

Borough of Palmyra
Regular Council Meeting Minutes, 7:00 PM
Monday October 16th, 2017

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

ROLL CALL

Present: Mayor Michelle Arnold, Mr. Frank Cosky, Mrs. Bernadette Russell, Mrs. Gina Tait, Ms. Mindie Weiner, Mr. Lewis Yetter, President Timothy Howard

Pledge of Allegiance was recited followed by a 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:

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

INVOCATION

Prayer was given by Chaplin Young-Kyu Shin of Bethany Lutheran Church

APPROVAL OF MINUTES

Mayor Arnold asked for a motion to approve the Council Caucus Meeting Minutes of August 21st, 2017.

Mayor Arnold noted two of the recuse votes were changed to abstentions, noting votes on resolutions # 2017-173 and 2017-198. Mr. Rosenberg then explained the difference between the two types of voting situations. An abstention vote means you choose not to participate in the vote, or you choose not to vote

for whatever reason, a recusal means you disqualify yourself from participation in the discussion and vote to avoid a conflict of interest and the individual should leave the dais.

Mr. Yetter made a motion to approve the Council Caucus Meeting Minutes of August 21st, 2017. President Howard second the motion.

At the call of the roll.

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

NAYES. None

CORRESPONDENCE

Mayor Arnold acknowledged a letter from Brian Hartel of PSE&G regarding the meeting held with Mr. Gural and Ms. Weiner regarding the trimming of trees in the Borough.

Mayor Arnold also acknowledged a letter received from Dana Burley the clerk of the New Jersey General Assembly encouraging homeowners to plant native plants that support bee populations.

PRESENTATION

“Put Safety on the Agenda” was presented by Bonnie Ridolfino, the Public Entity Director of Hardenberg Insurance Group, the Borough’s Risk Management Consultant. Ms. Ridolfino spoke about the Borough’s Safety Coordinator, Tracy Kilmer, John Gural the Borough’s Claims Coordinator and Fund Commissioner and their roles with the Safety & Wellness Program of the Borough. Ms. Ridolfino talked about PEOSH, Public Employees Occupational Safety and Health Act which establishes safety and health standards for state and local employees. Ms. Ridolfino stated that JIF recognizes the Borough’s efforts with safety and wellness with financial incentives. Ms. Ridolfino went over some common safety violations and fines and thanked the Borough for their continued efforts with safety and wellness.

Paul Forlenza the Executive Director of Arthur J. Gallagher & Co. & BURL CO JIF Deputy Executive Director presented a brief overview of the JIF Insurance Program and the benefits of renewing our membership. Mr. Forlenza indicated the Burlington County Joint Insurance Fund is in its twenty-sixth year of operation with \$10,725,707.00 in surplus. Mr. Forlenza stated since its inception the BCJIF has returned \$7,355,855.00 directly to its members. Mr. Forlenza also stated the BCJIF also covers drones, wellness websites/Newsletters, offers a wellness incentive allowance, cyber training and security and environmental emergency situations.

PUBLIC PORTION

This public portion is for discussion on professional updates, resolutions and ordinances listed on the agenda. **Please sign in at the podium, 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. President Howard second the motion.

At the call of the roll.

All voted in favor of the motion

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

At the call of the roll.

All voted in favor of the motion

ORDINANCES ON FIRST READING , the Public Hearing to be held November 20th, 2017

ORDINANCE 2017-12, An Ordinance Amending Chapter 121 of the Code of the Borough of Palmyra Governing "Fire Prevention" to Include Key Lock Box Installation

Mr. Gural stated this ordinance applies to businesses which have sprinkler systems; it does not apply to single family residential properties.

Mrs. Russell made a motion to approve Ordinance 2017-12. Mr. Cosky second the motion.

At the call of the roll.

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

NAYES: None

ORDINANCES ON SECOND READING Public Hearing

Ordinance 2017-11, An Ordinance of the Borough of Palmyra, County of Burlington and State of New Jersey, Establishing an Abandoned Property List in Accordance with N.J.S.A. 55:19-55.

Mrs. Russell made a motion to open the public portion. President Howard second the motion.

At the call of the roll.

All voted in favor of the motion

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

At the call of the roll.

All voted in favor of the motion

A motion was made by Mrs. Russell to approve Ordinance 2017-11 as read. 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

Ordinance 2017-11 Adopted 10/16/2017

RESOLUTIONS Consent Agenda

Resolution **2017-213** to Resolution **2017-221** 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 2017-213**, Resolution Awarding a Contract to Environmental Resolutions, Inc. (ERI) for the Filmore Avenue Improvement Project in the Amount of \$16,250.00 Per Their Proposal Dated May 23rd, 2017 excluding Item#1 (previously completed) and Optional Item #2.
- **Resolution 2017-214**, Resolution Appointing Selina Korab as Community Center Scheduling Assistant Effective October 20th,2017 per the Terms of her Offer of Employment dated October 5th, 2017
- **Resolution 2017-215**, Resolution Appointing Christiana Quinton as Community Center Scheduling Assistant Effective October 20th, 2017 per the Terms of her Offer of Employment dated October 5th, 2017
- **Resolution 2017-216**, Resolution Awarding a Contract to New Cingular Wireless PCS, LLC (owned by AT&T Mobility II LLC) for the Leasing of Space for Installation of Cellular Antennae Array and Ground Space for the Borough's Telecommunications Tower Bid Project in the monthly rental amount of \$2,800.00 for year One of the Initial Five Year Term for Location 1 Antennae Rad Center at 137th.
- **Resolution 2017-217**, Resolution Appointing Ellen Adams as Part-time Substitute Crossing Guard for the Borough of Palmyra Effective October 16th, 2017
- **Resolution 2017-218**, Resolution Awarding Change Order #1 to Whirl Construction for the Riverbank Park Improvement Project in the amount of \$300.00 for Supply and Install of Additional Asphalt

- **Resolution 2017-219**, Resolution Approving Participation With the State of New Jersey Federal Grant Program Administered by the Division of Criminal Justice, Department of Law and Public Safety
- **Resolution 2017-220**, Resolution Authorizing Purchase of Ladder Fire Truck from Pierce Manufacturing of Appleton, WI., Through the Houston-Galveston Area Council Cooperative Purchasing Program in the Amount not to exceed \$1,006,531.00, subject to completing all Local Public Contracts Law advertising and other requirements, and the Chief Financial Officer's Certification.
- **Resolution 2017-221**, Resolution Authorizing the Payment of Bills for the Month of October 2017 In the Amount of \$1,498,010.18

Mr. Rosenberg requested Resolution 2017-216, Resolution Awarding a Contract to New Cingular Wireless PCS, LLC (owned by AT&T Mobility II LLC) for the Leasing of Space for Installation of Cellular Antennae Array and Ground Space for the Borough's Telecommunications Tower Bid Project in the monthly rental amount of \$2,800.00 for year One of the Initial Five Year Term for Location 1 Antennae Rad Center at 137' be removed from the consent agenda and held until next meeting so additional information can be obtained.

A motion was made by Mrs. Russell to approve Resolution 2017-213 thru Resolution 2017-215 and Resolution 2017-217 thru Resolution 2017-221 as read. 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

MOTION TO APPROVE TREASURERS REPORTS

Mrs. Russell made a motion to approve the Treasurer's Reports dated September 2017. Mr. Cosky second the motion.

At the call of the roll.

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

NAYES: None

COMMUNITY SPOTLIGHT

Ms. Weiner indicated the Palmyra Halloween Parade will be held October 30th, 2017 and local business Live, Love, Donuts will stay open late.

Mayor Arnold indicated the Veterans Day Celebration will be held November 11, 2017 at 11:00 am at the War Memorial.

Mayor Arnold stated the 70th Anniversary Celebration of Troop 9 of the Boy Scouts will be held at the Community Center on Sunday October 22nd, 2017 at 1:30 pm.

Ms. Weiner stated the PIA Palmyra Improvement Association along with the Halloween Parade Committee will be holding a "Trunk or Treat" in the Santander Bank parking, additional information will follow.

DISCUSSION ITEMS

NEW Business

Mr. Gural noted the Christmas Holiday is coming and the staff would like to combine the half day for Christmas Eve with the half day for New Year's Eve, to be closed December 26th, 2017 and open all day December 22nd, 2017 and December 29th, 2017. Council agreed.

Mr. Gural indicated the Fire Company did not provided the detail financial information we requested from other organizations, however after speaking with Mr. Rosenberg, we were told they are really not required to supply that information. They did comply with the requirements of the Local Finance notice, and supplied specific invoices for their purchases towards the donation minimum 50% purchase requirement of equipment and supplies. Mr. Gural indicated a resolution was necessary to approve the donation request.

A motion was made by Mr. Yetter to approve Resolution 2017-222 Resolution Approving the donation request for Independence Fire Company #1 in the amount of \$14,495.00. Mrs. Russell 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

Mr. Rosenberg explained the FNMA vs Palmyra Housing Rehabilitation Program and why the Borough was listed in the complaint.

Mr. Gural explained that Palmyra Ambulance Association has been our long time service provider however some time ago there was a situation in Cinnaminson regarding Cinnaminson Township opening its own ambulance association, which they decided not to do, and instead signed an agreement with the Palmyra Ambulance Association. Mr. Gural indicated we should also enter into an agreement with the Palmyra Ambulance Association and or possibly make or enter into a shared service agreement among Cinnaminson, Riverton, Palmyra and the Palmyra Ambulance Association. Mr. Gural indicated when the Palmyra Ambulance Association went to soft billing all the municipalities stopped giving donations to the Palmyra Ambulance Association. Mayor Arnold stated that each municipality has enter into its own agreement however perhaps we could enter into a share service agreement which would take two to

withdraw to void the share service agreement. Mayor Arnold asked Mr. Rosenberg to prepare an agreement for the Borough and also a shared service agreement for all the municipalities.

OLD Business

Mr. Gural stated the Palmyra Promenade is complete, and final payment is on the agenda tonight. Mayor Arnold indicated there were some lighting changes made and she thanked Mr. Haines and public works for their help with those changes. Mayor Arnold stated she was coordinating with the county freeholders to come up with some dates for a grand opening celebration, she stated when she had more information she will notify council so that a date can be set. Mayor Arnold indicated the mural frame has been orders for the mural at Tony's Barber shop. Mayor Arnold stated as soon as we have an installation date she will notify council.

Mayor Arnold stated the 40 Mayors/40 Developers was great exciting event and there was conversation about possibly making it a quarterly event instead of an annual event. Mayor Arnold also thanked John Hogue for bring documents and paperwork to help promote Palmyra and the Redevelopment area for this event.

ADMINISTRATOR REPORT

Mr. Gural notified council that we have received 3 applications for the code enforcement position, two of which are very qualified. Mr. Gural also noted applications will be received thru November 3rd, 2017.

Mr. Gural stated we have completed the Best Practices Inventory which is due back to the State by October 20th, 2017, and 23 of the 25 questions are answered yes or N/A so the Borough should qualify for the full aid from the state. Mr. Gural stated the Best Practices Inventory will be presented in full at the next meeting November 6th, 2017.

Mr. Gural indicated the 2018 Budget process has begun; all department heads have been given their preliminary budget and have been asked to return their proposed 2018 budget to the administrator by November 10th, 2017. Mr. Gural indicated there will be no new spending after November 1st, 2017.

Mr. Gural gave all of Council the community center plans to look over regarding the lock changes, and indicated we would have a conversation about it at another time.

Mr. Gural stated he did not have any additional information currently regarding the Waterfront Development Permit. When additional information is received he will share it with Council.

Mr. Gural stated he was still waiting on a meeting date with Mr. Kerbeck regarding the Orchard Avenue proposed improvements.

Mr. Gural stated the Legion Field Improvements Project is out for bid with bids being opened on November 1st, 2017. Mr. Gural stated the lip at Legion Field has been removed and the sod has been installed and the infield mix has been delivered to the site. Mr. Gural asked that Council should keep in

mind that the Little League Baseball field at Park Avenue and Spring Garden Streets cannot be used until late spring of 2018 around late April early May, as we need two growing seasons in before we open it for public use.

Mr. Gural stated the Riverbank clean-up will be held October 23rd thru October 25th, 2017.

Mr. Gural noted for council a memo he received from Ms. Condo indicating the Borough earned about \$7,000.00 in interest on their accounts last month, and are currently earning interest on their balances at a rate of 1.02% and have no bank fees.

Mr., Gural stated dates were need for the Palmyra Police Association/ CBA Negotiations. Mayor Arnold indicated some dates are October 20, 25, and 26th, 2017. Mayor Arnold and Council decided on October 26th, 2017; the public safety committee will meet at 11:00 am and at 1:00 pm will be negotiations with the PBA.

Mr. Gural indicated the audit of Senior and Disable deductions was completed by the state and five individuals will have to repay deductions they were not entitled to and under estimated their incomes. The amounts to be repaid to the State are between \$250.00 and \$500.00 dollars.

Mayor Arnold and Mr. Gural indicated the meeting of November 6th shall begin at 6:30 pm.

COMMITTEE REPORTS

Councilmen Yetter – Public Works and Sewer – Mr. Yetter indicated the public work/sewer committee had a meeting today and Mr. Haines indicated his employees will be taking a snow plowing course at Rutgers on the 28th of November. Mr. Yetter stated Ms. Weiner and Mrs. Russell are looking into cigarette butt receptacles and additional trash receptacles for the downtown area Mr. Yetter stated the committee talked about setting up some sort of communications between the Fire, Police and Public Works Departments so when it snows or we have an emergency situation they can better coordinate. Mr. Yetter indicated the Green Team will be trying to meet next week.

Councilwoman Russell – Shade Tree /Board of Education – Mrs. Russell stated Tonya Washington was appointed to the Board of Education taking the seat of John K who recently resigned. Mrs. Russell also stated the class of 1957 is celebrating their 60th class reunion and the Shade Tree Advisory Board will be meeting on November 3rd, 2017.

Councilwoman Weiner – Business & Community Development, Administration & Finance – Ms. Weiner stated the Business & Community Development committee is working with the PIA to bring a Holiday Market to the Borough maybe a craft market and or some food trucks. Ms. Weiner state they are also working on outdoor seating and some other zoning issues. Ms. Weiner stated the green team will be meeting next week and the admin and finance committee did not meet this month but will be meeting next month, to begin talks about the 2018 budget. Ms. Weiner stated the Farmer's Market is officially close for the season and the banner will be removed soon.

Councilwomen Tait – Public Grounds and Buildings – Mrs. Tait asked Mr. Gural about the sprinkler system on the football field. President Howard indicated Mr. Haines was aware of it and is working on it. Mr. Yetter stated they may have it fixed on Saturday. Mrs. Tait indicated the concession stand has been cleaned out and football season is over. Mrs. Tait stated public building and grounds did not meet.

Councilmen Cosky – Construction – Mr. Cosky indicated the construction committee met last week and is currently working on the sign issues, as Ms. Kilmer had to send many sign violations. Mr. Cosky stated 1006 Cinnaminson Avenue has been purchased by an investor who is cleaning up the property. The new flood maps are in and will be effective December 27th, 2017. Mr. Cosky also stated Mrs. Kilmer is preparing for Fire Prevention activities at Charles Street School on October 17th, 2017. Mr. Cosky also stated there was a fire at 503 Garfield Avenue and apparently there was a squatter living there which the owner is not allowing back in the property.

President Howard – Parks and Playgrounds – President Howard stated the parks and playgrounds committee had a meeting this week and walked the fields at Legion Field. Mr. Howard noted the putting area is in need of weeding. President Howard also spoke with Michele, the Community Center Scheduling Coordinator and noted the PAL/RIV Athletic Association has changed its leadership. President Howard also noted he would like to see only our organizations utilize our facilities, community center and fields. Mrs. Tait stated the community should get the most benefit from our facilities as the programs are developed to filter into the High School.

Mayor Arnold – Mayor Arnold indicated she attended the LEPC meeting with the Officer of Emergency Management. Mayor Arnold also attended the water festival, which she indicated was wonderful. Mayor Arnold went over highlights from the Police Department's monthly report. Mayor Arnold indicated the communication committee will be meeting Thursday at 6:00 pm. committee this Thursday at 6:00 pm.

PUBLIC COMMENT Please sign in at the podium 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. President Howard second the motion.

At the call of the roll.

All voted in favor of the motion

Mrs. VanEmburch – Garfield Avenue – Mrs. VanEmburch stated the Palmyra Band Parents have a holiday craft festival every year at the high school and won't the Winter Festival be conflicting with

that. Ms. Weiner indicated it would be after the High School craft fair. Mrs. VanEmburch stated she did not think it would be fair to the High School if they held a craft market. Ms. Weiner indicated she would share her concerns with the Palmyra Improvement Association.

Mr. Dreby – Lincoln Avenue – Chief Dreby thanked Mayor, Council, Ms. Condo and Mr. Gural for all their help and support with the ladder truck purchase.

Mrs. Holloway – Broad Street – Mrs. Holloway asked if there is an ordinance which prohibits tractor trailers from parking on Broad Street. Chief Pearlman indicated he would have the department take a look at the Ordinance and watch the street for parked tractor trailers. Mrs. Holloway asked why there is not a sign at Rt. #73 and Broad Street that indicates where Broad Street is and where the business district is. Mr. Gural stated they will get a sign indicating where Broad Street is up at the intersection. Mrs. Holloway asked if at the 40 Mayors/ 40 Developers meeting people were inquiring about the Southside of Rt. #73. Mayor Arnold indicated that was interest in the project and the Borough is actively marketing the redevelopment project. Mrs. Holiday inquired about the properties at 505 W 2nd Street and 400 Arch Street which both had fires. Mayor Arnold and Mrs. Russell indicated the property at 505 W 2nd Street had been demolished this past weekend, and 400 Arch Street is still in the hands of the insurance company.

Mr. Norcross – Temple Blvd. – Mr. Norcross stated the class reunion was outstanding. Mr. Norcross asked if the engineer's reports were in for Temple Blvd. Mr. Gural indicated not yet. Mr. Norcross stated Public works has a lot of new trucks with no lettering/ logo of the Borough. Mr. Norcross stated if the Mayor wrote a letter to the BCBC they will do it for no cost.

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

At the call of the roll.

All voted in favor of the motion

MAYOR AND COUNCIL COMMENTS

Mrs. Tait – no comments

Mr. Cosky – Mr. Cosky stated movie night is Friday the 27th of October at 7:00 pm, weather permitting.

Mr. Yetter – Mr. Yetter stated he attended the alumni soccer game and it was good to see old friends still playing soccer.

Mrs. Russell – No comments

Ms. Weiner –Ms. Weiner stated lots of funs things going on in town and coming to town.

President Howard– no comments

Mayor Arnold– Mayor Arnold thanked everyone for coming to the meeting. Mayor Arnold noted the Fire Department partnered with the Red Cross Program to give smoke detectors to seniors, which the Fire Department will install for free. Mr. Roun indicated about 20 people have signed up so far and asked if the Borough could help get the information out to the residents that the program was available. Mayor Arnold thanked everyone for coming and stated, “Be kind to one another and be good neighbors”.

Having nothing for closed session, Mayor Arnold asked for a motion to adjourn.

Mr. Yetter made a motion to adjourn. President Howard second the motion.

All members present voted in favor of the motion.

Meeting Adjourned at 8.58 PM

Respectfully Submitted

Doretha R Jackson

Acting Municipal Clerk