees do we have? Does that put us over the number of employees we need to keep rates low health care? Mr. Gural responded, doesn't think it's too much we have a valuable asset, Mr. D Palmer does great job, cleaning, maintenance, and now will be supervising. The Affordable Care Act requires employers of 50 or more the follow certain regulations, in order to keep our small business status. Recently there have been some interpretations which effect municipalities, exclude seasonal employees, the governing body and crossing guards. We currently are around 69 employees which equates to 47 full time employees, we are under the 50 employees criteria. Ms.

Veitenheimer also asked about resolution 2016-190 and resolution 2016-191 for purchase of in car electronics. Are these additional cost to the vehicle above \$46,000.00? Chief Pearlman responded no they are for other units has nothing to do with that car.

Mr. Rader-Harbour Drive- Will resolutions regarding employees, resolutions 2016-177 thru 2016-180 and resolutions 2016-183 and 184 be advertised outside the Borough or will they just be permanent appointments? John Gural stated, No, we are not required to advertise. What is resolution 2016-190? Mayor Arnold responded, that is the information board which the police use road side to make various notifications regarding community events and emergencies.

Ms. Weiner – Charles Street - Are you taking the steps down completely or just repairing them. Will it keep the original look? Mr. LaRosa responded; we will do our best to keep the original look not trying to change it. Trying to find a denser brick, less porous are trying to match as much as possible.

No one else from the public 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.

#### **ORDINANCES ON SECOND READING.**

**A. Ordinance 2016-12, An Ordinance Of The Borough Of Palmyra Requiring Agreements With Non-Profit Organizations That Receive Funding From The Borough And Which Operate, Manage, Coordinate and/or Supervise The Use Of Borough-owned Facilities, Properties and Resources.**

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

Mr. McElwee – Memorial Avenue- What does this mean, why do we need this? How long will this take? Will this have to be done again next year? Mayor Arnold responded, this is not the operating agreement, it is the first step in the process to allow the Borough to then move forward to an operating agreement. From this process it could take several weeks, provisions have been make to allow an additional 1/3 of funding to be released if needed and final payment upon return of signed agreement. Moving forward agreements should be submitted with budget requests.

Ms. Weiner – Charles Street, Still not understanding why we need to do this, this is a small town and our committees do great things, I feel that more communication between the organizations and governing body is what needs to happen.

Mr. Rader – Harbour Drive, Does ordinance regulates how charitable organizations who receive funding from the borough? Who are the charitable organizations? This Ordinance regulate how and when they use our facilities? John Gural they are not all organizations that are charitable, some are non-profit. The PCCPB which is a charitable organization 501-C3, the Halloween Parade Committee also a charitable organizations, The War Memorial Committee which is non-profit not charitable, the Palmyra Seniors Program which is non-profit, charitable 501-C3, and there are other organization which are not subject to this, they may use the facilities, receive funding however have their own direct funding, for example Fire Department, Riverton Free Library. Additional organization which receive contributions, but are not subject to this are, Post Prom-committee, they don't utilize our facilities also Palmyra Educational Association. Mayor Arnold stated yes this ordinance, regulates how organizations which use our facilities, who receive funding, and which operate, manage and or who coordinate use of facilities must operate.

Agreements are tailored to organizations not all exactly the same. This just allows us to move forward to an operating agreement. Mr. Rader asked specific questions regarding the draft copy of operating agreement he OPRAH requested and received, however Mayor Arnold state that was a work in process, a draft and until completed we are not able to discuss it. Mr. Rader each organization will receive an agreement which is tailored to their organization? Mayor Arnold, Yes.

Ms. Washington – Legion Avenue – Does this agreement requirement include the YMCA? Mayor Arnold stated a separate agreement was entered into with them. Mr. Gural stated the YMCA was given 10,000.00 to exclusively provide free campership to Palmyra children, all you need to do is contact the YMCA directly.

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

President Norcross made a motion to adopt this ordinance on second and final reading, Mr. Howard second

At the call of the roll, the vote was:

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

NAYES: None.

The ordinance was adopted on second and final reading and will take effect after publication according to law.

**B. Ordinance 2016-13, An Ordinance Of The Borough Of Palmyra, County Of Burlington, State Of New Jersey Amending Chapter 90: Vehicles And Traffic Of The Code Of The Borough Of Palmyra Regulating Parking On Madison Street.**

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

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

President Norcross made a motion to adopt this ordinance on second and final reading, Mr. Yetter second

At the call of the roll, the vote was:

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

NAYES: None.

The ordinance was adopted on second and final reading and will take effect after publication according to law.

**ORDINANCE ON FIRST READING (public hearing August 15<sup>th</sup>, 2016).**

**A. Ordinance 2016-14 An Ordinance Of The Borough Of Palmyra Amending Chapter 230: Solid Waste Of The Code Of The Borough Of Palmyra.**

John Gural discussed that this ordinance was created to address waste removal, including the collection of bulk trash, what is bulk trash, the quantity, what is permitted to be taken to public works. A tightening of rules and regulations regarding what is acceptable and what is not. Mayor Arnold means to get information out to the public to let them know what is acceptable and what not.

Mayor Arnold request a committee be formed to look into tightening up the rules and regulations of collecting bulk trash what is acceptable and what is not, also how much can be put out at one time. Mr. Yetter, Mr. Howard and Mr. Kearny agreed to work on the committee and get back to the governing body with some recommendations.

President Norcross made a motion to adopt this ordinance on first reading, Mr. Kearny second

At the call of the roll, the vote was:

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

NAYES: None.

The ordinance was adopted on first reading and will be heard on second and final reading at the council meeting of August 15<sup>th</sup>, 2016 after publication according to law.

**RESOLUTIONS. Consent Agenda-** Resolution 2016-177 – 2016-2016-192, 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. Mr. Howard requested that 2016-185 be pulled from the consent agenda. 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 2016-177**, Resolution Appointing Doretha Jackson As Acting Municipal Clerk and Facilities Scheduling Coordinator For The Borough Of Palmyra For A One Year Term Effective August 1, 2016 At Annual Salary Of \$ 45,500.00.
- B. **Resolution 2016-178**, Resolution Appointing Scott Pearlman/ Chief of Police as Alternate Fund Commissioner, For A Two Year Term Effective August 1, 2016
- C. **Resolution 2016-179**, Resolution Appointing Marie Nagle as Registrar of the Borough Of Palmyra For A Three Year Term Effective August 1, 2016 At Annual Salary of \$1,500.00
- D. **Resolution 2016-180**, Resolution Appointing Tanyika Johns As Deputy Registrar Of The Borough Of Palmyra Until December 31, 2016.

- E. **Resolution 2016-181**, Resolution Authorizing The Tax Collector To Cancel Sewer Service Charges Erroneously Charged To Account # 1486000-0
- F. **Resolution 2016-182**, Resolution Awarding A Contract To Maser Consulting For Receptor Evaluation Work In An Amount Not To Exceed \$1,500.00
- G. **Resolution 2016-183**, Resolution Appointing Dale Palmer as Maintenance Supervisor for the Borough of Palmyra at the Hourly Rate Of \$20.00 Not To Exceed 20 hours Per Week.
- H. **Resolution 2016-184**, Resolution Recommending To The Land Use Board Marie Nagle's Appointment As LUB Secretary At An Annual Salary of \$3000.00 Effective August 1<sup>st</sup>, 2016.
- I. **Resolution 2016-185**, Resolution Amending Resolution 2011-223, A Resolution of The Borough of Palmyra Pursuant To Ordinance 2011-30 Establishing Policies, Procedures, Rules And Regulations For The Community Center.

President Norcross made a motion to approve Resolution 2016-185, Mr. Yetter second the motion. At the call of the roll, the vote was:

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

NAYES: None

ABSTAIN: Mr. Howard, Mrs. Tait

RECUSED: Mr. Kearny

- J. **Resolution 2016-186**, Resolution Authorizing The Borough Of Palmyra To Go Out For Bid For A Small Dump Truck For Public Works/Sewer Department Per Capital Ordinance 2016-7 In The Amount Not To Exceed \$90,000.00
- K. **Resolution 2016-187**, Resolution Authorizing The Purchase Of Two 2017 Ford F350 4WD Pickup Trucks From Winner Ford In The Total Approximate Amount Of \$69,000.00 Pursuant To The 2016 Capital Ordinance Per State of New Jersey Contract A88758,T2101.
- L. **Resolution 2016-188**, Resolution Authorizing The Borough of Palmyra To Go Out To Bid For Combination Jetter/Vacuum Truck For Public Works/Sewer Department Per Capital Ordinance 2016-8.
- M. **Resolution 2016-189**, Resolution Awarding The Purchase Of Ford Utility 4WD Vehicle With All Equipment In An Amount Not To Exceed \$46,431.78 To Winner Ford, East Coast Lighting, Wireless Communications, Matlack Radio, MAACO Delran, And Acerbos, Via State Contract
- N. **Resolution 2016-190**, Resolution Awarding The Purchase Of :30 Ver Mac VMS Board In An Amount Not To Exceed \$19,000.00 To Certified Speedometer And Acerbos Pursuant To The 2016 Capital Ordinance.
- O. **Resolution 2016-191**, Resolution Awarding the Purchase Of In-Car Electronics In An Amount Not To Exceed \$19,610.61 To Wireless Communications And Patrol PC.
- P. **Resolution 2016-192**, Resolution Authorizing the Payment Of Bills In The Amount of \$1,371,088.93.

## COMMUNITY SPOTLIGHT.

- A. Summer Concerts at Band Shell tonight
- B. Energy Aggregation Program Outreach Meeting went very well and was well attended, and we looking forward to it moving ahead.

## DISCUSSION ITEMS.

- A. We need to know who is going to attend the annual municipal conference by next council meeting August 1, 2016, also who is staying over.
- B. The 4<sup>th</sup> Street Project is almost complete Public works finished the road reconstruction and put all the signs up, Maser finished the street striping of crosswalks, looks very nice, 75 or 80 % of curb painting is complete. 95% of project is complete and way ahead of schedule.
- C. Personnel Policies and Procedures Manuel needs to be updated every two years according to our borough code, get to you as quick as possible, not many changes however must be adopted by October.
- D. Life insurance policy for fire department could not recommend it be renewed. While we are in flux phase the Borough will have to pay whatever we adopted in our ordinance in the meantime. Having difficulty trying to find a policy to suit our needs, currently working on it, can't say when it will be done.
- E. Sidewalk replacements, where a large number of trees destroyed sidewalks during the storm, request permission to move forward with getting them replaced, the total cost for all of them is about 18,000.00 to 20,000.00. Mr. Gural just wanted to make sure council was comfortable with that. Mayor stated it fine, and do so quickly before someone gets hurt.
- F. We are bring in Swiftreach and phasing out Nixel, for reverse 911 service, we will be able to notify residents about emergencies as well as non- emergency situations and upcoming events.
- G. Community Grants and Planning still working on opportunities for band parents as an additional source of funding, not hopeful but still pursuing.

## ADMINISTRATORS REPORT

- A. Tony's Barber Shop – project complete, they signed the agreement payment on bill list tonight. Project ready to go.
- B. Fuel Distribution System Re-Bid – Want to make some changes to the plan. The new public works superintendent has different vision of what he thinks will work best, would like to pursue the new ideas such as, waste oil storage tank, at location dispensing system outside main gate, tanks inside gates etc. There may be additional soft and hard cost. Want to make sure Council is ok with pursuing new ideas. Mayor and Council are ok with moving forward pursuing new ideas.
- C. We are still currently looking for a part time person to help with the building maintenance, currently receiving applications.
- D. Central Jersey trash has gotten better, only automated trucks have been seen in town, they are trying everything they can do to make it better. They do miss a block here or there, but they are keeping in touch and trying to make things better.

## COMMITTEE REPORTS

Public Works/Sewer -Mr. Yetter – Met with Mr. Henry, public works regarding saving a little money for the borough by picking up the stumps from the trees that were blown down during the storm ourselves, instead of contracting it out. The Broad Street clean-up has begun, now that public works has a full staff to get work done, this will be an ongoing task.

Youth Activities/ Shade Tree -Mr. Howard – Nothing to report about the youth right now. The shade tree had a couple residents request trees be planted, their names were placed on list as right now, as we are currently cleaning up trees from the storm.

Construction -Mr. Kearny - Nothing to report right now. Still working on the fees.

Public Buildings & Grounds - Ms. Tucker – As for buildings and grounds, no meeting this month. Public Safety – Looking forward to National Night Out August 2nd, 2016, 6-9p.m. it will be in the Band Shell and in parking lot, they will be giving away back packs with school supplies, food and fun, a bouncy house come out and enjoy a night of fun, and car show. Pokémon go has hit Palmyra be care of people walking around in the War Memorial area, has three Pokémon spots. Chief displayed the back pack the will be giving away. Chief Pearlman also announced that body cameras may go into service in about 6 weeks, will put out release on Facebook, Borough web site, notifying public before it goes live

Parks & Playgrounds -Ms. Tait – There will also be a Blood Drive on National Night Out at Community Center, from 4:30 to 9:30 p.m., with the American Red Cross.

Board of Education/ Business Development - Mr. Norcross - Business community spoke with Edward in regards to an ordinance for some of the restaurants. Attended on 29<sup>th</sup> of June at Curran's Tri- Boro Chamber of Commerce, very well attended.

MAYOR ARNOLD – Remind everyone about sneaker Sunday, coordinated with the Freeholders. The next one is August 14<sup>th</sup>, 2016 at Crystal Lake in Mansfield Township. I attended the freeholders meeting, were they indicate the tax rates is the lowest in the state. Signed up for the Fairness formula, for equal school funding throughout the state. Public works will be helping out our code enforcement office, as they see things on the street every day as they move around doing their job, they will be handing out door notices regarding trash carts out early, brush out when it's not supposed to be out, etc., to in general help clean-up the town.

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 comment, Mr. Howard second the motion. All members present voted in favor of the motion.

Ms. Washington – Legion Avenue – Would like to direct this comment to the Police Department: Her son was riding his bicycle with a helmet and Officer Alex and Officer

Snow stopped him and gave him a gift card for Wawa for doing the right thing by wearing a helmet while out riding his bike. Wanted to thank them and let them know it was a great experience for her boys, would like to see more of them out in the community. The Officers also notified her that they would be having a picnic in the park, a sort of meet and greet with the police department at Ethel B Hardy Park in September of this year. Ms. Washington also noted, Kerbeck traffic, they still have many trucks coming thru the neighborhood, there is a sign posted on her street which says no trucks. Chief Perlman responded, the sign says no trucks over 8000 lbs., unless making local deliveries, we cannot stop them from making deliveries. Ms. Washington also stated her son work be attending the upcoming police academy. Ms. Washington also noted she noticed graffiti tagged on the Riverline relay station building today. Mr. Henry stated it had been painted over today.

Ms. Weiner – Charles Street – Just wanted to notify everyone that the Halloween Parade Committee had its first meeting on Thursday July 14<sup>th</sup>, 2016 and is getting ready for the parade which will be on Sunday night this year. Also noted that Schwering’s Hardware was voted best hardware store in Burlington County.

Mr. McElwee – Memorial Avenue – What’s going on with the Tri-Bro Vets building? Mr. Gural responded, the Governing body is considering its options. We reached out to Habitat for Humanity to see if they would be interested, haven’t heard back from them.

Chief Perlman announced; the police department is having its third Youth Academy. In addition they are having a Citizens Police Academy, applications will start to be available on National Night Out and the academy will run on Tuesday nights starting mid-September and will run until the week around Thanksgiving.

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

#### **MAYOR AND COUNCIL COMMENTS.**

Mr. Yetter stated he enjoyed the energy aggregation meeting, hopefully answered everyone’s questions; it’s going to be a good thing.

Mr. Howard thanked Mr. Henry for working so diligently with the Riverline to get the graffiti off the legion field relay station building so quickly.

Mr. Kearny noted we had a great meeting about the Energy Aggregation Program and felt it was very informative.

Mayor Arnold thanked everyone for coming and participation,” Be Good Neighbors”.

**ADJOURNMENT.** President Norcross made a motion to adjourn, Mr. Howard second the motion. All members present voted in favor on the motion.

Council adjourned at 9:08 pm.