

Borough of Palmyra
Council Caucus Meeting Minutes, 7:00 PM
Monday December 3rd, 2018

CALL TO ORDER

The Regular Meeting of the Borough Council of the Borough of Palmyra is hereby called to order by Mayor Michelle Arnold at 7:14 pm

ROLL CALL

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

Absent: None

The 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, 2018.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 10, 2018.
- Notice to All Council Members.

APPROVAL OF MINUTES

Mayor Arnold requested a motion for approval of the, November 5th, 2018 Council Caucus Meeting Minutes.

President Russell made a motion to approve the minutes from the, November 5th, 2018 Council Caucus Meeting. Mr. Howard second the motion.

At the call of the roll the vote was:

AYES: Mr. Allmond, Mrs. Tait, Ms. Weiner, President Russell

NAYES: None

ABSTAIN: Mr. Howard, Mr. Yetter

Mayor Arnold requested a motion for approval of the, November 19th, 2018 Regular Council Meeting Minutes.

President Russell made a motion to approve the minutes from the, November 19th, 2018 Regular Council Meeting. Mr. Yetter second the motion.

At the call of the roll the vote was:

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

NAYES: None

CORRESPONDENCE

Mayor Arnold acknowledged a thank you card received from Margaret LaCerra

Mayor Arnold then read an email received from Taquana Wright from Habitat for Humanity.

PROFESSIONAL UPDATES

James Winckowski, CME – Mr. Winckowski stated Grove Park is coming along and will be ready for the Tree Lighting on December 7th, 2018. Mr. Winckowski stated the light poles are up, the equipment for the PA system is in and the contractor will be out to install it later this week. Mr. Winckowski stated the benches, trash receptacles and tables will not be installed as we are waiting for them to come in; however they are being delivered next week. Mr. Winckowski indicated the lettering on the archway is a little hard to read with the background, so the manufacturer suggested we paint the lettering to make it stand out more. Mr. Winckowski asked if that was council's wish they would look into it. Ms. Weiner asked if the manufacturer was going to come out and paint it. Mr. Winckowski stated no, they only suggested that, if council wanted to paint those letters we would have to hire someone to do it. Mr. Gural indicated public works could handle that if council decided to paint it. Mayor Arnold stated she thought black would be nice, Ms. Weiner agreed. Some other colors were talked about however it was decided due to the cold temperature currently outside the color would be decided and the lettering painted at a later date. Mr. Winckowski indicated it was questionable if the LED signs would be in by Friday.

William Kirchner, ERI – Mr. Kirchner indicated he wanted to update council regarding the road program. Mr. Kirchner indicated the contractor is finishing up on Fifth and Maple. Mr. Kirchner indicated NJAWC indicated they will be starting their paving on Wednesday weather permitting. Mr. Kirchner indicated our contractor will be headed to Filmore and Orchard when he is finished on Fifth and Maple. Mr. Kirchner indicated NJAWC is concerned they may not get Legion and Leconey completed this year; if they cannot complete it this year it will be the first thing done in the spring. Mr. Gural indicated there are some items on the agenda for approval tonight for ERI which included the Temple Blvd Project and the magnesium hydroxide system for the sewer plant, which was a capital budget item. Mr. Kirchner indicated there has been extensive flooding in and around town. Mr. Kirchner stated the reason for that is because of the amount of rain we have had this year; the water table is so high and the ground is just saturated due to the small frequent storms which allow the water to soak in and not run off. Mr. Gural indicated we are looking at installing wells in and around the flooding areas to measure and monitor the ground water levels. Mr. Gural stated this will give us more information to be able to pass on to our residents. Mr. Gural indicated when they have additional information they will forward it to council.

GRADUATION

The graduation ceremony for the Citizens Police Academy was then held. Chief Pearlman thanked all who participated. Chief Pearlman also thanked Mayor Arnold and Borough Council for their support of the program. Chief Pearlman indicated this program gives our citizens a better understanding of what we police officers do on a daily basis. Chief Pearlman, Mayor Arnold and our Public Safety Director

Mrs. Tait then presented the following graduates of the Citizens Police Academy with certificates; Jeff Clark, Sharon Clark, Mitchell Isert, Sandra Veitenheimer, Nicholas Leusner, Tanyika Johns, Jennifer Rawlings, Thomas McElwee. Mr. McElwee along with the graduates then presented Chief Pearlman with a plaque for the department, which read "Bless our police officers one and all keep them safe on every call".

1st PUBLIC PORTION

Mayor Arnold then asked for a motion to open the Public Portion. President Russell made a motion to open the public portion for comments. Mrs. Tait second the motion

All members present voted in favor of the motion

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

All members present voted in favor of the motion.

RESOLUTIONS Consent Agenda

Mayor Arnold indicated Resolution **2018-272** to Resolution **2018-275** 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 2018-272, Resolution Authorizing the Award of a Contract to Park, Pumps & Controls, LLC for Installation of a Magnesium Feed System in the Amount Not-to-Exceed \$12,965.00

Resolution 2018-273, Resolution of the Borough of Palmyra cancelling Grant Reserves and Grant Receivables for completed projects to Surplus

Resolution 2018-274, Resolution of the Borough of Palmyra cancelling unexpended capital balances both funded (to Surplus) and unfunded.

Resolution 2018-275, Resolution Awarding a contract to ERI for the Temple Boulevard Improvement Project per their revised proposal dated November 27th, 2018 in the amount not-to-exceed \$198,750.00, which includes various optional fees.

Mayor Arnold asked for a motion to approve the consent agenda Resolutions 2018-272 thru Resolution 2018-275. President Russell made a motion to approve Resolutions 2018-272 thru Resolution 2018-275. Mr. Yetter seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

Resolutions noted in motion were approved

COMMUNITY SPOTLIGHT

Mayor Arnold reminder everyone that Santa will be arriving and lighting our Holiday Tree on Friday December 7th, 2018. She noted he will be extensively touring the town on our fire truck and should be arriving at Grove Park about 7:00 pm.

Ms. Weiner stated the Community Center Program Board's Fall Showcase will be on December 5th, 2018 at 7:00 pm.

Ms. Weiner also noted the Palmyra Improvement Associations "Winter Market" is on December 15th, 2018.

Mayor Arnold noted the Band Parent's Association held its annual craft show on Saturday, December 1st, 2018.

DISCUSSION ITEMS

NEW Business

Mayor Arnold noted we have already spoken about the Holiday Tree Lighting and Santa Claus visit.

Mr. Gural noted the holiday decorations, snowflake lights, red bows are being installed by Raleigh's tomorrow and the rope lights are being installed tonight by the Fire Department.

Mr. Tait stated the Community Staff wanted to do a MLK Day of Service project for the children at the community center on January 21st, 2019. Mrs. Tait indicated it would be a day on cleaning the center.

Mrs. Tait indicated if certain types of cleaners and rages were used we could get points for the Green Team. Mrs. Tait also indicated she wanted to do a "Call to Action" program later that day for the adults to solicit more volunteers for various community efforts and groups. Mr. Tait explained what she had in mind and indicated she would get back to council with additional details at the next meeting. Mrs. Tait asked council if they would begin thinking about which public events they would like to participate on or with in the upcoming year.

Mr. Gural indicated for the pass year we have been looking for a new less expensive dental and vision program, the same or better than what we have for our employee's. Mr. Gural stated with the help of Hardenberg Insurance we have found something which will save us about \$14,557.00 a year, for the next four years as we have obtained fixed pricing for that four year term. Mr. Gural indicated the dental plan noted in the CBA agreement is specific and cannot be changed without entering into some sort of negotiations. Mr. Gural indicated the one item discussed during the CBA negotiations last year was, which was not given, was one additional personal holiday for the new hire police officers. Mr., Gural indicated in his conversations/negotiations with the PBA regarding this, they indicated they would be willing to allow change if the personal day was allowed for those seven or eight officers. Mr. Gural indicated the new carriers would be HIF Delta Dental & Superior Vision. Mr. Gural also noted that with the new company children could be covered until the end of year, in the year, which they turn age twenty six. Mr. Gural indicated the plans would go into effect February 1st, 2019. Mr. Gural stated if council was in agreement then a resolution would be required for the Mayor to endorse the amendment, indicating the changes, to the Collective Bargaining Agreement with Palmyra Police Association.

Mrs. Tait made a motion to approve Resolution 2018-276 Resolution Authorizing the Mayor to endorse the amendment to the Collective Bargaining Agreement dated January 2018. President Russell seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

Resolution 2018-276 was approved

Mayor Arnold indicated we have already spoken about the basement flooding throughout the community.

Mr. Gural stated during conversations regarding the outdoor seating applications, internally we realized the need to address BYOB establishments and their ability to allow alcohol outdoors. Mr. Gural indicated we currently do not have one establishment certified as a BYOB. Mr. Gural stated to have a BYOB you must obtain a life hazard safety permit from the State of New Jersey Fire Prevention Department and it requires an annual fee. Mr. Gural noted that although we have adopted ordinances allowing for outdoor dining, alcohol consumption is not permitted outdoors as we have standalone ordinances which prohibit outdoor consumption and/or possession of alcohol beverages. Some additional discussion was had regarding the process of BYOB applications and our current ordinances regarding alcohol consumption.

Mr. Gural noted we signed agreements with the various Associations, Harbour Condo Assn., Riverfront Villas, and Willow Shores, who were required to purchase recycling containers. Mr. Gural noted over the years we had some extra ones and have given them to different associations when requested, if we had them. Mr. Gural indicated we purchased four more at a cost of six hundred forty-four dollars apiece. Mr. Gural noted the Harbour lost a couple and with council's ok we would like to give them a couple, as they had to purchase thirty eight in the beginning. Council agreed.

Mr. Gural indicated we are still waiting for the certified General Election results from the Board of Elections.

Mr. Gural stated he has not yet received the proposed 2019 lease agreement with Fire Company.

Mr. Gural indicated we should be thinking about replacing the banners for the light poles including Market Street. Mr. Gural indicated we do have new banners like the ones on Broad Street for Market Street. Some discussion ensued regarding the project, ideas for the project and who might be interested in taking it on. Mr. Gural indicated he would forward the information he has to the governing body and perhaps a subcommittee will take on that project.

Mr. Gural stated some time ago, mention was the possibility of advertising for volunteers who may be interested in serving on various boards. Mr. Gural noted there is a requirement and application in our policies and procedures manual which indicates, those volunteers desirous of serving on various boards should fill out the application and submit it. Ms. Weiner stated she would like to put something on the website indicating the New Year is coming and volunteer positions are available and how to apply. Mr. Gural noted the only boards appointed at reorganization are the Land Use Board and the Shade Tree Advisory Committee, which are currently both full. Mr. Gural noted the Land Use Board is appointed by the Mayor and it cannot be changed and the Shade Tree Advisory Board is appointed by the Mayor with advice and consent of Council. Mr. Weiner again asked if something could be placed on the website.

Mr. Gural indicated it will be done.

Mr. Gural stated the current contract with the school board regarding the School Resource Officer, expires the beginning of next year. Mr. Gural indicated Chief Pearlman prepared a draft agreement that he forwarded to Superintendent McBride and the school district business administrator for review and comment. Mr. Gural indicated we will have another agreement soon hopefully.

Mr. Gural stated there was some discussion in the subcommittee meeting regarding the business district parking. Mrs. Tait indicated it is a problem and beginning next year is something which needs to be addressed. Mr. Tait indicated the desire to include the businesses, so was hoping to set up a meeting with them after the first of the year to discuss the parking. Ms. Weiner indicated she has spoken with some of the businesses and would be willing to share that information with the committee. Mayor Arnold noted she someone who does Municipal perking assessments. Some discussion ensued and it was decided that it would be taken up by the subcommittee after reorganization.

After some discussion Council and the Mayor Arnold decided reorganization would be January 7th, 2019 at 6:30 pm here at Borough Hall.

Mr. Gural indicated Steve Rickershauser will be retiring on December 31st, 2018 and we are currently looking to fill those positions, plumbing sub-code and plumbing sub-code inspector. Mr. Gural indicated we will have the information for replacement at the next meeting December 17th, 2018.

Old Business

Mayor Arnold noted we have already spoken about the 2018 Road Improvement Project and Grove Park/Band Shell Improvement Project.

Mayor Arnold stated she received the information from the engraver regarding the Grove Park paver block engraving program. Mayor Arnold noted there are two to three lines on a brick and they prefer to do fifty at a time but will do at a minimum of twenty five at a time. Mayor Arnold indicated the cost is fifty dollars per brick and we will post the information on the website.

Mr. Gural stated the old holiday decorations will be sold to Raleigh's for forty nine hundred dollars. Mr. Gural stated those decorations will go up this year and then will be retired.

ADMINISTRATOR'S REPORT

Mr. Gural stated we have authorized and executed the contract for demolition of 400 Arch Street; currently the contractor is waiting for the disconnect cards/letters from the utilities which then allows him to apply for the permit and take the structure down.

Mr. Gural stated the Land Use Board public hearing for the Reexamination of the Master Plan will be held on December 19th, 2018 at 7:00 PM in Boro Hall.

Mr. Gural noted the Request for Proposals for Professional Services for 2019 are out and due back on December 5th, 2018 by 2:00 pm.

Mr. Gural indicted the 2018/2019 budget process has begun, departments have been notified there will be no additional new spending and budget requests are due back by December 7th, 2018, and the volunteer organizations re required to have their requests in the later part of January of 2019.

Mr. Gural noted he and Mayor Arnold will be attending an Opportunity Zone seminar on the twelfth of December, 2018.

Mr. Gural notified Borough Council that some lights are out on Legion Field. He noted that Musco Lighting has been notified, they are working on the problem and as soon as any additional information is available he will update Borough Council.

Mr. Gural noted the On-line Cyber-Risk training is required by everyone, who uses a Borough computer and/or has a Borough email address, in order for us to qualify for the discounts which are offered by the JIF. Mr. Gural noted when the program is put together everyone will have to take that online training.

Mr. Gural indicated Ms. Johns sent out Phishing emails to all staff and the governing body. Mr. Gural indicated these are the types of emails which should never be opened. Mr. Gural indicated overall we did very well however we did have some individuals open those emails and more direct training will be done with those individuals.

Mr. Gural indicated our BANDS are renewed on an annual basis. Our current BANDS expire on the 19th of this month and we solicit bids for the best interest rate we can get. Mr. Gural noted we have just under 3.9 million dollars in BANDS coming due.

Mr. Gural noted the JIF Quarterly Reports are in you packets for your review.

COMMITTEE REPORTS

Mr. Yetter – Public Works, Redevelopment and Negotiations – Mr. Yetter stated the public works committee met and discussed the flooding issues around town. Mr. Tait asked if the “hot box” came in Mr. Gural indicated it did about three weeks ago and we have been using it to fix pot holes. Mr. Yetter stated public works has been busy with leaf collection. Ms. Weiner inquired if everyone had seen the email from Mr. Bill’s bicycles regarding the trash receptacle’s on Broad Street. Ms. Weiner stated some are missing and could be replaced with clean community monies. Ms. Weiner indicated she would forward the email to those who were not copied. The green team met and it is apparent that we will not get our certification this year however we will continue working on it and working towards our certification.

Mr. Howard – Youth and Recreation, Public Building, Grounds and Parks – Mr. Howard stated we will be winterizing the concession stand and bathrooms at Legion Field. Mr. Howard stated youth basketball has begun its fourth season and more coaches are needed.

Ms. Weiner – Administration and Finance, Business and Community development, Homeowner Association – Ms. Weiner stated the Small Business Saturday Campaign went well and we are hoping to grow this program every year moving forward. Ms. Weiner indicated the committee is still working on updating the Market page on our website. Ms. Weiner indicated the business and community development committee met last week with Mr. Gural and Mrs. Kilmer in regards to zoning and parking and the downtown area as a whole. Ms. Weiner indicated the committee had conversation about abatements for assessment changes, pilot programs and incentives to property owners. Ms. Weiner indicated the committee had conversations regarding the Land Use Board application fees and possible changes. Ms. Weiner indicated the committee has been speaking with the business owners in regards to the changes needed for the outdoor seating and dining ordinances; Ms. Weiner noted once that information is gathered they will come back to council and note the changes which need to be made. Ms. Weiner asked council to consider additional funding for our landscaping issues this spring.

Mrs. Tait – Public Safety Director, Board of Education Liaison, and Public Events– Mrs. Tait indicated she met with the public works and youth and recreation committees, which have previously given their reports.

Mr. Allmond –Communications and Public Relations Committee– Mr. Almond indicated he had no report and the communications committee did not have a meeting.

President Russell – Construction, Housing and Code Enforcement Committee– President Russell stated Ms. Weiner covered the meetings she attended. President Russell noted she attended the National Junior Honor Society recognition on Wednesday with the Board of Education. President Russell also noted additional funding needs to be approved for landscaping. President Russell stated Tim K. forwarded the NJ State Forestry the five year plan to Mayor Arnold for signature, so it could be submitted to the State of NJ Forestry Dept. Mayor Arnold indicated that was completed and returned.

Mayor Arnold indicated she attended Burlington County Community Action Program’s Anniversary meeting and they have asked her to serve on the board, which she accepted. Mayor Arnold noted that would allow BCCAP to bring some of their programs to Palmyra. Mayor Arnold indicated the programs deal with children, seniors and transportation. Mayor Arnold noted she would bring additional information when she has it. Mayor Arnold noted “Homecoming” was held at Palmyra High School on Thanksgiving and the honored the NJ State Championship Football team, it was a great day. Mayor Arnold noted she reached out to the County Freeholders to inquire about why the program was being eliminated. Mayor Arnold indicated the program is being eliminated due to a new law which was passed at the state which would not allow Tri-Eagle to continue offering the lower rates which they have been. Mayor Arnold noted as additional information is made available she will forward it to the governing body. Mayor Arnold stated she looked into other companies which do the textile recycling however could not locate and local companies who could place a container in the Borough. Mayor Arnold asked Mr. Rosenberg if the Borough could move forward with the proposal presented from American Recycling. Mr. Rosenberg indicated if there were no other viable company which was willing to pay more, then he had no problem with moving forward with American Recycling.

2nd PUBLIC COMMENT

Mayor Arnold then asked for a motion to open the Public Portion. President Russell made a motion to open the public portion for comments. Mr. Yetter second the motion

All members present voted in favor of the motion

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

All members present voted in favor of the motion.

MAYOR AND COUNCIL COMMENTS

Lew Yetter– Mr. Yetter stated “Go Eagles”

Timothy Howard – no comments

Mindie Weiner – no comments

Gina Tait – Mrs. Tait stated she hoped to see everyone out this Friday for the Tree Lighting and activities afterwards at the Community Center. Mrs. Tait indicated very special things were being planned for the children to enjoy.

Brandon Allmond – no comments

President Bernadette Russell – no comments

Mayor Arnold thanked everyone for coming and Chief Pearlman for the Citizens Academy. Mayor Arnold asked that everyone to be good neighbors be kind to one another and come out on Friday to welcome Santa and Light the Holiday Tree.

Mayor Arnold asked if there was anything for closed session. Mr. Rosenberg and Mr. Gural indicated no.

Mayor Arnold asked for a motion to adjourn.

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

All voted in favor of the motion

8:57 PM

Respectfully Submitted

Doretha R Jackson

Municipal Clerk