

Borough of Palmyra
Council Caucus Meeting Minutes, 7:00 PM
Monday March 6th, 2017

CALL TO ORDER

The Caucus Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Michelle Arnold at 7:01 pm

ROLL CALL

Present: Mayor Michelle Arnold, President Tim Howard, Mr. Cosky, Mrs. Russell, Ms. Mindie Weiner, Mr. Lewis Yetter

Absent: Mrs. Gina Tait

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 Municipal Clerk in the following manner:

- A. Posting written notice on the official bulletin board at the Palmyra Borough Hall on January 10, 2017.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 10, 2017.
- C. Notice to All Council Members.

INVOCATION

Prayer was given by Mr., John Gural

APPROVAL OF MINUTES February 21st, 2017 Regular and Executive Meeting Minutes

Mrs. Russell made a motion to approve the regular meeting minutes and executive meeting minutes from February 21st, 2017. Mr. Cosky seconded the motion.

At the call of the roll.

AYES: Mr. Cosky, Mrs. Russell, Ms. Weiner, Mr. Yetter

NAYES: None

ASTAIN: President Howard

CORRESPONDENCE

Mayor Arnold acknowledged a thank you card received from the Zoll and Arnold Families.

PROCLAMATION

Mayor Arnold read a Proclamation declaring March 12th thru March 18th, 2017; Flood Safety Awareness Week, into the record

BOROUGH OF PALMYRA

Proclamation Declaring March 12th thru March 18th, 2017

Flood Safety Awareness Week

Whereas, emergency preparedness is a function of government, dependent upon the leadership of executive officers and the efforts of many career civil servants and volunteers, and;

Whereas, weather hazards can be extremely severe resulting in deaths, injuries, and extensive property damage, and;

Whereas, severe thunderstorms, that bring damaging winds, lightening, flashfloods and tornadoes, and floods frequent the spring and summer months, and have often placed in jeopardy lives and property, and;

Whereas, under the coordination of the National Weather Service with the strong support of the Borough of Palmyra Council, the Borough of Palmyra Office of Emergency Management, the Red Cross, a number of state and federal, and local volunteer agencies and businesses will be informing and educating the public on steps that should be taken to survive the severe weather hazards and the potential disasters that this spring and summer may bring, and;

Whereas, by taking reasonable precautions, the citizens of the Borough can reduce the loss of life and property and also decrease the effects of severe weather on our resources and economy;

Therefore, Let It Be Resolved that the Mayor and Borough Council of the Borough of Palmyra, do hereby proclaim March 12th – 18th, 2017, "Flood Safety Awareness Week".

I, Doretha R Jackson, Acting Municipal Clerk of the Borough of Palmyra, in the County of Burlington and State of New Jersey, hereby **CERTIFY** that the foregoing is a true copy of a Proclamation adopted by the Borough Council of the Borough of Palmyra at the meeting held March 6th, 2017.

PROFESSIONAL UPDATES

David Gerkens, CGP & H is still recovering, his report will be forwarded to Mr. Gural who will forward it on to the governing body.

John Hogue, ERM – Mr. Hogue reported they were working on advancing the project on rt. #73. The Access agreement has been signed with NAI, and they will all be back to work on the project March 20th, 2017. DEP will be issuing a check for \$40,000.00 to cover some additional remobilization costs from the grant fund. We have a permit which must be submitted this week to the County Soil Conservation District hopefully they can reviewed it Thursday so it should be approved in plenty of time for us to continue moving forward. John and Mayor Arnold will be going to the 30 Mayors/30

Developers Networking Event and Mr. Hogue will be gathering some information, a poster and materials for them to take to the meeting.

William Kirchner, ERI – Mr. Kirchner reported he has spent a lot of time with the sewer dept. getting them registered online so they can file the required permits and reports. While continuing with the Harbour Drive evaluation, we noticed the counts were higher than we thought, therefore after some discussion with Mr. Gural and the Chief we felt it was warranted to do some additional traffic counts on Cinnaminson Avenue between Temple and Harbour, Cinnaminson Avenue between Broad and Temple, on Temple Avenue on the side where the Harbour comes out and two other places on Harbour Drive to gather some additional information. The cost of the proposal is \$3,000.00 and ERI will have that for you at next meeting. The survey of road conditions has not been updated for over three years; a lot of intersections are not in great condition however the middle of the street is good. We would like to update that map and detail it more. We also would like to take a look at the street signs on the streets, because some of our signs do not have the correct reflectivity. To do the mapping for the signs and the road conditions inventory, creating the maps and field work the cost is \$10,500.00 because they can be done at the same time. Mr. Gural stated the map will help us to prioritize the work we are doing and will help us determining which ones grants should be used for. Ms. Weiner asked Mr. Kirchner if he felt more grants would be available in the future. Mr. Kirchner indicated yes. Ms. Weiner asked if the worst roads that were on the list have been repaired. Mr. Kirchner indicated yes. Ms. Weiner asked why the list needed to be updated now. Mr. Kirchner indicated because the streets which were on the list before that were in fair condition need to be looked at to see what their currently condition is as the map was done three years ago and there have been changes since that time. Mayor Arnold indicated when applying for the various grants it is necessary to have the current condition of the road and we don't have that information as the maps are three years old.

Jay DeFelicis, Maser Consulting – Mr. DeFelicis stated to council that the bids for the Riverfront Park Project were rejected last month, a few changes were made to the design and the project is out to bid again, the bid now has two alternates. Bids are due back on March 21st, 2017. Mr. DeFelicis also indicated that the companies which applied before have been allowed copies of the bid proposal at no cost. We would like to get the project started by April 15th, with the intent of having it completed between Memorial Day and the Fourth of July.

James Winckowski, CME Associates– Mr. Winckowski indicated they were waiting for a quote from the Burlington County Bridge Commission's contractor; it was received and is substantially higher than the bid quotes received earlier. We also met with Oxford Engineering who since November has entered into state contract for above ground storage tank insulations. At some point we have to enter into negotiations with the Burlington County Bridge Commission. Once it has been decided how we are to proceed the project can be awarded to either contractor or re-bid. In the next 30 days we should have an understanding of how the contract is to work. Additionally we have been working on a video surveillance project. We met with Mr. Gural and the Chief to go over the scope of the project to install surveillance cameras at all the public facilities, the parks etc. Currently we are meeting with vendors to

determine if it can be done thru state contract or if it will have to go to bid. Mr. DeFelicis indicated he should have more information at the 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 citizen may only speak once during each public portion

Mr. Cosky made a motion to open the public portion, President Howard second the motion.

All members present voted in favor of the motion

Mr. McElwee – Columbia Avenue –Mr. McElwee asked if the War Memorial would be included with the surveillance equipment when installed. Mayor indicated it was not mentioned however it will be included.

No one else from the public wishing to be heard, President Howard made a motion to close the public portion. Mrs. Russell seconded the motion.

All members present voted in favor of the motion.

COMMUNITY SPOTLIGHT

Habitat for Humanity's Home Dedication at 320 W 6th Street will be held on Friday, March 17th at 11:00 am.

30 Mayors/30 Developers Network Exchange is being held, March 15th, 2017 at Rowan College Mr. Gural and Mayor Arnold will be attending.

Burlington County is holding a shredding event on April 18th, 2017 at Rowan College in Mt. Laurel from 9:00 AM to 1:00 pm and May 7th, 2017 at the Burlington County Landfill from 9:00 am to 1:00 pm.

The Historic Riverton Criterium is being held on June 11th, 2017, it is a fundraising bike race, and the proceeds will be going to the Bread of Life Food Pantry in Palmyra.

April is child abuse prevention month, all the Tri-Borough Mayors will be signing proclamations. We will be meeting on April 4th, 2017 to discuss the event and pinwheels will be placed in various areas as a reminder about preventing child abuse. Additional information will follow.

The League of Women Votes is holding a program Wednesday March 8th, 2017 at Shawnee High School at 8:00 and has asked the Mayor to attend regarding elected officials, interviews and sharing information with student populations

The Play "Thoroughly Modern Milly" is this weekend at the Palmyra High School.

The Community Center Program Board held for their first Friday event last week a Reflexology Seminar. They will be holding for its next first Friday event in April, Zac from Fresh Produce who will be giving some easy dinner plans, meeting are held at the community center.

DISCUSSION ITEMS

Chief Pearlman indicated we were considering giving out door stickers indicating No Soliciting which residents could place on their doors, which would indicate to solicitor's obtaining permits to solicit in our town that those particular residents do not wish to be solicited; therefore they should not be knocking on those doors. The stickers would be at no cost to the residents.

Mr. Gural indicated we would like to amend our current business travel advance/reimbursement policy to eliminate the advance disbursements which we currently give for travel and reimburse up to the amount approved when receipts are turned in.

Mr. Gural stated we are looking for a policy that would recognize all full time service for employees working at the Borough; giving service credit for all full-time employment worked at the Borough of Palmyra in the event of a separation of service. Mr. Gural will present a policy at next meeting for Council consideration.

Mayor Arnold indicated the New Jersey Conference of Mayors is being held in Atlantic City April 26th thru April 28th, 2017. The Mayor is requesting approval for travel. The cost is \$325.00 for the three day registration, and additional cost for overnight stay. After discussion, a motion was made by Mr. Cosky to approve the Mayor's request. Mrs. Russell second the motion.

At the call of the roll.

AYES: Mr. Cosky, Mrs. Russell, Ms. Weiner, Mr. Yetter, President Howard

NAYES: None

Council Committee Appointments were discussed and they will be staying the way they were listed in the previous meeting with no changes.

Mayor Arnold indicated she had spoken with Mr. Ventura from Tony's Barber Shop regarding the mural to be painted, wanting to get some of his ideas as to what he would like to see. Mayor Arnold also indicated the project is going to be a sort of quilt type painting showing different events with prominent people from our community. Mayor Arnold told Mr. Gural, she would be getting something out to him to post on our website so we may gather additional ideas. Mr. Ventura then suggested instead of having the painting, scaffolding, and the traffic coming and going thru the parking lot, trying to get the painting on the wall; maybe we could put the mural up like a canvas, in sections. Mr. Ventura is going to check into the cost involved with getting a canvas type of mural for the wall and get back to council with the cost. Council will continue to gather the content for the mural.

Mr. Gural indicated the Borough had been approached by Crown Castle who represents A T & T., with a potential proposal for the tower. During our conversations with V Comm., our telecommunications consultant, the idea was suggested to construct a new tower in the Borough, on our property to generate additional revenue. Mr. Gural is working with our consultant and will get back to the governing body with additional information when received from V Comm., Mr. Villecco, regarding the feasibility of installing an additional tower in the Borough.

Mr. Gural requested permission to place the Public Works/ Sewer Superintendent help wanted add on the League of Municipalities website, as well as our own website. Council indicated yes.

ADMINISTRATOR'S REPORT

Mr. Gural stated Habitat for Humanity is obtaining a title search, once complete and they have their next construction meeting, March 13th, they should be signing the contracts to purchase the property.

Mr. Gural indicating they are still working on the CERT Shared Service Agreement with Cinnaminson and Riverton. Mr. Rosenberg prepared a draft agreement which is being looked at by our JIF consultant, and we are fine tuning some of the details, and it should be ready soon.

Just a reminder for Council to set aside time to attend the JIF Elected Officials Seminar being held Wednesday, March 29th, 2017 at O'Connor's in Easthampton.

Mr. Gural indicated our computer password policy is being changed/updated, which is being required by JIF, and will require us to change our password every 90 days.

Mayor Arnold reminded Council that the Budget work session meeting is this Saturday March 11th, 2017 at 8:00 A.M.

Mr. Gural stated that our Fair Share Housing obligation hearing is scheduled for May 10th, 2017, as a result of us signing the Fair Share Housing Agreement. The gap period is; in 1999 COAH (Council of Affordable Housing) failed to notify municipalities of their number of affordable home requirements for each of their communities. The agreement/settlement satisfies the Borough's requirement for the gap period. COAH is requiring us to build 116 low and moderate between now and 2025.

Mr. Gural indicated we again, due to the efforts of Tracy Kilmer, would be receiving the JIF 2016 Safety Incentive Award in the amount of \$1,975.00. The Annual Safety Kickoff Breakfast is being held April 4th, 2017 at Indian Springs Country Club beginning at 8:30 am.

Mr. Gural also notified Borough Council that the resolution passed to accept the \$1,000.00 reimbursement for the Rehab Program due to short sale of 448 Delaware fell through.

COMMITTEE REPORTS

Frank Cosky indicated he will be having a meeting on March 28th, 2017 at 5:00 pm with the construction committee. He had an opportunity to meet with Tracy Kilmer in the construction department and things are going well. Mr. Cosky also indicated he met with Tracy McGill, the court administrator, and things are going well with the new bail reform and the transition of the new prosecutors.

Lew Yetter stated the sewer department has not currently met, but will be meeting one day next week. Mr. Yetter indicated the Green Team did meet with Loretta Kelly who wants us to be certified with Sustainable New Jersey, the committee indicated that is something they would be interested in doing at a later date, as currently they are busy with the budget process. Mr. Yetter also indicated for Palmyra Day they are going to set up a table and give away the free trees and some literature.

Bernadette Russell indicated she had met with Dave Austin to learn how the job works and how the Shade Tree Committee functions. She will be meeting with Tim and Dave to get an understanding of why the trees we are purchasing are not native/local to our region. Mrs. Russell also indicating she will be attending the Palmyra School Board meeting next week. The Communication committee has not yet met. Mrs. Russell indicated she need the dates of the meeting for the Homeowners Associations so that she could begin attending.

Mindie Weiner stated the Finance committee met last Friday and spoke about the upcoming budget meeting and how we could cut some costs. The Business and Community Development committee also met and we spoke in detail about the Farmers Market. A lot of ideas were given to us from Haddon Township and we have narrowed the dates to Thursdays at the Band Shell between 4:00 and 8:00 pm initially and to grow from there. Ms. Weiner asked Council if they are interested in pursuing that venture. Mr. Howard indicated it sounds like a great idea. Mayor Arnold indicated we need more information to move forward. More information will be coming from the committee.

President Timothy Howard indicated he will be scheduling a meeting with the Youth and Recreation committee next week. Mr. Howard stated he would like to include Mr. McGill in the Building and Grounds and the Youth and Recreation committee meetings as he seemed to have some good ideas. The PAL RIV AA Basketball team have a good season, children grade kindergarten thru 3rd grade received an official 76's Jerseys from the Jr. NBA. Mr. Howard also indicated that J-Dogs contacted him in regards to Palmyra Day and he forwarded him to the Mayor for additional information. Mayor Arnold also indicated that if people come into the Borough they can contact Marie Nagle regarding Palmyra Day information.

Mayor Michelle Arnold indicated she and Mrs. Tait would be getting together and talking about the schedules for public events. Mayor Arnold also indicated that OEM met last week and she had participated in the Read Across America Program with the 5th grade students at Charles Street School.

Mayor Arnold stated the Public Safety Committee meeting tomorrow at 3:30 and the Fire Department will be attending to do a presentation for the new fire truck. Mayor Arnold also stated the April 6th, 2017 Habitat for Humanity will be hosting its 2nd Annual Building Hope which she has been asked to attend, and Thursday March 9th, 2017 is the General Advisory Committee for Community Development Programs meeting which she will be attending. Mayor Arnold also asked Council to let her know when they are holding committee meetings. She further indicated she is so glad the committees are working and working so hard, however remember you must come back to council for action as no one can move forward on anything without council approval, and "thank-you for all your efforts".

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.

Mrs. Russell made a motion to open the public portion. Mr. Cosky second the motion

All members present voted in favor of the motion

Bob Rader – Harbour Drive – Mr. Rader ask if copies of the budget will be available before the budget meeting. Mr. Gural indicated not before the meeting but will be available at the meeting.

Mr. McElwee – Columbia Avenue – Mr. McElwee stated the Superintendent is retiring in Riverton there may be an opportunity for a shared service. McElwee asked if the fire dept. was going to be here on Saturday with a presentation regarding the fire truck. The Mayor indicated yes. Mr. McElwee asked why we need a fire truck at the cost of almost \$1,000,000.00. Ladders trucks are in Riverton, Cinnaminson, Maple Shade, Moorestown, Delran, Pennsauken and Riverside, why do we need to spend a million dollars for a ladder truck? Why can't this be put out for referendum to the public to see how the residents feel about it? Ms. Weiner indicated why can't we put it out for referendum and find out how the public feels about it. Mr. Gural indicated it would be too late to put it on the June primary ballot date, and if we wanted to get it in place for the general election in November we need to get started now. Also, our form of government does not allow for a binding referendum, it can be non-binding. Mr. Rosenberg will look into it and get back to Borough Council.

Mrs. Veitenheimer – Rowland Street –Mrs. Veitenheimer asked "why do we need a new ladder truck with two ladder trucks within one mile of our town?" We need to hold down the tax payments. Ms. Veitenheimer also asked, why we are inviting outside food vendors in for Palmyra Day, why don't we use our local vendors and restaurants.

No one else from the public wishing to be heard, President Howard made a motion to close the public portion. Mrs. Russell second the motion.

All members present voted in favor of the motion.

MAYOR AND COUNCIL COMMENTS

Mr. Yetter stated he is going to start scheduling groups for the summer concert Series.

Mrs. Russell indicated she is so excited about all the positive things that are going on in town.

Mr. Cosky stated he is looking forward to the public safety committee meeting tomorrow and the budget meeting on Saturday.

Ms. Weiner had no comment

President Howard indicated he is looking forward to the budget process also and thanked Mr. Gural for all the efforts he has put in to make the budget process go so easy.

Mayor Arnold thanked everyone for coming and for all their efforts, she additionally thanked council for all their hard work on the various committees and indicated how great a job they were doing. Mayor Arnold also stated, "Be good neighbors and be kind to one another."

Mayor Arnold also stated we have several items for closed session and will be taking action after closed session.

Resolution 2017-86 Resolution Excluding the Public from Certain Meetings Pursuant To Section 8 of the Open Public Meeting Act C. 231 P. L. 1975.

Litigation, Contracts, Negotiations, Personnel

Mrs. Russell made a motion to approve Resolution 2017-86. President Howard second the motion.

At the call of the roll.

AYES: Mr. Cosky, Mrs. Russell, Ms. Weiner, Mr. Yetter, President Howard

NAYES: None

Borough Council went into closed session at 8:56 pm

CLOSED SESSION

Mrs. Russell made a motion to open to the public. Mr. Cosky second the motion.

All members present voted in favor of the motion

Council back in session at 9:48

Mrs. Russell made a motion to approve Resolution 2017-87 A Resolution Authorizing the Separation Agreement and General Release With Paul Henry: Further Authorizing the Severance Payment as Indicated Therein. President Howard second the motion.

At the call of the roll.

AYES: Mr. Cosky, Mrs. Russell, Ms. Weiner, Mr. Yetter, President Howard

NAYES: None

Mrs. Russell made a motion to adjourn the meeting. Mr. Howard second the motion.

All members present voted in favor of the motion

ADJOURNMENT

Meeting Adjourned at 9:50 pm

Respectfully Submitted

Doretha R. Jackson
Acting Municipal Clerk