

**BOROUGH OF PALMYRA
BOROUGH COUNCIL MINUTES
October 3rd, 2016**

CALL TO ORDER

ROLL CALL

Present: Mayor Michelle Arnold, President Bryan Norcross, Mrs. Gina Tait, Mr. Edward Kearney, Mr. Tim Howard, Mr. Lewis Yetter, Ms. Shelby Tucker

PLEDGE OF ALLEGIANCE

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.

INVOCATION

Mr. John Gural gave the invocation.

APPROVAL OF MINUTES

President Norcross made a motion to approve the regular meeting minutes from September 19th, 2016 with the change indicated by Mrs. Tait. Mr. Howard seconded the motion.

At the call of the roll:

**AYES: President Norcross, Mrs. Tait, Mr. Howard, Mr. Kearney, Mr. Yetter
NAYES: None
Abstain: Ms. Tucker**

President Norcross made a motion to approve the executive meeting minutes from September 19th 2016, Mr. Yetter seconded the motion.

At the call of the roll:

**AYES: President Norcross, Mrs. Tait, Mr. Howard, Mr. Kearney, Mr. Yetter
NAYES: None
Abstain: Ms. Tucker**

CORRESPONDENCE

Mayor Arnold acknowledged a thank you card received from David Gerkens and Family
Mayor Arnold acknowledged a thank you card received from Anthony Fratto and Family

PROFESSIONAL UPDATES

David Gerkens – Community Grants, Planning and Housing

Mr. Gerkens notified the governing body that the Municipal Parks Development Grant Program funding was released, and we will be using that grant for the renovations at the band shell.

The DOT TAP funding is available again, we wanted to utilize those funds if approved for the Broad Street Heritage Trail. The applications are due next month, application was funded by the Burlington County Bridge Commission.

The grant application for assistance for the firefighter's baseline physicals, is under \$25,000.00 and considered a micro grant, it is due November 18th, 2016. Governing Body may also want to consider looking into a program at Deborah Hospital, Katherine Gushner Program which offers free physicals to firefighters.

The NJ DCA Small Cities Facilities Grant application, was funded by the Burlington County Bridge Commission, it will address ADA compliance for Lakeside, and Harbour drives in the amount of \$400,000.00.

John Hogue – Environmental Resource Management

The semiannual update report is due in October to Department of Environmental Protection.

National Amusements called and would like to schedule a meeting with the governing body and DEP. Mayor Arnold and Mr. Gural indicated they would attend and get back to the governing body with information discussed at meeting. The governing body inquired if Mr. Hogue knew who would be attending for National Amusements. He indicated he did not.

William Kirchner – Environmental Resolutions

Mr. Kirchner indicated the following projects were complete; the sewer project, and the generator and accordion door projects at the community center.

The Broad Street project originally priced at 511,000.00 is coming in around 502,000.00, should be some savings to the Borough.

The bond on the Charles Street Project is coming up on the end, there is a small list of items which still need to be completed. The contractor has indicated he will have them done however if they are not we need approval to exercise the bond if needed.

President Norcross made a motion to approve resolution 2016-234 Authorizing Environmental Resolution, Inc. - Mr. Kirchner and William Burns, Municipal Attorney to work together and notify the bond company, if necessary, that we may need to exercise the bond of Charles Marindino for the Charles Street Project. Mr. Howard seconded the motion.

At the call of the roll:

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

NAYES: None

Environmental Resolutions was asked to put together some information regarding a proposal for the Riverfront to provide sewer services for them. We are currently putting together a proposal and will get back to the governing body soon.

We are still awaiting word from Verizon as to why we are being charged for them to put their lines back on the pole on south Broad Street as soon as we hear from them we will notify the governing body.

Anthony Larose – Maser Consulting

Mr. Larose reported the step project at Borough Hall is basically complete. They were some problems with the windows, and there is a change order on the agenda to replace them. The columns are a little worn at the base however should be back in place next week and the project should be completed in the next four weeks. The Borough may wish to look into replacement of the columns in the future. The brick work will be sealed by the contractors now however the Borough will have to maintain them going forward.

The Department of Environmental Protection has acknowledged receipt of the final REO report on the underground storage tanks project and the Borough has a copy if needed in the future.

The concession stand inspection report will be to council by next month.

A request was made to look at the potential of a four way stop at the intersection of Charles Street and Park Avenue. A proposal was submitted for that analysis with the certification which is required because it is within 500 feet of a school. You'll see the lines are out to measure the way the traffic is flowing and counting the traffic when the children are present.

New Jersey Water Company is working on various streets, we provided a punch list for them for some projects from last year, some repaving and milling. They will be starting a new project and have dropped off 8in pipe on 5th Street from Elm to Morgan, and also will be working on Maple Avenue between Broad and 5th Streets.

The Riverfront Park paper work is complete, we will be meeting with the Mayor to make sure it is correct and the project will be going out to bid later this year. Permitting work is completed and on the way.

Grove Park another county grant application, Mr. Gerkens mentioned earlier this evening; we are working on the concept plans which will be reviewed this week and we will develop a cost estimate based on the concept plans.

We are working with Mr. Gerkens on the TAP grant.

Touched base with Paul Henry about permit for storm water and he is up to date on all the paper work that is necessary.

Bonnie Ridolfino – Hardenbergh Insurance Group

Ms. Ridolfino indicated her reason for coming to speak with us was the 2016 JIF Safety Campaign; "Put Safety on Your Agenda". Ms. Ridolfino indicated that the leaders of our safety program are doing a great job, and keep up the good work. She went over various different scenarios in the "A second can change your life" Safety Campaign and provided the governing body with an opportunity to ask safety related questions.

PUBLIC PORTION

This public portion is for discussion on 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 citizen may only speak once during each public portion.

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

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

ORDINANCES ON FIRST READING (Public hearing on November 21st, 2016)

- A. Ordinance 2016-17** An Ordinance of the Borough of Palmyra, County of Burlington, in the State of New Jersey, Amending the Sewer Connection Fees.

Mr. Gural explained this ordinance is required to be calculated by the auditor annually. Mr. Norcross asked why it had not been done recently. Mr. Gural responded we really didn't have the need. Just being responsible we thought it was time to have it done. It will allow the borough to update/change what we currently charge new customers to connect to our sewer lines. Mr. Yetter inquired if the residential and commercial connection fees are the same. Mr. Gural explained it had always been the same and we hadn't planned on changing that unless the governing body felt it should. Our public works department does not do the work however does inspect along with our professional to make sure that the connection is done correctly.

A motion was made by President Norcross to approve Ordinance 2016-17 as read. Mr. Kearney seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

Ordinance 2016-17 was adopted on first reading on October 3rd, 2016 and will be heard on second and final reading at the November 21st, 2016 meeting after publication according to law.

RESOLUTIONS Consent Agenda- Resolution 2016-229 thru Resolution 2016-233 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.

- A. Resolution 2016-229** Resolution Awarding A Contract Change Order to Contarino Brothers For Installation of Glass Block Windows For The Borough Hall Brick Stair Repair Project In The Amount of \$2,300.00.
- B. Resolution 2016-230** Resolution Authorizing The Tax Collector To Cancel Sewer Service Charges For Sewer Account #1459000-0 For 2016 2nd Half Sewer Billing.
- C. Resolution 2016-231** Resolution Awarding A Contract To Maser Consulting For Traffic Engineering Services For The Four-Way Stop At The Intersection Of West Charles Street and Park Avenue Project In The Amount of \$7,150.00.
- D. Resolution 2016-232** Resolution Requiring The Tax Assessor To Notify The Chief Financial Officer and The Governing Body Of All Tax Appeals No Later Than June 1st of Each Year.

E. **Resolution 2016-233** Resolution Authorizing Payment To Golden Equipment, of Mars, Pa. for the New Combo Jetter/Vac In The Amount Of \$310,000.00.

Mayor Arnold requested Resolution 2016-230 be pulled from the consent agenda, to allow time to answer additional questions.

President Norcross made a motion to approve Resolution 2016-229 and Resolution 2016-231 thru Resolution 2016-233. Mr. Kearney seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

COMMUNITY SPOTLIGHT

Chief Pearlman indicated there was a great turnout at the meet and greet in Ethel B Hardy Park, and is looking forward to doing it again next year possibly changing the location as to involve more people. Mr. Irvin Jones indicated we needed to get the word out, so more would be in attendance.

Chief Pearlman also indicated Office Kendal is working with the school, and A Drug Free NJ Program they will be holding a meeting on November 3rd, 2016 for parents regarding the opiate abuse situations in our neighborhoods and schools.

Mayor Arnold announced the Palmyra High Alumni Soccer games is going to be held on October 22nd, 2016 at the Legion Field, the women's game starting at 5:30 PM and the Men's game starting at 7:00 PM.

The Palmyra Sun newspaper has replaced The Wire, the first edition will be out this week. Mayor Arnold also announced; Senator Diane Allen has launched a Pet Food Drive to collect donations of food and other items needed by the Burlington County Animal Shelter. Donations may be dropped off at her office in Cinnaminson.

A Blood Drive will be held on November 17th, 2016 by the Red Cross at the Community Center from 3:00 pm to 9:00 pm.

Ms. Weiner indicated a Masquerade Ball may be held at Currans with all proceeds to benefit the Halloween Parade.

The Palmyra Historical & Cultural Society will be presenting on October 10th, 2016 at the Community Center, "The Civil War Diary of Captain Charles Hall" at 7:00 PM.

DISCUSSION ITEMS

Mr. Gural indicated he had spoken with the Islamic center again regarding the handicap parking space which they requested. He explained to them it would have to be on the other side of the street, it would be available to anyone who is handicapped including those using the light rail, and also it would take some time, as the ordinance only address residential requests and would have to be changed. They indicated that would be ok and would still like to pursue it. After additional discussion the governing body indicated it would only be fair to notify and get the opinion of the resident whose home it would be in front of. Mr. Gural was asked to do that and get back to the governing body. President Norcross inquired as to why they can't use the apron they have for their handicap parking space, which would be on their property. Mr. Gural indicated there may not be enough room for that.

Mr. Gural indicated the operating agreement with non-profit organizations, is the original agreement which was forwarded to the governing body for consideration. It is a very generic document. The agreement, which we are recommending for approval, is the same for all organizations. The Borough would use this operating agreement this year and new ones would be drawn up for next year. Mr. Gural indicated the reason the operating agreements are necessary is so the public knows funds being given to various organizations are being handled appropriately. Much discussion was had regarding the operating agreement and adding the stipulation which would allow or not council members to sit on these boards and or to act as officers of those organizations.

After much discussion President Norcross made a motion to move forward with the operating agreement as it was presented with no changes making this our official form of operating agreement. The motion was seconded by Mr. Yetter. Let the record show Mrs. Tait, Mr. Howard, And Mr. Kearney stepped down from the dais.

At the call of the roll, the vote was:

AYES: President Norcross, Mr. Yetter

NAYES: Ms. Tucker

RECUSE: Mr. Howard, Mrs. Tait, Mr. Kearney

Motion passes with a majority vote of the members present.

Community center rules and regulations was carry over from last meeting, we were not taking any action on it, as it was tied to the operating agreements. It was discussed we would just let it stand as is until the operating agreements were finalized.

We have look at some streets in the Borough which are in need of repaving and repairing, examples being Orchard Avenue, Filmore Street. It appears that TTF funds are not going to available for the foreseeable future. The projects we are looking at are not eligible for state funding, therefore it is recommended this year that we focus on those road with capital funds, we have about 350,000.00 available. We would like to potentially come into some sort of partnership with Kerbeck and Philadelphia Sign Company were they might also contribute to the cost of the repairs and or repaving of those streets. Mr. Gural indicated he would look into it more and get back to the governing body.

Mr. Burns has added the additional language to ordinance 2016-16 regarding the three months to make the homes or homes available to a veteran first before opening to the general public, also making that apply to both homes if Habitat for Humanity were to build two. The three months would begin when they decide to market it to someone, and Habitat for Humanity must notify the Borough before they begin the process.

All emails sent or received for the purpose of conducting Borough business belong to the Borough and are government records. Emails do not belong to the individuals. No emails should be deleted and additionally they should backup to the server and hold there. More information to follow.

The Trick or Treating schedule for the Borough of Palmyra is as follows: Trick or Treating will be on the 31st of October, 2016 from 2:30 pm until 9:00 pm. Maybe next year we can consider a Trunk or Treat.

ADMINISTRATORS REPORT

Mr. Gural and council spoke in length regarding the parking directly in front of the community center, also some people park in front of the front doors with children exiting the vehicles in the street. Discussion was had to limit parking to maybe 4 hours as is front of Borough Hall, and to address this issue from Cinnaminson Avenue all the way down to Chestnut Street. More discussion will be had at a later date.

Bid opening for the fuel storage system is scheduled for 10/25/2016, the estimate cost is 329,000.00 less than expected.

Donna and I are still working on obtaining a life insurance policy to address the fire department.

Best practices checklist needs to be returned to the State by October 21st, 2016. It will be read in its entirety at the next meeting.

The personnel policies handbook is currently being printed so that it can be distributed to the staff.

Veterans Day is on a friday this year make sure you consider than when scheduling any program you may wish to hold.

Columbus Day is Monday October 10th, 2016, although the Borough offices are closed the Tax office will be open as it is the last day of the grace period for sewer payments. The staff of the tax office will be reimbursed time and one half comp time.

Toney the barber has been paid.

We may recover some money for the housing rehab program from the foreclosure/ short sale of 448 Delaware Avenue.

Two property maintenance liens were bought at the tax sale by an investor. We recovered 831.00 dollars of monies we have sent having lawns cut, and properties cleaned up.

The welcome packets committee will be meeting next week on Wednesday October 12th, 2016, I will update the governing body at the next meeting.

COMMITTEE REPORTS

Mr. Yetter reported: Our sewer committee has not yet meet. Will be scheduling a meeting with the bulk trash committee next week.

Mr. Howard: no report

Mr. Kearney: no report

Mrs. Tait: no report

Ms. Tucker: no report

President Norcross reported: Notified Mr. Yetter and the Mayor about a 6:00 meeting next Wednesday at the borough for the business committee. Also can we get the tree trimmed back on the corner of Garfield and Cinnaminson Avenues on Temple Blvd. the branches are hanging rather low? Mr. Gural responded, public works will look into it.

Mayor Arnold reported: Attended the Land Use Board Meeting where we considered some changes with WAWA's application. Also informed all of Borough Council to look in their mail boxes for a present from the Mayor. The gift, a notebook, which all information should be entered in regarding any events you work on so that a record can be made of the contacts and things done for that project.

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 citizen may only speak once during each public portion.

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

Mr. Rader –Harbour Drive – If you institute four hour parking in front of the community center it will affect the seniors. Please consider them when creating this ordinance. If you appropriate funds to an organization where you sit on the board; it seems like a conflict of interest. Isn't a quorum required to adopt the budget? Why is it not necessary to monitor the spending of those funds? Council needs to consider this before voting on and adopting the budget. The Mayor replied there is a mechanism which will allow them to vote on the budget and abstain from certain line items, they vote with an exception.

Mrs. Yetter – Garfield Avenue – Mr. Kirchner talked about saving about 15,000.00 on the asphalt, if we moved quickly on that industrial repair could we take advantage of that savings? Mr. Gural responded, we don't know how long that offer is on the table, but it is a very good idea.

Sandy Veitenheimer – Rowland Street – Why would we put so much money into the industrial streets? Wouldn't that money be better spent in residential areas?

Mr. McElwee – Columbia Avenue – The statue is down at public works in a secure safe place. The Veterans Day Service will still be held on November 11th, 2016 at 11:00 am. Mr. Norcross agreed to help Mr. McElwee with the program.

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

MAYOR AND COUNCIL COMMENTS

Mr. Yetter – no comments

Ms. Tucker – no comments

Mr. Howard – no comments

Mr. Kearney – no comments

Mrs. Tait – Mrs. Tait indicated she agreed with Mr. McElwee that the program should be held on 11/11/16.

President Norcross – Mr. Norcross also agreed with Mr. McElwee He will help with the program.

Mayor Arnold – October is walk to school month. Received a complaint from a resident about speeding on Temple Blvd. Chief was out however the Lieutenant put the message board out with

the calculating your speed sign asking people to slow down. Many thanks for the immediate help with that complaint. Be kind to one another and please be good neighbors.

Resolution 2016-235, Resolution Excluding the Public from Certain Meetings Pursuant To Section 8 of the Open Public Meeting Act C. 231 P. L. 1975. Litigation, Contracts

President Norcross **made a motion to approve the resolution, Mr. Kearney seconded the motion.**

At the call of the roll, the vote was:

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

NAYES: None

CLOSED SESSION

Council went into executive session at 9:41 pm

Council returned to public session at 10:09pm

President Norcross made a motion to close Executive Session, Mr. Yetter seconded the motion. All members present voted in favor of the motion.

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

President Norcross made a motion to adjourn, Mr. Yetter seconded the motion. All members present voted in favor on the motion.

ADJOURNMENT

Council adjourned at 10:10 pm.

Respectfully Submitted,

Doretha R Jackson
Acting Municipal Clerk