

**BOROUGH OF PALMYRA**  
**BOROUGH COUNCIL MINUTES**  
November 21<sup>st</sup>, 2016

**CALL TO ORDER**

**ROLL CALL**

**Present: Mayor Michelle Arnold, President Bryan Norcross, Mr. Tim Howard, Mrs. Gina Tait, Mr. Lewis Yetter**

**Absent: Mr. Edward Kearney, Ms. Shelby Tucker**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**OPEN PUBLIC MEETINGS STATEMENT**

Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Borough 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, and the Courier Post Newspaper on January 10, 2016.
- C. Notice to All Council Members.

**INVOCATION**

Mr. Abdul Rasheed, of the Islamic Center of South Jersey, gave the invocation.

**APPROVAL OF MINUTES** November 7<sup>th</sup>, 2016 regular

President Norcross made a motion to approve the regular meeting minutes from November 7<sup>th</sup>, 2016. Mrs. Tait seconded the motion.

**At the call of the roll:**

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

**NAYES: None**

**CORRESPONDENCE**

Mayor Arnold acknowledged a thank you letter from Alethia Sampson of the Burlington County Health Department thanking the Borough Staff for their help with the Burlington County Health Department's, Health Starts Here Initiative & Annual Seasonal Flue and Pneumonia Immunization clinic.

Mayor Arnold also acknowledged a thank you letter received from Mr. Fred A Schletter for helping him at the Veterans Day gathering.

## **PROFESSIONAL UPDATES**

### **Anthony LaRosa, Maser Consulting**

#### Boro-Hall Project

The masonry work and the step sealing is complete. The installation of the railings began Friday, the center rail is complete however the end sections had to be returned to the fabrication shop for some adjustments to be made. The railing should be in on Wednesday and that project should be complete.

#### Underground Storage Tank Project

All the work is complete, all reports have been submitted to the state and this project is closed. The annual fee which had to be paid as long as the project was open does not have to be paid anymore.

#### Borough Hall Maintenance Project

The facility inspection report on boro hall should be complete by next meeting. The report will outline what things should be address and in what time frames to keep the maintenance up on the building. Additionally the concession stand inspection report should also be complete next month.

#### Charles Street 4 way stop

The four way stop sign project report for West Charles and Park Avenue should be complete by tomorrow. We have the warrants necessary to recommend the four way stop and the municipal engineer's certification will be included with that report so the Borough can take the necessary steps to install, stripping, signage and any other items required to make that a full and legal four way stop.

#### New Jersey American Water

New Jersey American Water Company still has some punch list work to complete. The work involves sealing the old and new asphalt to prevent any water intrusion. Mr. LaRose will be meeting with them next week. The streets worked on are Highland Avenue, Charles Street, and West Broad Street. The work which was done on Maple Avenue from Broad to 5<sup>th</sup> Streets is complete and they will be working on 5<sup>th</sup> Street from Elm to Morgan next week. This is an ongoing project with New Jersey American Water to take care of their water mains.

#### Riverfront Park Project

The project will be going out to bid early December so construction may begin early in the spring.

#### Grove Park Project

The concept plans are complete. Mr. LaRosa is working on the construction cost with CGP&H and also working with CGP&H regarding the grant application for the county for funding of this project. Additionally CGP&H and Mr. Larose are working on the TAP Grant which is to install a pedestrian walkway adjacent to the railroad tracks from Chestnut Street to New Jersey Avenue, the application has been submitted.

### **William Kirchner, ERI**

Mr. Gural indicated he spoke with Mr. Kirchner and it was not necessary for him to attend. Mr. Gural will forward Mr. Kirchner's written report to all of council. The most important thing Mr. Kirchner wanted everyone to know is that the project on south Broad Street is complete and the pole has been relocated out of the right of way.

## **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 citizen 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.**

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

#### **ORDINANCES ON SECOND READING** (Public hearing)

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

**Mrs. Tait made a motion to open Ordinance 2016-14 to the public for comment. Mr. Yetter second the motion. All members present voted in favor of the motion.**

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

**President Norcross made a motion to adopt ordinance 2016-14 on second and final reading. Mrs. Tait seconded the motion. At the call of the roll, the vote was:**

**AYES: President Norcross, Mr. Howard, Mrs. Tait, Mr. Yetter**

**NAYES: None.**

**Ordinance 2016-14 was adopted on second and final reading and will take effect after publication according to law.**

- B. **Ordinance 2016-17** An Ordinance Of The Borough Of Palmyra, Burlington County, In The State of New Jersey Amending The Sewer Connection Fees.

**Mr. Yetter made a motion to open Ordinance 2016-17 to the public for comment. Mr. Howard second the motion. All members present voted in favor of the motion.**

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

**President Norcross made a motion to adopt Ordinance 2016-17 on second and final reading. Mr. Yetter seconded the motion. At the call of the roll, the vote was:**

**AYES: President Norcross, Mr. Howard, Mrs. Tait, Mr. Yetter.**

**NAYES: None.**

**Ordinance 2016-17 was adopted on second and final reading and will take effect after publication according to law.**

- C. **Ordinance 2016-18** 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 West (south) Broad Street Between Cinnaminson Avenue and Chestnut Street.

**President Norcross made a motion to open Ordinance 2016-18 to the public for comment. Mr. Yetter second the motion. All members present voted in favor of the motion.**

**Bob Rader – Harbour Drive**, Mr. Rader inquired how the public would be notified of the parking time limit. Mr. Rader indicated that the change to limit parking to four hours will affect the 140 members of the senior citizens program. The seniors are scheduled to use the community center Tuesdays thru Fridays from 9:00 am to 3:00 pm, which is six hours, additional there are events scheduled for the seniors which are also scheduled beyond a four hour period. Most of the seniors can't really walk to the community center. Mayor Arnold replied that the intent of the ordinance was not to put any undue burden on the senior program or the community center users in general, it was to put in effect something to solidify the signs which were put up over a year and a half ago. The signs for limiting the parking were to keep people from parking overnight and to keep the spaces open and not all used by light rail commuters. Mayor Arnold simply asked to keep the communications open so that everyone knows what is going on.

**Bod Bostock – Morgan Avenue**, Mr. Bostock asked, when the discussion started on the ordinance he thought it was in reference to handicap parking. Does the ordinance indicate what areas are approved for handicap parking, was there an addition or change to the original proposal. Mayor Arnold replied the ordinance references the handicap parking and the four hour limited parking. Mr. Gural indicated there was a change as a results of a discussion with the seniors and an additional handicap space was added out in front of the building. Mr. Bostock also asked if this ordinance makes the Mayor's parking space permanent. Mayor Arnold indicated yes.

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

**President Norcross made a motion to adopt ordinance 2016-18 on second and final reading. Mr. Yetter seconded the motion. At the call of the roll, the vote was:**

**AYES: President Norcross, Mr. Howard, Mrs. Tait, Mr. Yetter.**

**NAYES: None.**

**Ordinance 2016-18 was adopted on second and final reading and will take effect after publication according to law.**

**RESOLUTIONS Consent Agenda-** Resolution **2016-252** thru Resolution **2016-259** 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 2016-252**, Resolution Authorizing The Finance Office To Pay Vendor Bills During The Month Of December 2016.
- B. Resolution 2016-253**, Resolution Of The Borough Of Palmyra Supporting Bill 2663 and Assembly Bill 4234
- C. Resolution 2016-254**, Resolution Approving Briana L Breiner As An Active Member Of The Palmyra Fire Department
- D. Resolution 2016-255**, Resolution Of The Borough Of Palmyra Authorizing The Sale of Property No Longer Needed For Public Use on An Online Auction Website
- E. Resolution 2016-256**, Resolution Authorizing The Chief Financial Officer To Make Budget Transfers To The 2016 Budget
- F. Resolution 2016-257**, Resolution Appointing Young-Kyu Shin, Charles Soper and Wesley Allen as Chaplains to the Borough of Palmyra Police Department.
- G. Resolution 2016-258**, Resolution of the Borough of Palmyra Rejecting Bids For the Above Ground Fueling Station Project at Public Works Due to All Bids Submitted Exceeding the Engineer's Estimate of \$339,000.00.
- H. Resolution 2016-259**, Resolution Authorizing the Payment of Bills In The Amount Of \$1,707,957.67.

**President Norcross made a motion to approve the consent agenda Resolution 2016-252 thru Resolution 2016-259. Mr. Yetter seconded the motion. At the call of the roll:**

**AYES: President Norcross, Mr. Howard, Mrs. Tait, Mr. Yetter**

**NAYES: None**

### **MOTIONS**

Motion to approve Treasurers' Report year to date thru October 2016

President Norcross made a motion to approve the Treasurer's Report year to date thru October 2016. Mr. Yetter seconded the motion. All members present voted in favor of the motion.

### **COMMUNITY SPOTLIGHT**

Mr. McElwee indicated the Veteran's Day Ceremony was great, he thanked all in attendance including the 18 medal recipients who also received Christmas Balls. Mr. McElwee also thanked the Mayor all council in attendance, public works, and Mr. Howard Norcross for handing out the medals. Mr. McElwee indicated the new statue looks very nice even though it was temporary.

Mayor Arnold indicated Santa will be coming to town on Friday, December 9<sup>th</sup>, 2016, stay tuned as more information will follow.

Mrs. Tait indicated the Community Center Program Board was having discussions regarding the local business doing some sort of Christmas decorating, more information will follow.

Chief Pearlman indicated the Islamic Mosque invited him, a Lieutenant of the Office of Homeland Security and a representative from American Islamic Relations to an open meeting at the Islamic Center. He did a presentation regarding Palmyra Police Department and what we have to offer and answered questions from the congregation. Chief Pearlman indicated it was a very successful event.

### **Oath of Office Volunteer Police Chaplains**

Chief Pearlman indicated the Police Department had been trying to implement a Volunteer Police Chaplin's Program to not only provide support to the police department but also to provide comfort to residents in certain situations. Mayor Arnold applauded these three gentlemen for stepping up and volunteering their time, to not only their congregations but also for being willing to assist the police department and the community at large. Mayor Arnold then administered the Oath of Office to Young-Kyu Shin, Charles Soper and Wesley Allen, the new Chaplains of the Borough of Palmyra Police Department.

I do solemnly swear that I will support the Constitution of the United State and the Constitution of the State of New Jersey and I will bear true faith and allegiance to the same and to the Government established in the United States and in this State under the authority of the people. I also do solemnly swear that I will faithfully, impartially and justly perform all the duties of Patrolman for the Borough of Palmyra in Burlington County, according to the best of my ability...So help me God.

### **DISCUSSION ITEMS**

On the 10<sup>th</sup> of November, 2016; Mr. Gural and Mayor Arnold met with the owners of Philadelphia Sign Company and Callahan Chemical Company adjacent property owners on Filmore Avenue to begin the discussion process of potential improvements to the roadway, two of the other adjacent property owners were not available to attend so additional meetings will be forthcoming. Additionally the committee is still in the process of setting up a meeting with the adjacent property owner on Orchard Avenue, and will notify the governing body as it develops.

At the last meeting representatives of Miller's Temple Church inquired if the Governing Body would consider their request for donation of the Vet's Property. There were aware that ordinances had been past

to transfer the property to Habitat for Humanity for one dollar. Mr. Gural just wanted to clarify the governing body intentions so that we may get this completed. Mr. Burns indicated he had not heard from Miller's Temple Church regarding their qualifications, so he could not say if they qualified or not in regards to the Borough being able to donate the property to them. Mr. Norcross indicated we move forward as we originally intended.

Mayor Arnold and Mr. Gural notified the governing Body that the bill we received from Statewide Insurance fund will not have to be paid. The Statewide Insurance Fund passed a resolution indicating they would not be passing the prior assessment on to the prior municipal participants in the fund so we should be saving about \$25,000.00.

### **ADMINISTRATOR'S REPORT**

All Operating Agreements with Non-profit organizations per Ordinance 2016-12 have been received for 2016 and are awaiting the mayor's signature.

Rice Notices will be addressed in executive session.

The evaluation for Main Harbour Drive will be starting next week as indicated in Mr. Kirchner's update report, however the completed evaluation report may not be done until late February of 2017.

Ms. Condo our CFO has prepared an invoice for the Riverfront relating to our expenses for the repairs completed regarding the sink hole, it will be mailed soon. Additionally the sewer operator agreement is complete and we are waiting for the property ownership report with regards to the ditch when it is finalized, we will address these issues directly with the Riverfront.

The Requests for Professional Services/ Qualifications have been distributed and it is listed on our website under the finance page; they are due back December 9<sup>th</sup>, 2016.

We received our first dividend of \$2,767.00 from the Burlington County Joint Insurance Funds.

The COAH/FSHC Settlement Agreement in regards to affordable housing obligations, which the Borough is required to provide, has been signed and returned on behalf of the Borough.

Mr. Gural indicated the AST Fuel Storage and distribution project bids were opened on October 25<sup>th</sup>, 2016, the lowest bid we received was for \$368,000.00, again all the bids exceeded the engineer's recommendations so those bids were rejected this evening. After some conversations Mr. Gural reached out to the Bridge Commission to see if they would be interested in a shared service agreement in regarding to the construction of the project. The Bridge Commission has a meeting on December 5<sup>th</sup>, 2016 were the will take up that discussion and get back to us to see if they are interested.

The new Personnel Policies and Procedures Manual have been received and will be distributed shortly; additionally JIF will be sending an anti- harassment training DVD which we ask everyone to participate in that training.

Due to a recent injury situation which arose with one of our CERT volunteer members, who is not a Palmyra resident, but was participating in a CERT exercise event in Trenton, NJ. The state law requires emergency personnel to be provided workmen's compensation coverage. The matter complicates as the CERT team is a Tri- Boro Cert Team which covers three municipalities. Our insurance carrier, JIF does not want Palmyra residents to assume the sole responsibility of coverage for the team and feels it should be shared amongst the municipalities. The problem further complicates as Cinnaminson Township and Riverton Borough are not part of the Burlington County Joint Insurance Fund. We need to formalize an agreement with the other municipalities, Cinnaminson Township and Riverton Borough for the sharing of those cost.

A meeting is scheduled for December 13<sup>th</sup>, 2016 here at Palmyra Boro-Hall with National Amusements Incorporated, Department of Environmental Protection, Mayor Arnold and Mr. Gural in regards to getting an access agreement to further the unexploded ordnance abatement project.

We are looking at putting together a policy regarding how we should treat the totally disabled veteran's tax exemption moving forward. More discussion is needed and more details will follow at the next caucus meeting.

A resolution was passed earlier this evening allowing the CFO to pay the bills in December 2016.

The Riverbank Park Project is going out to bid on or about December 2<sup>nd</sup>, 2016. Mr. Gural will follow up with Mr. LaRose regarding the sign to be placed at the project site indicating it is coming and a diagram of what the park will look like.

## **COMMITTEE REPORTS**

**Gina Tait** - The recreation committee will be meeting with the various athletic teams next month to determine what needs to be done at the fields, and what they would like to have done at the fields.

**Lew Yetter** – Mr. Yetter reported the sewer committee will be meeting next week and public works is still in the process of collecting leaves. Mayor Arnold also indicated that the reports submitted from public works indicated Greg Benson and Mark Allen have both passed their CDL Tanker endorsements test. All employees have had their OSHA Training, additionally Greg Benson and John Petite also saved the Borough two days' worth of maintenance work equating too many dollars.

**Timothy Howard** - The Shade tree committee will be meeting before our next meeting. At the next meeting Mr. Howard will present a list of trees which should not be planted in the municipalities, so we know what trees not to buy and which we should buy next season President Norcross asked how the process works to have a tree trimmed. Mr. Howard indicated there was a form which need to be filled out. Mr. Gural stated the process works by having the resident fill out a shade tree complaint form to have the trees trimmed, removed, planted, etc.; it is then sent to the Shade Tree Advisory Board who goes out and actually assesses the situation and advises public works how to proceed with the request. Residents cannot trim or cut Borough trees, there is an ordinance which indicates they can be fined for doing so. Pal Riv. Athletic Association started it's registration for upcoming basketball season.

**President Norcross** – We held the business community and development meeting which was very well attended by both business owners and landlords as well as Mr. Yetter and Mr. Kearney. One thing we were told was the Borough is not friendly with new business coming into town. Perhaps we could look into hiring someone whose job is strictly to develop business in town. Joe Rainer and Muse have agreed to sit down and speak with him regarding the mural at Toney's Barber Shop. Mr. Norcross will report back at next meeting regarding that meeting.

**Mayor Arnold** – The construction office report indicates there are several new business in town. Please visit them and welcome them to town. The Police dept. is doing an excellent job, additionally we have our first SRO report; the feedback from the community is great; he is doing such a wonderful job and is keeping very busy with student presentations, conferences with parents and students, and reading with the children. Mayor Arnold also attended the National Foundation of Women Legislators which was intense, and much information was given regarding so many different topics, for example; human trafficking, programs regarding the justice department, civil discourse, program on state fiscal health, personalized medicine, health care, to name a few. An exercise which stood out was sponsored by Microsoft and called Youth Sparks Fall Camp. The highlight was a team building exercise which was to put together this bicycle, then an inspection was done; when the inspectors came in, they were children, and the bikes were actually given to those children. We learned to come together, build something, and really make a positive effect on some else's life.

## **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 portion, Mr. Howard second the motion. All members present voted in favor of the motion.**

**Bob Hawk - 820 Columbia Ave** Mr. Hawks indicated the process works. During the storm on mischief night when the Halloween Parade was scheduled, a micro burst storm took down a tree in his back yard, they all got together and cut the tree down then made a call to public works, it was placed out on the street and public works worked with us and took it away. Just wanted to let everyone know the process is simple the process works as long as we as citizens do our part.

**Tom McElwee – Columbia Ave** Have we transferred the deed for the Vet's building to habitat for Humanity? Mayor indicated no. Mr. McElwee asked why there are six big dirt piles in the back of the property. Mayor indicated we were not aware but will check into it. Mr. McElwee also asked have we done anything with the sidewalk ordinance. Mr. Gural indicated many things have be done, as we receive requests we address them. Mr. McElwee ask if we could look at E. Charles Street between Columbia and Morgan Avenues.

**No one else from the public 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**

**Lew Yetter** – Mr. Yetter indicated the business development meeting was great success and is looking forward to moving forward with some of the things which were suggested. Additionally at the last meeting there was some comments regarding a higher electric bill rate; in going over his bill he noticed his bill it was lower not a lot but still lower.

**Timothy Howard** – Mr. Howard thanked Chief Pearlman and the Police Department for their work with getting some help for Ms. Banks. Also while attending the convention Mr. Howard attended some meetings regarding body cameras; and learned that the State does not offer moneys for municipalities to get body cameras because they don't want to be responsible for the maintenance of them so our state troopers don't have them. President Norcross indicated the state offers a grant to allow them to make those purchases. Mr. Howard asked Chief Pearlman if we have policy and procedures in place for the body cameras. Chief Pearlman responded yes it was a requirement of the grant we accepted, and any OPRA request for body cameras would go to the prosecutor's office, the Attorney General's office is tracking that.

**Gina Tait** – No Comment

**President Norcross** – Chief make sure your guys are staying vigilant and safe so they make it home to their families at the end of the day.



**Mayor Arnold** – Homecoming is this Thursday, and Thursday is Thanksgiving, remember Borough offices are closed on Thursday and Friday. “Happy Thanksgiving” to everyone and enjoy their time with their families.

**Resolution 2016-260** Resolution Excluding the Public from Certain Meetings Pursuant To Section 8 of the Open Public Meeting Act C. 231 P. L. 1975. Litigation, Negotiations, Personnel

**President Norcross made a motion to approve Resolution 2016-260. Mr. Howard seconded the motion.**

**At the call of the roll:**

**AYES: President Norcross, Mr. Howard, Mrs. Tait, Mr. Yetter**

**NAYES: None**

**Council went into executive session at 8:40 pm**

**CLOSED SESSION**

**Council returned to public session at 9:01pm**

**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.**

Mr. Gural proposed the following Resolutions to the governing body for consent:

**Resolution 2016-261** Resolution Appointing Tracy Kilmer as Community Center Exercise Facility Director (As A Certified Personal Trainer) to Benefit the Borough Staff and Employees and Other Personnel of the Borough with an Annual Increase of \$900.00 and Reimbursement for Continuing Education Classes, Annual License Fee and any Certification Fees.

**Mrs. Tait made a motion to approve Resolution 2016-261. Mr. Yetter seconded the motion.**

**At the call of the roll:**

**AYES: Mr. Howard, Mrs. Tait, Mr. Yetter**

**NAYES: None**

**ABSTAIN: President Norcross**

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

**ADJOURNMENT:**

**Council adjourned at 9:05 pm.**

Respectfully Submitted,

Doretha R Jackson  
Acting Municipal Clerk