

**BOROUGH OF PALMYRA
MINUTES-February 4, 2013**

CALL TO ORDER

ROLL CALL:

Present: Mayor Scheffler, President Dorworth, Mrs. Dobbs, Mrs. Riener, Mr. Bostock (arrived late), Mrs. Ramono Tait (sworn in as new member), Mr. Norcross.
Absent: None.

OPEN PUBLIC MEETINGS STATEMENT

Public Notice of this meeting pursuant to the Open Public Meetings Act has been given by the Borough Clerk in the following manner:

- A. Posting written notice on the official bulletin board at the Palmyra Borough Hall on January 7, 2013.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 7, 2013.
- C. Notice to All Council Members.

APPROVAL OF MINUTES. Mr. Norcross made a motion to approve the minutes from January 7, 2013, Ms. Dobbs second the motion. All members present voted in favor of the motion.

COORESPONDENCE.

A. Letter from Burlington County Freeholders-shared services for technical assistant for assistant for evaluation of energy aggregation. The Burlington County Bridge Commission through shares services with Burlington County has been asked to provide technical assistance to all towns in evaluating companies that are offering contracts to the municipalities for the purchase of energy.

B. Letter from Palmyra Democratic Committee- Mayor Scheffler explained that Kenneth Brahl had resigned from borough council and that the Democratic Committee of Palmyra has submitted a letter of recommendation to fill the vacancy. (Mr. Bostock arrived). Mrs. Riener made a motion to appoint Gina Ragomo Tait to fill the unexpired term, Mr. Norcross second the motion. All members present voted in favor of the motion.

C. Mr. Rosenberg sworn in Mrs. Ragomo Tait as a borough councilperson and her husband David held the bible.

PRESENTATIONS. Richard Dreby and Al Zimmerman of the Independence Fire Co #1 discussed with borough council the need to replace the 1997 fire engine truck. The vehicle is in need of

additional repairs. There are electrical issues, brake problems and tire repair needed on the vehicle. The request to approve the funds for repairs has been submitted to the borough's financial officer. A new truck would have updated lighting systems, and upgraded rescue compartments. The estimate for a new truck would be about \$575,000. Mayor Scheffler inquired as to the timeframe needed for the new truck. Mr. Zimmerman replied that after placing an order it would take about a year to obtain delivery. Mayor Scheffler inquired as to the plans for the old truck? Mr. Zimmerman replied that it would be used for a trade in or the department would sell it. President Dorworth inquired as to the estimate value of the old truck. Mr. Zimmerman replied that it would be between \$50,000-\$100,000 depending on the market for the truck. Mr. Bostock inquired if the fire department was looking to replace both of the older trucks? Mr. Dreby explained that they are only looking at replacing the 1997 truck at the present time and that they had sold a previous older truck. Mr. Dorworth discussed that the lifespan of a Class A truck is about 15 years and that quality of the truck as well as insurance ratings go into play with an older truck. Mayor Scheffler inquired if they were also looking into replacing the ladder truck. Mr. Dreby replied that it is still certified so they will wait. Mayor Scheffler thanked them for their presentation and that it will be discussed during the budget sessions of the borough.

PROFESSIONAL UPDATES.

A. Environmental Resolutions-change order for HVAC system. Mr. Kirchner discussed that the changes are needed due to the demolition and reconstruction of the ceiling in the men's locker room, the removal and replacement of the boiler room door and the elimination of the pass through door to the police department. There will also be modifications to the court room ceiling and lobby to accommodate the HVAC system. The change order results in a net increase of \$35,245.96 or 6.34% of the original contract. Mr. Kirchner explained that change order #2 is for the demolition of the dividing wall in the back storage room by the construction office. It also includes the lower level ductwork modifications for a total of \$20,682.50. Mayor Scheffler inquired about the date for completion of the court/council room. Mr. Kirchner replied that it should be ready by March and that they are still negotiating a price for the judge's bathroom, the repainting of the courtroom and also replacing the floor in the judge's room. Mr. Gural discussed that the February 14 court will be held in Cinnaminson, but the court scheduled for February 28 has to be held in Palmyra.

B. Firehouse Generator-Mr. Kirchner informed council that the generator has been sent out for rebidding and that the bids are due on February 21.

C. Engineering proposals- Mr. Kirchner present council with his proposals for engineering Services for additions to work at borough hall. The additional work includes as built investigations and a redesign of the lower level duct work which was not installed with the original plans from several years ago. Other items that have expanded the scope of services are the asbestos testing, the proposed combination of the tax and court lobbies, addition of a new office for finance and upgrade to the court/council room. The proposal is broken down into two phases. Mr. Gural recommended that council award only phase 1 of the proposals at this time.

D. Odor control proposal-Mr. Kirchner of Environmental Resolutions presented council with their proposal for engineering necessary to complete the phase 2 odor control improvements to the sewer plant. The improvements will consist of design, public bidding, overseeing the installation and startup of a permanent magnesium hydroxide storage and addition system for the collection system. Mr. Kirchner is requesting a total of \$14,750.00 for the services.

E. NJ American Water-Mr. Kirchner presented council with a map of the borough that shows all of the roadways that the water company is proposing to replace the water mains. Market Street is listed on the map as well as Parry, Mr. Kirchner has requested that Market Street be completed as soon as possible and no later than June. The Bridge Commission is waiting to repave

the street until the water company has completed their project. Mr. Bostock requested that a copy of the map be placed on the website. Mrs. Riener inquired about Parry Avenue and if the rest of Parry Avenue will be completed by the water company when the five year ban is completed. Mr. Kirchner replied that the water company will do the upper portion of Parry Avenue before the borough has the street paved and that the new section of Parry Avenue will wait till the five year ban is up unless there is an emergency, than the water company can dig up the roadway.

F. **Revalue update-** Mr. Gural informed council that the new assessment were mailed out on January 11, 2013 and that they were entered into the system. Property Professional Appraisers met with about 80 residents to review their appraisals. Residents will be receiving their property appraisal cards with the new appraisal listed and they have until May 1, 2013 due to the revalue to appeal the decision to the county. Mrs. Riener inquired when the new rate will apply. Mr. Gural explained the process of obtaining the new rate and that it would be decided when the budget is adopted.

DISCUSSION ITEMS.

A. **Approval of application for armchair racing-Riverton Steamboat Landing Foundation.** President Dorworth made a motion to approve the application, Mr. Norcross second the motion. All members present voted in favor of the motion.

B. **Proposal for Phillie Phanatic project and underprivileged kids-Rick Becker read a letter to Mayor and Council Ricky Becker**

Good Evening, Members of Council. My Name is Ricky Becker. I appreciate you letting me speak to you. On April 6th 2013, I will be called to the torah for my Bar Mitzvah service. A Bar Mitzvah is the Jewish ceremony a boy has when he becomes a man. Part of my becoming a Bar Mitzvah is doing a Mitzvah Project. A Mitzvah is a Good Deed. The Good Deed that I would like to do, for my project, is to take some underprivileged children to a Phillies game. The theme of my Bar Mitzvah is The Phillies. I have been to many games and even the World Series with my dad, we have a great time together and I would like to share this experience with some kids that may not have the opportunities to go to a game. We would like to take 25 children and their 25 chaperones to the Phillies, on May 2nd, 2013. If possible, I would ask for the members of council to approve buses for transportation to and from the game. We are going to take donations at my Bar Mitzvah party and the balance of the cost for the tickets I am going to pay for out of my savings. I'd like to say thank you to Chief Pearlman, for arranging the opportunity to speak to you today. I would like The Chief and his guest, as well as 4 police officers, to join my family and our 50 invitees at the game. Thank you for taking the time to listen to my project details. If anyone has any questions, I will be glad to answer them. Thanks Again, Ricky Becker 316 Matthews Lane Wrightstown PA. **Chief Pearlman informed council that he is working with the school to obtain buses for the project and that he will inform council if insurance is also needed through the borough. Chief Pearlman will work with the school to obtain a list of names for the game. Ms. Dobbs thanked Mr. Becker for his effort on helping the children and that she appreciates that he is going to donate some of his own funds to the project.**

C. **Vision and Mission Statement for Borough-Mr. Gural discussed that council should consider adopting a vision statement and a mission statement. The police department already has their own. Mayor Scheffler discussed that Mrs. Riener, Mr. Gural and herself will work on the vision statement and that the mission statement will be recommendations from the employees of the**

borough. Mr. Gural requested that anyone having an idea for the vision statement or mission statement to email them to him and he will put together the proposed statements.

D. Revised Open Public Meetings Act-amendments. Mrs. Sheipe advised council that the Senate bill S-2511 was scheduled for second reading at the February Senate meeting. The major amendments to the bill would be the requirement to have the public comment section in the beginning of the meeting so that the public can comment before action is taken, the agenda has to be published on the website at least 48 hours ahead of time and no changes are allowed to the agenda without a motion and vote of council. The reason for adding the item to the agenda has to be stated with the motion and shown in the minutes. The other major change is the subcommittee requirements. The subcommittee has to submit a report to borough council that is available to the public and borough council would have to decide if the subcommittee is open to the public. The League of Municipalities along with the NJ Clerk's Association is still seeking some amendments to the senate bill.

E. Trash specs award-Mr. Gural informed council of the various options that were submitted with the bid proposals for trash removal. The potential savings would be between \$30,000-\$68,000 annually. The contract with Waste Management has been extended till March, so that there is time for borough council to review the contracts. There are several alternates available, five year or three contract, automate collection with borough supplying carts, automate collection with contractor supplying carts. Mr. Gural discussed that with the automate system there would be no trash left on the streets and that all trash would have to be contain in the bucket. Extra buckets would be available for purchase by the residents. Mr. Norcross inquired about the apartment units and the downtown area. Mr. Gural explained that each apartment unit would be given a container and that the business district would also have the automate cart system. Mrs. Riener inquired about the timeframe for the new carts. Mr. Gural explained that he has to contact the supplier as well as discuss bulk pick up. The borough would still be responsible for white goods such as freezers to pick up.

F. Board of Health-Mayor Scheffler discussed that she has attempted to solicit residents who would like to serve on the Board of Health and that she has had no response. The Borough Council would become the board of health and an employee would be appointed to oversee the issues on a daily basis. Mr. Gural informed council that Ms. Veitenheimer was given a RICE notice for this evening meeting concerning her position as secretary of the board and has elected to hold the discussion in closed session.

G. Unemployment Tax Cost Control Service Agreement-Mr. Gural informed council that this service is no longer needed by the borough and recommends not reappointing them. Mr. Rosenberg will review the current contract with them concerning notification of not renewing.

H. An Ordinance Amending Section 304(f) Of The Land Development Code Of The Borough Of Palmyra. (accessory buildings). Mayor Scheffler requested that this be present for first reading at the February 19th meeting.

I. Ordinance-outdoor displays. Mayor Scheffler explained that this ordinance is being recommended by the Land Use Board and will be heard on first reading at the February 19th, meeting.

J. Ordinance on contractor-leaf and construction debris removal. Mr. Rosenberg informed council that he had some concerns about the recent ordinance adopted for requiring contractors to remove the yard waste from residents. Mr. Rosenberg explained that he is requesting council to amend the current ordinance to make a stipulation for disable residents who have to hire a contractor. This ordinance will be heard on first reading at the February 19th meeting.

K. Rescinding BID ordinance. This ordinance will be held till the March meeting. Mr. Bostock informed council that he had sent two letters out to the auditor and financial company. the auditors have responded and submitted the original contract signed by the BID Board of Directors

and have performed all of the required work. The financial advisor for the BID called Mr. Bostock but has not submitted any required information.

L. Budget dates. Borough Council will hold the 2013 budget meeting on March 9th at 8am in Borough hall.

M. Handicapped parking. Mr. Rosenberg reviewed the information that was given to him by Chief Pearlman on doing a resolution to approve the handicapped parking spaces instead of by ordinance. Chief Pearlman recommends amending the current ordinance to allow the spaces to be adopted by resolution.

N. Contract for basketball program. Mayor Scheffler discussed that this agreement will allow an Over 35 Men's Basketball League to operate at the community center. The term of the agreement will be from January to April, 2013. Mrs. Ragomo Tait discussed that Mr. McCarron also has a youth basketball league that is run in the community center. Mr. Gural informed council that Mr. McCarron has purchased portable basketball hoops for the center at no cost to the borough. The Borough will agree to waive the fees for the center for the next four men's leagues in exchange for the portable baskets which are valued at \$2,000 each.

O. Sidewalk complaints-Mr. Gural discussed that there is still the ordinance that requires council to review sidewalk repairs and that borough council is the agency that enforces the ordinance. Mr. Rosenberg inquired if a decision has been made on the new ordinance and enforcement procedures. Mr. Gural explained that the JIF requires a sign and walkway program be completed, that lists all sidewalks in need of repairs by homeowners as well as borough owned sidewalks. Mr. Gural recommend that council look at ways to repair all borough own sidewalks before requiring homeowners to do the work.

P. Vacation carry overs- Mr. Gural informed council that vacation carry overs have been approved for a few employees who due to work restrictions and no one to cover the position were unable to take their vacation time.

Q. Global connect proposal-Mayor Scheffler explained that this proposal will allow the borough to put out telephone messages to inform the public. Chief Pearlman explained that the county currently puts out all emergency messages, but that this will allow the borough to put out just local information. President Dorworth inquired if cell phone numbers could be placed on the system? Chief Pearlman replied that anyone can register on the system and place any number that they wish, land line numbers are automatically entered through the 911 system.

R. EMS-workers compensation-Mr. Gural informed council that the EMS Squad has not been submitting required information or attending the required safety meetings of the JIF Safety Committee. The borough makes an annual contribution to the squad and also provides workers compensation insurance for the volunteers of the squad. The Palmyra taxpayers are paying for the squad members if they get injured on the job in other towns as well. Mr. Gural recommends that council require the squad to provide their own workers compensation insurance. Mr. Bostock discussed that the issue is that the other towns get free calls. The fire department is all volunteer and the squad charges the insurance carrier for transporting. President Dorworth explained that the residents of Palmyra who do not have insurance are not charged by the squad and the other towns do not have the same privilege.

S. Animals in public buildings-Mayor Scheffler discussed the need to have an ordinance prepared to regulate the type of animals that are allowed to be admitted to public buildings in the borough.

T. Cinnaminson Avenue and Charles Street-parking-Chief Pearlman discussed that all of the measures taken at the corner of Cinnaminson Avenue and Charles Street by the borough and the county have helped with the traffic situation but there still needs to be regulations for parking away from the corner. The vehicles are parking too close to the corner and it is causing an issue for vehicles entering Cinnaminson Avenue. Chief Pearlman will submit measures for an ordinance to be prepare for no parking area.

U. Personnel. (land use secretary, public works/sewer and utility clerk). Held for executive session.

V. Polling locations-Mr. Gural discussed that the school is also looking to move the polling locations from the school due to increase security issues. The county and state will be inspecting the community center for handicapped accessibility and parking for the new locations of the polling places.

Mr. Norcross discussed the need to have signs placed on the snow emergency routes to inform the public about the parking regulations. Mr. Norcross also requested that council reviewing renaming Broad Street along the Borough Hall area so that people are not confused when attempting to locate the various Broad Streets.

Administrator Report.

Mr. Gural informed council that Mrs. Pettit handed in her letter of resignation effective in two weeks. There will be a commercial shot in Palmyra all of the information to participate is on the website. Mr. Gural discussed that the borough needs to have the brownfields steering committee appointed. The municipal court has brought in more revenue for the 2012 than before and that there will be a benefit to keep the court system located in Palmyra.

PUBLIC COMMENTS. Mr. Norcross made a motion to open the meeting to the public, Ms. Dobbs second the motion. All members present voted in favor of the motion.

Ms. Veitenheimer-Rowland inquired about the trash that is an odd shape and will not fit into one the cans proposed for automation. Mr. Gural replied that you would call for a bulk pickup. Mrs. Ragomo Tait requested that a broadcast be done of when the public works yard is opened to the public. Ms. Veitenheimer inquired about the amount of a temporary tax rate and that values went up 57% according to her discussions with the appraisal company. Mr. Gural replied that the tax rate for the borough actually went down with the revaluation and that the new rate will not be determined until the budget is adopted for 2013.

No one else from the public wishing to be heard, Mr. Norcross made a motion to close the public portion, President Dorworth second the motion. All members present voted in favor of the motion.

CLOSED SESSION. Resolution No. 2013-35, Resolution Excluding The Public From Certain Meetings Pursuant To Section 8 Of The Open Public Meeting Act C. 231 P.L. 1975. (Litigation and personnel). Mr. Norcross made a motion to approve the resolution, President Dorworth second the motion. At the call of the roll, the vote was:

AYES: President Dorworth, Mrs. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait, Mr. Norcross.

NAYES: None. Council went into executive session at 9:15 pm

PUBLIC SESSION. Council returned to public session at 9:45pm.

Resolution 2013-36, Resolution Of The Borough Of Palmyra Disbanding The Board Of Health And Appointing The Borough Council As The Board Of Health. Ms. Dobbs made a motion to approve the resolution, Mr. Norcross second the motion. At the call of the roll, the vote was:

AYES: President Dorworth, Mrs. Dobbs, Mrs. Riener, Mr. Bostock, Mrs. Ragomo Tait, Mr. Norcross.

NAYES: None.

Adjournment. Ms. Dobbs made a motion to adjourn at 10 pm, Mr. Bostock second the motion. All members present voted in favor of the motion.