

Borough of Palmyra
Caucus Meeting Minutes, 7:00 PM
Monday April 3rd, 2017

The Caucus Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Michelle Arnold at 7:00 PM.

At the call of roll the following were present: Mayor Michelle Arnold, President Timothy Howard, Mr. Frank Cosky, Mrs. Bernadette Russell, Mrs. Gina Tait, Ms. Mindie Weiner, and Mr. Lewis Yetter.

Pledge of Allegiance was completed followed by a Moment of Silence.

The Open Public Meeting Statement was read into the record by Mayor Arnold as follows:

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 was given by Mr. John Gural

A motion was made by Mrs. Russell to approve the meeting minutes of March 6th, 2017 with the following notations. Mr. Cosky second the motion.

At the call of the roll the vote was:

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

NAYES: None

ABSTAIN: Mrs. Tait

Notations:

Ms. Weiner indicated conversation was had at the March 6th 2017 meeting regarding the attendance of members of the public at council committee meetings. Mr. Rosenberg indicated, if you decided you wanted to invite someone to your committee meeting to make a presentation, or quote for example... you can do that legally...there is no legal impediment to it, they can be your guest but they are not voting members of the committee. Mr. Rosenberg also warned about the number of elected officials attending those meetings and the public perception or creating a situation where some people felt excluded and other invited. Both Mayor Arnold and Ms. Weiner indicated they would work on that issue.

A motion was made by Mrs. Russell to approve the meeting minutes of March 20th, 2017. Mr. Cosky second the motion.

At the call of the roll the vote was:

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

NAYES: None

The following Proclamations were read into the record.

**Proclamation
Supporting the 2017 U Drive U Text U Pay
Distracted Driving Crackdown April 1st thru April 21st, 2017**

Whereas, distracted driving is a serious, life-threatening practice that is preventable; and

Whereas, distracted driving can result in injuries and deaths to all road users (motorists, pedestrians and bicyclists); and

Whereas, distracted driving occurs when drivers divert their attention away from the task of driving to focus on another activity instead; and

Whereas, in 2014 alone distracted driving-related crashes resulted in 3,179 deaths and 431,000 injuries on our nation's roads; and

Whereas, in New Jersey distracted driving was listed as a contributing circumstance in more than 800,000 crashes between 2010-2014; and

Whereas, the State of New Jersey will participate in the nationwide **Distracted Driving 2017 Crackdown from April 1 - 21, 2017** in an effort to raise awareness and decrease driver distraction through a combination of enforcement and education; and

Whereas, the national slogan for the campaign is "**U Drive U Text U Pay**" and

Whereas, a reduction in distracted driving in New Jersey will save lives on our roadways;

Therefore, be is resolved that the Borough of Palmyra declares its support for the **Distracted Driving 2017 Crackdown** both locally and nationally from **April 1 - 21, 2017** and pledges to increase awareness of the dangers of distracted driving.

Mayor Michelle Arnold
Borough of Palmyra

April is Child Abuse Prevention Month

WHEREAS, we all have a responsibility as individuals, neighbors, community members and citizens of the Borough of Palmyra to create, healthy, nurturing and safe experiences for children; and

WHEREAS, healthy and safe childhoods help produce confident and successful adults; and

WHEREAS, child abuse and neglect often occur when people find themselves in stressful situations, without community resources, and don't know how to cope; and

WHEREAS, incidences of child abuse and neglect can be reduced by making sure all families have the support they need and deserve to raise their children in a healthy environment; and

WHEREAS, it is recognized that no person can do everything but that everyone can do something, and together we can create change for the better; and

WHEREAS, effective prevention programs succeed because of partnerships among nonprofit organizations, government agencies, volunteer organizations, schools, service clubs, houses of worship, law enforcement agencies, and the business community; and

WHEREAS, display a pinwheel or planting a pinwheel garden in April will serve as a positive reminder that all children deserve Great Childhoods - happy, healthy and safe.

NOW, THEREFORE, I Mayor Michelle Arnold do hereby proclaim April 2017 as Child Abuse Prevention Month in the Borough of Palmyra and I urge all citizens to engage in activities that strengthen families and communities to provide the optimal environment for children to learn, grow and thrive so that all children have the benefit of happy, healthy and safe childhoods.



Signed this 3rd day of April, 2017

Michelle Arnold, Mayor

Borough of Palmyra

Professional Updates were given by the following company representatives.

Mr. David Gerkens, of Community Grants Planning and Housing – CGP & H indicated the Borough currently has no applications in progress however is working on the May 10th, 2017 settlement hearing for the Borough's COAH housing obligation. Mr. Gerkens stated the application submitted for the Small Cities Public Facilities Program to address ADA compliance issues along the Harbour, Riverview and Lakeside Drives was denied. Mr. Gerkens stated the following applications were submitted and we are still waiting for approval, NJDOT – Municipal Aid Program – \$448,265.00 for reconstruction of Orchard Avenue from West Broad to Jefferson Streets; NJDOT – Safe Streets to Transit Program – \$597,140 to implement a traffic calming measures within the Broad Street Corridor; BC Department of Resource Conservation – Municipal Parks Development Grant Program – \$181,886.00 to redesign the Grove area; and NJDOT – Transportation Alternatives Program – \$288,915.00 to implement a streetscaping program on West Broad Street from Public Road to Park Avenue.

Gerald DeFelicis of Maser Consulting – Mr. DeFelicis indicated the bids were received and were within the scope of work. The lowest responsible bidder was Whirl Construction. Mr. DeFelicis further indicated the letter of recommendation from Maser Consulting was sent to the Borough and on the agenda tonight is a resolution to award that contract to Whirl Construction for the base bid amount and Alternate #1. Once the contracts are in place, in about a month, we will issue the notice to proceed and the project will be underway late June early July. Mr. Gural indicated the Borough would like to get this awarded as far as possible in advance of the County considering the next round of grant funding.

James Winckowski of CME – Mr. Winckowski stated they are currently working on the above ground storage tank facility at the public works yard and the video surveillance security system for the Borough. Currently we are waiting to see if the BCBC will agree to the terms of the contract or a portion of the contract expenses for the above ground storage tank facility. Once we reach an agreement with the BCBC and have that agreement in place then when can enter into contract and move forward. Once the contract is awarded and the project have begun it will be about four months to completion. Mr. Winckowski also stated that the proposal for the surveillance system in on the agenda for discussion tonight. Mr. Gural indicated the proposal for the surveillance system in in your packets tonight, the cost is \$20,000.00. Ms. Weiner asked if some of the cameras included in the proposal are to be installed in or around the storage tank facility and should we wait until we have an answer from the BCBC before proceeding with this as that decision could change things. Mr. Gural indicated it would be a very minor change to this proposal, maybe one camera.

William Kirchner, ERI – Mr. Kirchner stated at the last meeting council approved the project to update the inventory of the road conditions map. Most of the field work for that is complete and we are hoping to have a draft report the Mr. Gural by the end on the month. Mr. Kirchner further indicated that Council also approved the additional traffic counts at Harbour Drive and the counters should be out by next week.

Mr. Kirchner indicated he spoke with the Borough's short term maintenance contractor in regards to pricing for the additional outlets for the concession stand and lighting under the police carport, once that pricing is received he will speak with Mr. Gural and depending upon cost, approval, required permits we will proceed with those items if approved. Mr. Fox and Mr. McGill met regarding some maintenance required at the softball and baseball field at Legion Field; they have order some materials to address the concerns regarding the infields. Mr. Kirchner also indicated when he looked at the stop signs at Parry Avenue and Spring Garden Street he noticed the signs were not at current height, they do not meet the current reflectivity requirements, and they are too far from the actual stopping point. Working with the administration and public works department we have ordered new confirming signs and they will be installed properly when received. Mr. Kirchner stated; the Federal DOT would like all municipalities to have a plan in place to bring all of their non-conforming signs into compliance, there has not been a date scheduled for that task to be completed, however we are on our way with the inventory we are doing. Currently our plan has been to change and make compliant any new signs installed and when specific road work is completed, signs are included for update at that time. President Howard asked if the repairs to the fields was a permanent fix or a temporary fix. Mr. Kirchner indicated it's a temporary fix, but it is more so a maintenance issue; when fields are used as much as these fields are being used, maintenance is required. Mr. Gural indicated we have the necessary material to maintain the fields it is just getting the man power available to do the things that need to be done. Ms. Weiner suggested that if the material is there and public works replaces the infield mix then the groups which use the fields should rake and install infield mix when needed. Ms. Weiner asked if this is something the engineer's look at every year. Mrs. Tait stated there were some concerns about the children's safety on the fields so she asked Mr. Gural to look into it. Mr. Kirchner stated this is not something which they are usually involved however there was some concern that the infield was sinking so they we asked to take a look at it.

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.

A motion was made by Mrs. Russell to open the public portion. President Howard second the motion.

All members present voted in favor of the motion.

Mr. Ventura -Tony's Barber Shop – Mr. Ventura stated he wanted to touch base with council to see where we are with the mural project. Mayor Arnold indicated the last time we spoke you were gathering prices for the wrap and she was working on painter prices. Mayor Arnold asked if they could get together this week and compare the information to determine how the project should proceed.

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

All members present voted in favor of the motion.

RESOLUTIONS Consent Agenda

Resolution 2017-101 to Resolution 2017-102 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.

- **Resolution 2017-101**, Resolution Awarding the 2017 Riverfront Park Project Contract to Whirl Construction, Inc. in the amount of \$106,035.00, which includes the base bid in the amount of \$99,401.00 and Alternate #1 in the amount of \$6,925.00; subject to the solicitor's and CFO's review
- **Resolution 2017-102**, Resolution Appointing Ernest McGill as Code Enforcement Officer until December 31st, 201

Mrs. Russell made a motion to approve the consent agenda. Mr. Cosky seconded the motion.

At the call of the roll the vote was:

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

NAYES: None

Ms. Weiner then inquired if now that the Riverfront Project is moving along should the project be covered under one of our committees, is the Parks and Recreation committee currently working on that at this time? President Howard indicated no. Ms. Weiner asked why it would not fall under a committee report. Mayor Arnold indicated, that what the professionals do and report back to the administrator. President Howard then stated while the project is under construction the professionals handle it, once it is complete, and then it would become part of a committee responsibility such as parks and recreation like the Legion Field.

COMMUNITY SPOTLIGHT

The Fire house is having its Annual Pancake Breakfast, April 9th, 2017.

International Good Deeds Day was April 2nd, 2017 and we were invited by PBA 249 to participate in that event, however the notice was just too short for us to put something together, maybe will be able to next year.

Mayor Arnold along several other ladies from the community attended a tea in honor of Women's History Month with the fourth, fifth and sixth grade girls of Charles Street School.

April 8th is opening day for Baseball at Legion Field start time is 10.00 am and Ms. Weiner will be throwing the opening pitch.

The PCCPB will be hosting at it "First Friday Event" this Friday Fresh Produce at 7:30 pm.

This Wednesday is the Board of Education Meeting, they will be discussing the budget and the possibility of the sixth grade students moving over to the High School.

DISCUSSION ITEMS

Superintendent McBride sent Valerie Still to inform Borough Council about the recognition events planned for June, regarding Dr. Clarence B Jones. Ms. Still stated Dr. Clarence B Jones, a graduate of Palmyra High School, was the confidant, friend, attorney and speech writer of Dr. Rev. Martin Luther King, Jr.; he actually co-wrote the "I Have A Dream" speech. Dr. Clarence B Jones currently teaches at

University of San Francisco and has agreed to come back to Palmyra and speak to our graduates. He will be here for a two day event. On June 6th Dr. Jones will be speaking to the students at Palmyra High School, he will be having lunch at a location to be determined, and in the afternoon about 3:00 the School will hold the Library renaming and dedication to Dr. Clarence B. Jones. And additionally they will start the Dr. Clarence B. Jones Institute for Social Advocacy. A meet and greet/ book signing fundraiser dinner will be held later that evening, place to be determined. One the following day, June 7th the Borough will be doing a proclamation in Dr. Clarence B. Jones Honor, followed by a luncheon, location to be determined and that afternoon the Palmyra High School is hoping to have a roundtable discussion inviting members of a number of community groups and organizations, the Mayor, a student, a police officer etc. Ms. Still left her number (913)-553-7734 in the event that anyone is interested in helping or would like to contribute to the Institute for Social Advocacy.

The Public Works and Sewer Superintendent Position will be advertised for an additional month. We received two applications with the last advertisement and one was incomplete.

Changes to the reimbursement of travel expenses are in you packet, basically indicates the Borough will no longer advance pay travel expenses for approved travel expenses.

The current changes proposed to the existing vacation policy gives credit for all full-time service when calculating vacation time.

Mr. Gural indicated that some member of the governing body did not want the 2% salary increase. Mr. Gural asked those who do not want the increase to please let him know so he can adjust the salary resolution accordingly. The 2017 Salary Resolution will be adopted on April 17th, 2017.

Mayor Arnold announced the Budget Hearing is scheduled for adoption April 17th, 2017

Additionally the 2017-2018 Salary Ordinance will be introduced on April 17th, 2017.

The Peddlers & Solicitors Ordinance; no-knock door stickers will be introduced at our next meeting making the necessary changes to the ordinance to include the no-knock door stickers. Mayor Arnold indicated that once approved any one applying for a solicitor's permit will be made aware of the stickers, and our ordinance requirements. Stickers will also be available for the public as requested.

Mayor Arnold indicated the agreement/ proposal for the YMCA Summer Camp Program is in your packet. Ms. Weiner inquired of Mr. Gural, is there any way we can negotiable the discount from 10% to maybe 15% or 25 % that the children from Palmyra get for attending the Camp. Mr. Gural indicated he didn't know but would inquire. Mrs. Tait stated she would like to see the breakdown of how many children of Palmyra get to attend the summer camp for free. Mr. Gural and Mayor Arnold indicated it was given out at an earlier date, just the detailed breakdown, without names as the names are confidential.

Chief Pearlman stated he had the traffic counts complete on Morgan Avenue however decided to do an additional five days in one location so it should be complete within the next week or so and he will get it to the engineers and council.

CME's proposal for security cameras was previously discussed.

Mr. Gural stated that in our efforts to try to give the public more access to the Borough after normal working hours we are considering a four day work week. As all are aware of on Monday nights the tax office is open late, due to some security issues we moved the Tax Assessor from the construction side of the building into the tax office so those working late would not be inside collecting monies alone, and have had to have the police secure the building before leaving to make sure no one else is in the building. Additionally we considered ways we could better serve the public with those extended hours; by having not just the tax office open but all the offices open to provide all services, also the more people in the building, the more eyes on the building. The new HVAC system was designed to work with a four day work week so it would help save on energy costs. We initially thought we might try to implement it for the summer to see how it works out and made a decision from there as to how the governing body wished to proceed. Mr. Gural again indicated it is just in the planning stages but wanted to bring it to the governing body's attention.

Mr. Gural indicated the current system we are utilizing for the Fire Dept. Life Insurance is just not sustainable. Seven years ago the governing body offered life insurance for not only the active members that met certain criteria but also fire department members who qualified for the Length of Service Awards Program, and also extends to life members. We are no longer able to obtain that life insurance policy. We have been self-insuring for the past year and a half as we can no longer acquire that policy or anything similar to it. Self-insuring is great as long as we don't need the benefit, but what happens when we need it. Mayor Arnold indicated it should be referred to the public safety committee with input from Mr. Gural and Ms. Condo. Once they have had an opportunity to look at the situation it will be brought back to the governing body for discussion.

Mr. Gural indicated we have a small number of employees who because of when they entered into the program, maybe because they were part-time, were not eligible for the full benefit of life insurance. It is something the governing body could decide to offer to those few people, because of the disconnect at that time. Mr. Gural indicated he would supply more details at a later date and the governing body could decide if that was something they wished to offer.

Mr. Gural indicated the proposed towing ordinance amendment is in your packets, it indicates the proposed changes to the current towing ordinance. The Chief and Mr. Burns are currently working on it and will have the final version for introduction at the April 17th, 2017 meeting.

Chief Pearlman indicated the County Mutual Aid Agreement is just in case we send our Police Chaplains to help out in Maple Shade because of any emergency or the like this agreement would allow us to do so.

Mayor Arnold and Mr. Gural indicated that you cannot participate in both programs. We are currently enrolled in the State Community Development Block Grant Program which gives substantially higher grants, than the Burlington County Community Development Block Grant Program/Home Investment Partnerships Program. They are all great programs but you can only participate in one or the other. As Mr. Gerkins indicated earlier it is in our best interest to stay in the program we are in because of the higher dollar amount of grants awarded. Mr. Gural indicated he just wanted to bring the program to the attention of the governing body and let them know there are other options available.

Mr. Gural stated the proposal from V-COMM is to look at the feasibility of constructing another cell tower in the public works location; to determine if there is a benefit to the community or not. The proposal cost is \$11,000.00.

Mr. Gural indicated the Chief of the Fire Department asked for Council to look into the possibility of having all cars off streets or all on one side during snow events. We currently have an ordinance which indicates that all cars must be removed from Broad Street, Cinnaminson Avenue, Temple Blvd, Highland Avenue, Market Street and Public Road. From an enforceable stand point it would be almost impossible to enforce have everyone move their cars off street on all streets or to one side of each street given the fact that off street parking is not available to everyone. Mr. Gural indicated he was just being it to Council's attention, as it is something you may wish to consider.

Mr. Gural indicated the Municipal Alliance Program is very difficult to navigate. It is a small sum of money which requires a huge effort. A number of years ago we got out of it and only got back in the program as the Board of Education indicated they would administer the program. We got back in the program and they did nothing. In an effort to try and salvage the Program Chief Pearlman began try and administer it however it is just too much. Chief Pearlman indicated he received notification of a meeting to go over the paperwork for the 2017 to 2018 fiscal year. Mayor Arnold suggested we make the donation to the post-prom thru the budget and let the grant go. Ms. Weiner indicated is there any way to make it work? Chief Pearlman responded if there is anyone willing to take over the administration of the program let him know and he will get them in touch with the appropriate people. Mayor Arnold stated we are better off doing it on our own.

Mr. Gural indicated we received an invitation from Police and Firemen's Federal Credit Union (PFFCU) of Moorestown to become a select employer group, meaning to allow our employees to become members if they desire. It costs the Borough nothing; just need the ok from the governing body to make it available to municipal employees. After some discussion the governing body indicated it was ok to become a select employer group.

Mayor Arnold indicated we will be conveying the Tri-Boro Vets property to Habitat for Humanity for the sum of one dollar; we will have a ceremonially signing of the agreement of sale. Once the date has been confirmed Mayor Arnold will notify Borough Council.

Meeting minutes were discussed earlier.

Mr. Gural indicated the Legion Soccer Field is scheduled for spring cleaning, grooming and the G max testing. It will be performed by Land Tek and is scheduled for April 6th, 2017. No one will have access to the fields on that date while the maintenance and testing is being performed. This will also get us the certification we require right away, and then we can discuss how we want to proceed moving forward as there is now a local company which can provide that service.

President Howard indicated he had look over the minutes and there was a brief discussion regarding the possibility of placing the fire truck purchase (by way of non-binding referendum) on the ballot as a question in November. Ms. Weiner indicated she would like to know how the residents feel about the purchase of a new fire truck. Mrs. Russell asked where all the monies go that the Fire Company gets by way of fundraisers. Mr. Norcross stated the money they raise they maintain the fire house which they own. Mrs. Russell indicated we did not receive any additional information from the Fire Company regarding their request for the \$15,000.00 donation. Mr. Gural indicated the Fire Company is different from the Fire Department; the Fire Department fights fires and we fund their operations and buy their equipment. The Fire Company is a private organization that owns the fire house/building which they maintain thru donations. The Fire Company is the organization which requested the donation. Mr. Rosenberg explained the referendum process to the Governing Body and also stated there was no cost to have it placed on the ballot. President Howard and members of the governing body asked Mr. Gural and Mr. Rosenberg to put together a question and statement, to potentially be submitted to the county clerk, for our next meeting to potentially put the fire truck purchase on the ballot in November for non-binding referendum.

Mrs. Russell questioned if there was a way we could do specific dates for our council committee meetings, and how do we go about getting things placed on the agenda. Mrs. Russell further indicated that she inquired at the last meeting when the communications committee meeting would be held. She was asked when she would be available, when she gave that information she was told it was not a good time and was never given a date and time for that meeting. She later learned from Mr. Howard that he received a date and time. Mrs. Russell indicated she would like to set up a firm time for that communications committee meeting. Mr. Yetter indicated the individual committees can set their own committee meeting dates. After much discussion regarding the scheduling of the communication committee meeting it was decided the meeting will be the 3rd Wednesday of every month at 4:30 pm. President Howard indicated he would not be able to attend any meetings until after 6:00pm. Mayor Arnold stated she would have to go back and look at the calendar. Mayor Arnold also indicated that if someone is desirous of placing something on the agenda, they can forward that request to her along with any supporting documentation regarding the issue.

Ms. Weiner indicated she would like to bring up the invocation at our meetings. Ms. Weiner would like to stop it and remove it from the agenda as she feels it is not appropriate. Mayor Arnold indicated it was not inappropriate and it would remain on the agenda. Ms. Weiner indicated she did not feel that the administrator should be doing the invocation at our meetings, having clergy from various churches coming to do the invocation is great and shows our diversity. Ms. Weiner then questioned who sets the agenda and decides what is going to be on it. Mayor Arnold indicated the Mayor does. Mr. Rosenberg stated the Mayor is charged with setting the agenda. Much discussion was had regarding setting the agenda and invocation. Mrs. Tait indicated that if someone feels that strongly about it we should consider it, she also indicated that it shows diversity to have different clergy come and give the invocation. President Howard indicated he felt it should be either an invocation or a moment of silence. Mr. Cosky indicated he did not feel it was inappropriate or offensive to anyone. Ms. Weiner indicated it was offensive to her and others. Mr. Yetter indicated he was not offended by it, it's kept short and sweet and no one is preaching to us. Ms. Weiner asked if it was possible to have invocation only when someone who is clergy is present and when there is not we would not have it. Mayor Arnold indicated she would take it under advisement.

ADMINISTRATOR'S REPORT

Mr. Gural indicated the four-way stop at W. Charles St & Park Ave Mr. Kirchner has ordered the signage and the stripping has been scheduled, with the intention of having it complete by May.

We will be placing stop bars and new signage on Spring Garden St at Parry Ave.

Concession Stand restrooms were opened on Saturday, they will be open weekends only thru the month of April and we will reevaluate at the end of April as to when we will open them on a daily basis.

The electrical improvements at the concession included additional 20 amp circuits, with numerous outlets and placing the AC unit on a dedicated outlet. In addition to those items we are also putting lighting under the police car port.

We won the award of trees in the NJ Tree Recovery Campaign, we will be picking the trees up the week before Palmyra Day and will be dispersing them at Palmyra Day May 6th, 2017.

Mr. Gural indicated he did not have an update for the fuel tank project, as we have yet to hear from the BCBC.

Mr. Gural indicated we have received sufficient responses from the War Memorial, Halloween Parade Committee, Senior Program and the PCCPB at this point regarding financial information updates for donation requests. Mr. Gural indicated he is still waiting for submissions from the Fire Company and American Legion Post 156. Post prom, Riverton Free Library some others, but we still have time. President Howard inquired that when the budget is approved, we release the money to these organization then. Mr. Gural stated the donations were included in the budget however approving the

budget does not mean it's going to be dispersed, the requests still need to be approved by the governing body. Mr. Gural explained, first the budget need to be adopted, then the organization are free to request their donation by way of voucher and submit it, then finance and the administrator review the request to present to the governing body for final approval.

Mr. Gural indicated the computer password policy is in effect, when you next log on the Borough you will have to change your password consistent with the new policy.

The CERT Shared Service Agreement was completed by Mr. Rosenberg and was included in your packet for review. Mr. Dreby indicated it should be incorporated. Mr. Gural indicated if you are in agreement it will be distributed to the other CERT members.

The BURLCO JIF Quarterly reports sent to you via-email for you review if interested, if anyone should have any questions regarding it they should see Mr. Gural.

COMMITTEE REPORTS

Frank Cosky indicated the construction committee met last Thursday, and we discussed incorporation more information on the website regarding fees and fines.

Bernadette Russell stated the Shade Tree Committee meeting is Wednesday, also the Board of Education is meeting on Wednesday night. Mrs. Russell also thanked Ms. Still for bring to our attention Mr. Clarence B Jones.

Gina Tait indicated the athletic teams held a cleanup at the Legion Field this past Saturday, two fields were cleaned the other were being played on and will be done on April 29th, 2017. Mrs. Tait also reminded everyone that the Easter Egg Hunt is April 15th, 2017 at Legion Field at 11:00 am.

Mindie Weiner stated would like to confirm members of the public attending our council committee meetings. The Green Team and the Business and Community Development committee are in need of members of the public participate to do all the things we would like to do. We are certainly within the law when we invite members of the public and the issue would be if we had a policy in place which said otherwise. Mr. Rosenberg indicated we do not have details in our ordinance which address many issues relating to council committees, there is not legal impediment to meeting with anyone that the committee wishes to meet with, you must however not quorum, which then triggers the Open Public Meetings Act. Certainly the invites or people outside of council cannot assume your liaison function and have no voting authority, also you cannot enact any policy but rather you want to recommend ideas to the governing body. Mr. Rosenberg also indicated that if you start to open it up to people you want to make sure you don't excluded anyone either. President Howard stated to avoid any kind of gray area you should just have a regular meeting with people from the town and after it is over then hold your official council committee meeting with your committee members afterwards. The business and community development committee met twice, once with the old bid/ members of the business

improvement district who have been working to help create things in the downtown area for many years regarding their successes and failures and we received some good advices from them. We would also like to meet with the administrator regarding the old bid, and how it worked. Additionally we met with John Casparro and the Palmyra Improvement Association regarding sprucing up the downtown are. Ms. Weiner inquired of the Mayor if the cleanup date was official. Mayor Arnold indicated no as they have not submitted their paper work for the event. Ms. Weiner indicated they were working on the Farmer's Market and their goal was to have 10 vendors selling various things with a few specialty food trucks. The committee will be meeting with the Chief of the Police regarding permits and to figure out the vendor fee and how those monies would be handled. We would like to work with the PIA regarding the cleanup day they are working on. Much discussion was had regarding the cleanup project. Mayor Arnold indicated that she had conversation with Mr. Casparro regarding this cleanup project, and there are a number of things which must be completed prior to this taking place. President Howard indicated you should not put the Borough, or obligate the Borough to do something which is a municipal job function or requires a department to participate. Mr. Howard indicated while doing your committee report update you stayed on the PIA and all the things they were doing, which made it sound like that was your committee. You need to keep the organizations separate, you should not be presenting PIA information Mr. Casparro should be presenting it if they want to move it forward. Mr. Rosenberg indicated that if there is an organization which wants to do something there is a procedure for them to follow, if they want to do something regarding Borough property and funds, they should submit a proposal to the governing body and it should proceed from there. Mr. Gural indicated the Girls Scouts came to council with a proposal to beautify the band shell, they came to council presented the proposal, council discussed it and a decision was made. Mayor Arnold asked again the council committees to notify her when you are holding meetings regarding the dates and times.

Lewis Yetter indicated the sewer committee has not yet met and should be having their committee meeting this week. Mayor Arnold indicated she received a request from a business owner who has some specific questions regarding his sewer billing, she is turning it over to sewer committee for their review and response.

President Howard stated the fields are currently being worked on as noted many times before. Also the youth and recreation committee has not yet met. Saturday is opening Day for baseball.

Mayor Arnold

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.

A motion was made by Mrs. Russell to open the public portion. President Howard second the motion.

All members present voted in favor of the motion.

Mrs. VanEmburch – Garfield Avenue – In response to Ms. Weiner’s concern regarding the invocation, according to the Washington Post policy of legislative prayer at council meeting was upheld by the Supreme Court. Meaning the US government says prayers at council meeting is allowed.

Mr. McElwee – Columbia Avenue – Mr. Yetter what about the statue down at public works, it’s been at public works for months, can we get it installed before Memorial Day? Mr. McElwee inquired of Mr. Gural, what you need from the Legion? Mr. Gural answered, I think I forwarded that to you in an e-mail. Mr. McElwee indicated he had already turned it in. Mr. Gural indicated they would talk about it later. Mr. McElwee also noted the American Legion is coming up on its 100th anniversary in two years and there will be a Veterans Job Fair on Wednesday April 13th, 2017 at the BBG Pavilion in Camden, NJ from 8:30 am to 1:00 pm.

Ms. Veitenheimer – Rowland Avenue – Ms. Veitenheimer expressed here concerns about the municipality going to a four day work week. She inquired about how much traffic we have during the extended hours which we already offer. Ms. Veitenheimer indicated some business need tax and sewer figures as they are doing closing. Mayor Arnold indicated it was just something which was being discussed. Mr. Cosky indicated the abbreviated work week is very common in other municipalities as many are only open for short periods due to staffing, and if you are doing a closings you need to know the community you are doing the closings for. Mrs. Veitenheimer indicated she also agreed with placing the fire truck purchase on the ballot by way of non-binding referendum.

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

All members present voted in favor of the motion.

MAYOR AND COUNCIL COMMENTS

Frank Cosky indicated he was so impressed with Ms. Still presentation regarding Mr. Clarence B Jones and was looking forward to the events, looking forward to meeting Mr. Jones

Bernadette Russell wanted to thank Ms. Still for all her efforts in bring Mr. Clarence B Jones back to our town and enlightening us as to his history with the community.

Gina Tait – no comment

Mindie Weiner indicated that she was impressed with what you are doing and look forward to helping.

Ms. Weiner also indicated she had a resident reach out to her regarding a shredding event, and she wanted to give it to the public events committee as they may wish to consider that. Mrs. Tait indicated the seniors just had one and Mayor Arnold indicated the county will be hosting another one in May.

Lewis Yetter thanked everyone for coming out and bearing with us.

President Howard thanked everyone for coming out and also indicated he was looking forward to speaking with Ms. Still in regards the scheduled upcoming events.

Mayor Arnold stated that if we are going to make a change regarding the way council committees have been done we need to sit down and define what the council committees should be, what the responsibilities are and what the expectations are, so we have a clear understanding, which would be helpful to everyone. Mayor Arnold also stated that the employees at the Borough put in an enormous amount of time, their off time is just that, personal, when there is an emergency there are procedures in place which should be followed and we should keep that in mind. Mayor Arnold stated she was looking forward to working with Ms. Still regarding the events she is putting together. Thank everyone for coming and be good neighbors and be kind to one another.

Resolution 2017-103 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

A motion was made by Mr. Yetter to go into closed session. President Howard second the motion.

At the call of the roll the vote was.

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

NAYES: None

Borough Council enter closed session at 9:59 PM

Council returned to open session at 10:35 PM

A Motion to open to the public session was made by Mrs. Russell. President Howard second the motion.

All members present voted in favor of the motion.

A motion to adjourn was made by President Howard. Mr. Yetter second the motion.

All members present voted in favor of the motion.

Meeting was adjourned at 10:37 PM

Respectfully Submitted

Doretha R Jackson
Acting Municipal Clerk
Borough of Palmyra