

**Borough of Palmyra**  
**Council Caucus Meeting, 7:00 PM**  
**Monday April 1<sup>st</sup>, 2019**

**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 7:10 PM

**ROLL CALL**

Present: Mrs. Michelle McCann, Mrs. Bernadette Russell, Mrs. Gina Tait, Ms. Mindie Weiner, President Howard, Mayor Michelle Arnold

Absent: Mr. Brandon Allmond

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 11<sup>th</sup>, 2019.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 11, 2019.
- Notice to All Council Members.

**INVOCATION**

Invocation was given by Ella Graham, Chaplin of the Palmyra Police Department.

**APPROVAL OF MINUTES**

Mayor Arnold requested a motion for approval of the, February 4<sup>th</sup>, 2019 Council Caucus Meeting Minutes.

Mrs. Russell made a motion to approve the minutes from the, February 4<sup>th</sup>, 2019 Council Caucus Meeting Minutes. Mrs. Tait second the motion.

**At the call of the roll the vote was:**

**AYES: Mrs. McCann, Mrs. Russell, Mrs. Tait, Ms. Weiner, President Howard**

**NAYES: None**

**CORRESPONDENCE**

Mayor Arnold acknowledged a letter received from Diane Gutierrez-Scaccetti, Commissioner of State of NJ Department of Transportation.

Mayor Arnold also acknowledged a letter received from Kevin Brown, Executive Director, State of NJ Department of Law and Public Safety.

Mayor Arnold also acknowledged letters received from Charles Richman, Executive Director NJ Housing & Mortgage Finance Agency, Jennifer Hiros, CPM Division Head Community Development and Housing and Scott Coffina, Burlington County Prosecutor.

Mayor Arnold acknowledged a thank-you card received from Pat Casey & Family

Mayor Arnold read the resignation letter from the Land Use Board of Richard Dreby.

Mayor Arnold acknowledged an e-mail from Howard Evans of JKS Homes, LLC.

## PROCLAMATION

Mayor Arnold read the following Proclamation into the record.

### Arbor Day Proclamation 2019

**Whereas**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**Whereas**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**Whereas**, Arbor Day is now observed throughout the nation and the world, and

**Whereas**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**Whereas**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**Whereas**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

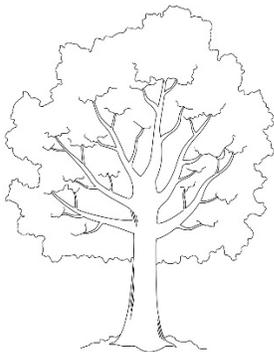
**Whereas**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**Whereas**, the Borough of Palmyra has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices

**Now, Therefore, I** Michelle Arnold Mayor of the Borough of Palmyra, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**Further**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 1<sup>st</sup> day of April 2019



## **PROFESSIONAL UPDATES**

### **William Kirchner, ERI**

Mr. Kirchner stated the concrete contractor is back to work on Veterans drive and we are hoping to have NJ American Water Company's paving contractor out next week. Mr. Kirchner noted the our paving contractor should be in next week to begin Orchard Avenue and then on to the Fire house parking lot. Mr. Kirchner indicated the NJ American Water co would like to move up some of its main replacement projects on the following Streets, Maryland, Virginia, Oregon, Firth Lanes, Second Street and Leconey Circle. Mr. Kirchner stated he met and walked Broad Street with Public Service and they should be meeting with Chief Pearlman soon to set up the Milling and paving of Broad Street. Mr. Kirchner stated he was hoping to have the design work completed and out to bid, this month, for Sixth Street and Race Streets concrete work . Mr. Kirchner noted to have the concrete work complete in June so NJ American Water can pave in July. Mr. Kirchner stated the sewer design work for New Jersey Avenue sewer replacement is almost complete and should be making application to DEP later in the month. Mr. Kirchner indicated the Piezometer wells were installed in March and the information pretty much confirms what we have been indicating, if you live near the creek or river you have a very high ground water table and if you are on the higher elevation the water table is much lower. Mr. Kirchner indicated the wells would be monitored monthly and the information sent to Mr. Gural so he can place it on the Borough website.

### **James Winckowski, CME**

Mr. Winckowski stated Think Pavers was back last week to reseed the Chief Flournoy Park and he would be closely monitoring it to make sure the grass comes up. Mr. Winckowski indicated he would be working on the paper work to close out Think pavers project as it is mostly complete. Mr. Winckowski indicated he was waiting for the maintenance bond and will be closing out the performance bond. Mr. Winckowski indicated there is still on issue to be resolved and that's the painting of the letters in the archway. Mr. Gural stated the archway painting could be included with another project we are undertaking to paint the Bandshell. The Governing Body agreed. Mr. Winckowski indicated he had been working with Mr. Gural and DPW on the Borough's Stormwater management compliance. Mr. Winckowski noted the annual report is due in May. Mr. Winckowski spoke about a meeting held in Delran Township and the problems which riverfront communities are facing with erosion and flooding with the hopes that the communities can work together or form some sort of coalition to address the issues facing those communities and apply for state and federal funding or grant opportunities to address the unique issues of the riverfront communities.

### **Armando Riccio, Esquire**

Mr. Riccio stated you have before you the revisions to the Employee policy and procedures manual mandated by the state regarding the New Jersey Family Leave Act, Family Leave Insurance and PTO time provided by employers. Mr. Riccio explained in detail the current and required changes to the New Jersey Family Leave Act policy. Mr. Riccio explained Family Leave Insurance in detail. Mr. Riccio then explained in detail the current and required changes to PTO (personal Time Off) which the Borough is required to provide. Mr. Riccio indicated and explained how the PTO policy would

affected our various current employees. There was some discussion and some questions regarding the use of PTO time. Mr. Gural stated the changes to the Personnel Policy and Procedures manual need to be adopted by resolution at the next meeting.

#### **PUBLIC PORTION**

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

**All members present voted in favor of the motion**

**Mr. Schmidt — Temple Blvd** — Mr. Schmidt stated he wanted to address Mr. Kirchner's report regarding the flooding issues along Temple Blvd, Leconey Circle and Van Sant Drive. Mr. Schmidt indicated he has lived in Palmyra from 41 years and has only had a flooded basement once in 2018 however his neighbors and people behind his house are constantly pumping water out of their basements. Mr. Schmidt stated he called NJ Army Core of Engineers and was told the water about 20 years ago NJ American Water Co indicated they were depleting the aquifer and they needed to find another source and began to use water from the Delaware River. Mr. Schmidt stated the aquifer, due to the amount of rain we have been receiving, has restored itself, thus forcing the water table up. Mr. Schmidt asked if it were possible for Borough Council to send a letter to NJ American Water Co or the likes to try to resolve this issue. Mr. Kirchner indicated NJ American Water Co would love to pump water out of the ground instead of pumping it out of the river, as it cost more for them to pump it from the river than to pump it from the ground, however the State mandates it be pumped from the river. Some additional discussion was had and Mr. Kirchner noted that perhaps that is something that the group or coalition which Mr. Winckowski spoke about earlier could do. Mr. Kirchner indicated he can talk to NJ American water to see if they still have active wells and if they are still monitored. Mr. Kirchner explained how the water table is composed. Some additional discussion was had regarding the water table.

**Lori — riverfront-** wanted to know things should be pumped into the street not the back yards.

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

**All members present voted in favor of the motion.**

#### **RESOLUTIONS Consent Agenda**

Mayor Arnold indicated Resolution **2019-111** to Resolution **2019-113** 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. Mayor asked if any resolutions needed to be removed from the consent agenda.

**Resolution 2019-111**, Resolution To Affirm the Borough of Palmyra's Civil Rights Policy with Respect to All Officials, Appointees, Employees, Prospective Employees, Volunteers, Independent Contractors, and Members of the Public that come into contact with Municipal Employees, Officials and Volunteers.

**Resolution 2019-112**, Resolution Approving LOSAP Eligible Volunteers for 2018 in Accordance with Chapter 21:A1 of the Code of the Borough of Palmyra Entitled "Fire Department Length of Service Awards Point System"

**Resolution 2019-113**, Resolution Approving Dale Palmer, Maintenance Supervisor as a Salaried Employee to be paid monthly and providing him entitlement and accrual of the same vacation time entitlement as any full-time employee hired after January 1st, 2012.

Mayor Arnold asked for a motion to approve the consent agenda Resolutions 2019-111 thru Resolution 2019-113. Mrs. Russell made a motion to approve Resolutions 2019-111 thru Resolution 2019-113. Mrs. Tait seconded the motion.

**At the call of the roll, the vote was:**

**AYES:** Mrs. McCann, Mrs. Russell, Mrs. Tait, Ms. Weiner, President Howard

**NAYES:** None

**Resolution 2019-111 thru Resolution 2019-113 were approved**

### **COMMUNITY SPOTLIGHT**

Mayor Arnold noted the following upcoming events:

Easter Egg Hunt, April 6<sup>th</sup>, 2019 at Legion Field at 9:00 am

PAL/RIV Baseball Opening Day April 13<sup>th</sup>, 2019 at Legion Field

Free Rabies Clinic, Saturday, April 6<sup>th</sup>, 2019, 1:00 – 3:00 PM

PIA River Cleanup, Saturday, April 6<sup>th</sup>, 2019, 9:00 – 12:00

Firehouse Pancake Breakfast, April 14<sup>th</sup>, 2019, 8:00 AM to 1:00 PM

Borough of Palmyra Annual Spring Clean-up, entire month of April 2019

Palmyra Kindergarten Round-up, April 5<sup>th</sup>, 2019 at Palmyra Board of Education (by appointment only)

Ms. Weiner noted the following events:

Palmyra High School Drama Club presents "High School Musical", April 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>, 2019

Palmyra High School Art Show, May 3<sup>rd</sup>, 2019, 7:00 – 9:00 PM

Ms. Weiner noted that Rowan College at Mt. Laurel offers low cost oral health care services.

President Howard indicated the 5<sup>th</sup>-6<sup>th</sup> grade Girls and 5<sup>th</sup>-6<sup>th</sup> grade Boys teams both won championship titles in PAL/RIV.

### **PUBLIC REMINDERS**

Mayor Arnold indicated stickers are available, in the police department, for residents who wish to not have solicitors visit their homes. Mayor Arnold noted solicitors must obtain a soliciting permit to go door to door.

### **DISCUSSION ITEMS**

**NEW Business**

Mrs. Tait indicated the Easter Egg Hunt will be held April 6<sup>th</sup>, 2019 for children walking to third grade. Mr. Tait noted the Easter Bunny will be present to take pictures. After some discussion Council decided on the following public event dates:

Town Wide Yard Sale is September 14<sup>th</sup>, 2019

Santa Visit and Tree Lighting is December 6<sup>th</sup>, 2019

Palmyra & Public Safety Day is May 4<sup>th</sup>, 2019

Mayor Arnold and Mr. Gural indicated the RFPs/Qs for the professional services of Bond & Conflicts Counsel are in. Mayor Arnold asked that they be placed on the agenda for appointment at the next meeting.

Mr. Gural stated Mr. Rosenberg is currently reviewing the bids received for the for Tree Service Contract, noting a resolution will be on the agenda for award at the next meeting

Mayor Arnold requested approval for the New Jersey Mayor's Annual Spring Conference. A two night stay is requested. The conference is April 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 2019, in Atlantic City.

Mrs. Russell made a motion to approve Mayor Arnold's attendance to the New Jersey Mayor's Annual Spring Conference with a two night stay April 24<sup>th</sup>, and 25<sup>th</sup>, 2019 in Atlantic City, NJ. President Howard seconded the motion.

**At the call of the roll, the vote was:**

**AYES: Mrs. McCann, Mrs. Russell, Mrs. Tait, Ms. Weiner, President Howard**

**NAYES: None**

Mayor Arnold requested approval for Tax Collector's Education Conference attendance for Danielle Lippincott, held May 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 2019, Atlantic City, with a 3 night stay

President Howard made a motion to Borough of Palmyra. Mrs. Russell seconded the motion.

**At the call of the roll, the vote was:**

**AYES: Mrs. McCann, Mrs. Russell, Mrs. Tait, Ms. Weiner, President Howard**

**NAYES: None**

Mr. Gural stated the month of April is spring cleanup month however he wanted to know if they was also doing to be a specific cleanup day so he could get it posted on the website. After a brief discussion it was decided it would be placed on next meeting agenda for additional information.

Mr. Gural indicated the property at 214 Garfield Avenue has had significant damage done to it. Mr. Gural noted everyone is aware of the problem, we are investigating, and will return with additional information.

Ms. Weiner indicated she had compiled a list of the various public events for the remainder of the year. She indicated most of the dates had been talked about and except the specific clean up date. Ms. Weiner stated she would give it to the clerk to be dispersed to all of council at the next meeting for approval.

Mayor Arnold indicate the Arbor Day Tree planting at Charles Street will be held on April 26<sup>th</sup>, 2019, time to be determined.

Mayor Arnold indicated the Spotted Lanternfly is an invasive species the US Department of Agricultural has been monitoring. Mayor Arnold noted a nest was spotted in the Palmyra Nature Cove. Mayor Arnold noted as additional information becomes available she would forward it to council.

Mr. Arnold indicated the 2020 Census meeting is being held tonight to promote their kickoff. President Howard indicated a representative from the 2020 Census wants to come out and do a presentation at our next meeting.

President Howard also noted that the representative would like to do a job fair for the 2020 Census. President Howard asked Mr. Gural to look into the price of purchasing five laptop computers for the community center, as the computers in the center are outdated, so they would be available when she has the job fair. Ms. Weiner indicated she was not comfortable with ordering five laptop computers for a 2020 Census job fair. President Howard indicated we needed the computers anyway for residents wanting to go online to look up information. Mrs. Tait stated they could be used by students also. After some discussion Council asked Mr. Gural to get some pricing information for five basic laptop computers the next meeting.

### **Old Business**

Mr. Gural indicated Mr. Rosenberg looked over the agreement and his comments should be incorporated. Mr. Gural indicated there is a meeting scheduled with the YMCA executive director Aimee Smith on April 9<sup>th</sup>, 2019 at 4:00 pm to review the previous questions and concerns and to address the changes proposed by Mr. Rosenberg.

Mrs. Tait stated the committee will be meeting with the travel teams regarding the Legion Field and Chief Payton I. Flournoy Park usage policy. Mrs. Tait stated additional information will follow.

Ms. Weiner indicated at the first meeting in May Mr. Allmond would have some proposed suggestions for the digital sign event posting.

Mayor Arnold indicated she has not yet heard from Tony regarding the mural.

Mr. Gural stated the 620-622 Highland Ave appraisal (former PNC Bank) should be handled in closed session.

Mr. Gural indicated he had a meeting with the Green Team regarding the efforts of the 2018 Sustainable Jersey grant we received from PSE& G. Mr. Gural indicated some of the grant monies could be used for some of our Stormwater management requirements. Ms. Weiner indicated the Green Team is working on spending those funds and must explain to them how the funds are being used. Ms. Weiner stated the Green Team is working on a page on the Borough's website and gave out copies of the proposed website content. Ms. Weiner indicated the Borough also needs an ordinance to officially recognize the Green Team. Ms. Weiner presented information for an ordinance establishing a green team. Mr. Rosenberg indicated he would look at it and bring comments for the next meeting.

Mayor Arnold indicated we have already covered the PPPM; NJ Sick Leave Act & FLA amendments.

Ms. Weiner presented information about and examples of the military banners. After some discussion it was decided to purchase the 6 smaller banners for Market Street to be placed with our existing banners. There was some discussion regarding the purchasing of farmer's market banners also. Ms. Weiner indicated she would come back with an example of what that would look like.

Mayor Arnold indicated NJLM Mayors Roundtable Events on Cannabis and Affordable Housing will be having a meeting regarding the upcoming changes on April 16<sup>th</sup>, 2019 at Hotel ML in Mt. Laurel from 9:00 am to noon. Mr. Gural indicated Mr. Allmond will be attending.

Ms. Weiner stated the new edition of the Borough Newsletter is in the packet and if ok with all that is what will be sent next. Council agreed.

Mrs. Russell indicated the committee met with Ms. Kilmer to gather some additional information. Mrs. Russell indicated they did not want to make a lot of changes just wanted everyone to have a clear

understanding of what can or cannot be done. Mr. Russell indicated additional information will be coming.

Mr. Gural stated the Governing Body salaries are currently all different due to some members not taking increases and others taking it. Mr. Gural indicated we would like adopt the 2019 salary resolution and need the information to do so. Mr. Gural indicated if council wished we could reset the salaries so they are more consistent. Mr. Gural indicated, an example a member who just took office in January making more than a member who has been on council simply because of the seat they took. After a lot of discussion it was decided, Mayor's salary would be \$3,900.00, Council President would be \$3,300.00 and Borough Council would be \$2,800.00.

### **ADMINISTRATOR'S REPORT**

Mr. Gural asked the governing body how they access their email accounts. Mr. Gural indicated for the conversion networks plus needs the information for the .MS Office 365 migration project.

Governing Body

Mr. Gural indicated the adult use cannabis bill did not pass.

Mr. Gural indicated we had a new request for information for the South Side Rt. 73 Redevelopment Area, additional information will be coming in closed session.

Mr. Gural stated the online cyber-risk training must be completed and returned to Marie.

### **PUBLIC COMMENT**

Mayor Arnold then asked for a motion to open the 2<sup>nd</sup> Public Portion. Mrs. 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**

**Mrs. Holloway – Broad Street** – Mrs. Holloway wanted to thank everyone for all their efforts at 515 Race Street. Mrs. Holloway asked if what was being taken out is being monitored. Mr. Gural indicated we have had access to the house and it is filled with filth. The Bank is being cooperative and will be cleaning all the junk out. Gural noted there is water in basement less than one foot of water. Mrs. Holloway asked if there were termites in the property Mr. Gural indicated he was not aware.

**Ms. Windish – Morgan Avenue** – Ms. Windish asked who cleans up after an accident. Chief indicated the tow driver. Ms. Windish indicated it was a small accident and no tow truck was called as the car was still drivable. Chief Pearlman indicated if it's really bad public works would come out. Ms. Windish stated it would be nice to have a 4 way stop at that street. Chief Pearlman indicated the Municipality had the engineer look at that location last year and it does not met the criteria for four way stop signs.

**Mr. Rader – Harbour Drive**– Mr. Rader asked if the purchases of the banners was proprietary to one company. Mayor Arnold stated they will have complete pricing.

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

**All members present voted in favor of the motion**

## **MAYOR AND COUNCIL COMMENTS**

**President Howard** stated he and Mrs. Russell attended the Walter Rand Scholarship dinner last year and it is coming up again and the RSVP must be done by April 12<sup>th</sup>, 2019. President Howard indicated the tickets were two hundred dollars and wanted approval for him and Mrs. Russell to attend. President Howard asked if anyone else was interested in attending. Council agreed they could attend.

**Mrs. Tait** stated Jamie Livingstone was honored at the Constitution Center with the Leadership Award.

**Michelle McCann** had no comment

**Bernadette Russell** had no comment

**Mindie Weiner** indicated no comment.

**Mayor Arnold** stated the Burlington County Health Department will hold nine lead screenings clinics for children in its Westampton, Bordentown City, Burlington City and Burlington Township Offices in April. Anyone wishing to schedule an appointment should call 609-914-8550.

Mayor Arnold inquired of Mr. Gural and Mr. Rosenberg if there was anything which needed to be discussed in closed session. Mr. Rosenberg indicated no. Mr. Gural indicated he had a couple of things to discuss regarding negotiation and potential litigation/ contracts.

Mrs. Russell made a motion to approve **Resolution 2019-114**, Resolution Excluding the Public from Certain Meetings pursuant to section 89 of the Open Public Meeting Act C. 231 P.L. 1975 regarding **Potential Litigation and Contract Negotiations**. President Howard second the motion.

**At the call of the roll, the vote was:**

**AYES: Mrs. McCann, Mrs. Russell, Mrs. Tait, Ms. Weiner, President Howard**

**NAYES: None**

Borough Council went into closed session at 9:15 pm

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

**At the call of the roll, the vote was:**

**All voted in favor of the motion**

Borough Council returned from closed session at 10:02 PM

Mayor Arnold asked for a motion to adjourn. Mrs. Russell made a motion to adjourn the meeting, President Howard seconded the motion.

All members present voted in favor on the motion

**Meeting adjourned at 10:04PM**

Respectfully Submitted

*DRJ*

Doretha R Jackson, RMC

Municipal Clerk