

**BOROUGH OF PALMYRA**  
**BOROUGH COUNCIL MINUTES**  
October 17<sup>th</sup>, 2016

**CALL TO ORDER**

**ROLL CALL**

**Present: Mayor Michelle Arnold, President Bryan Norcross, Mr. Edward Kearney, Mr. Tim Howard, Mr. Lewis Yetter**

**Absent: Mrs. Gina Tait, Ms. Shelby Tucker**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**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 10, 2016.
- B. Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 10, 2016.
- C. Notice to All Council Members.

**INVOCATION**

Mr. John Gural gave the invocation.

**APPROVAL OF MINUTES** October 3<sup>rd</sup>, 2016 regular October 3<sup>rd</sup>, 2016 executive

President Norcross made a motion to approve the regular meeting minutes and executive meeting minutes from October 3<sup>rd</sup>, 2016 Mr. Howard seconded the motion.

**At the call of the roll:**

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**  
**NAYES: None**

**CORRESPONDENCE**

**Mayor Arnold acknowledged a thank you card received from David Gerkens and Family**  
**Mayor Arnold acknowledged a thank you card received from Anthony Fratto and Family.**  
**Mayor Arnold acknowledged a letter of thanks for a job well done from Mr. George Ross.**  
**Mayor Arnold acknowledged a letter from Brian McBride, Superintendent of Schools, Palmyra Board of Education indicating Mr. Todd D. Reitzel is the Palmyra School District's Business Administrator/Board Secretary.**

## **PRESENTATION**

Mr. Gural reviewed all the questions individually on the CY 2016/SFY 2017 Best Practices Inventory as required by the State of New Jersey. The Borough has a score of 29 out of 30 for a 97% percent which was certified by the Chief Administrative and Chief Financial Officers, respectively. This entitles the Borough of Palmyra to the full CMPTRA AND ETR aid from the state. The full Best Practices Worksheet CY 2016/SFY 2017 is available on the Borough of Palmyra's website at [www.boroughofpalmyra.com](http://www.boroughofpalmyra.com).

## **PUBLIC PORTION**

This public portion is for discussion on professional updates, resolutions and ordinances listed on the agenda. Please sign in and state your name and address for the record. Council will give all comments appropriate consideration. Each citizen will be allotted up to five (5) minutes to speak, in order to allow everyone an opportunity to ask questions and express their opinions or concerns. Please direct all comments to the Mayor. Each citizen may only speak once during each public portion.

**President Norcross made a motion to open the public portion, Mr. Kearney second the motion. All members present voted in favor of the motion.**

**Mr. Rader** – Harbor Drive – Will the public be able to discuss ordinance 2016-16 prior to the vote? Mayor Arnold indicated yes, when ordinance 2016-16 is opened to the public for public comment.

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

## **ORDINANCES ON SECOND READING** (Public hearing)

- A. Ordinance 2016-16** An Ordinance of the Borough of Palmyra Amending Ordinance No 2015-14 Authorizing The Public Auction Of Real Property Owned By Palmyra That Is No Longer Needed For Public Use By Auction To The Highest Bidder and Authorizing The Private Sale Of Real Property Owned By Palmyra That Is No Longer Needed For Public Use To Certain Organizations Upon Nominal Consideration Pursuant to N.J.S.A. 40A:12-2

**President Norcross made a motion to open to the public for public hearing regarding Ordinance 2016-16. Mr. Howard seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**Mr. Rader** – Harbour Drive – Is Habit for Humanity listed under this statute by name? Mr. Burns indicated they are not listed specifically, but any organization must meet certain statutory requirements to be considered. Habitat for Humanity is a non-profit entity providing low to moderate housing to the public, Habitat for Humanity does meet the requirements for consideration. Mr. Radar also asked if this ordinance eliminates the public from bidding on the property. Mr. Burns answered it does, because it specifies the sale of the property to Habitat for Humanity for a nominal amount of consideration.

**Ms. Butler** – Arch Street – Does this ordinance mean that any veteran can bid on the home being constructed? Mayor indicated no, the ordinance is to convey the property to Habitat for Humanity.

Habitat for Humanity will improve the property and once that is done it will be offered to a Veteran for the first three months, before it is opened up to the general public.

**Lori Lenard** – Habitat for Humanity – The home ownership program requires that the new home owner put in 250 to 400 hours of sweat equity, and the process actually starts before the home is constructed. Any veteran who is interest can obtain an application from Ashley, who resides in Palmyra, and she will gladly see to it that it gets in the right place.

**No one else from the public wishing to be heard, President Norcross made a motion to close the public portion, Mr. Yetter seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**A motion was made by President Norcross to approve Ordinance 2016-16 as read. Mr. Kearney seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**Ordinance 2016-16 was introduced and adopted on first reading on September 19<sup>th</sup>, 2016 and adopted on second and final reading at the November 21<sup>st</sup>, 2016 meeting after publication according to law.**

#### **ORDINANCE ON FIRST READING** (Public Hearing November 21<sup>st</sup> 2016)

- A. **Ordinance 2016-18** An Ordinance of the Borough of Palmyra, County of Burlington, State of New Jersey Amending Chapter 90: Vehicles and Traffic of the Code of the Borough of Palmyra Regulating Parking on West (south) Broad Street Between Cinnaminson Avenue and Chestnut Street.

**A motion was made by President Norcross to approve Ordinance 2016-18 as read. Mr. Howard seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**Ordinance 2016-18 was adopted on first reading on October 17<sup>th</sup>, 2016 and will be heard on second and final reading at the November 21<sup>st</sup>, 2016 meeting after publication according to law.**

**RESOLUTIONS Consent Agenda-** Resolution 2016-230 and Resolution 2016-236 thru Resolution 2016-243 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.

- A. **Resolution 2016-230**, Resolution Authorizing The Tax Collector To Cancel Sewer Service Charges For Sewer Account #1459000-0 For 2016 2<sup>nd</sup> Half Sewer Billing.
- B. **Resolution 2016-236**, Resolution Approving Robin A Jasinkas, Wayne S Webb and Roscoe Blinebury as Active Members of the Palmyra Fire Department
- C. **Resolution 2016-237**, Resolution Authorizing Change Order #3 for Curb Con, Inc. for the South Broad Street Road Improvement Project Decreasing The Contract amount by \$23,189.46 For A Final Adjusted Contract Amount of \$502,424.26
- D. **Resolution 2016-238**, Resolution Authorizing Acceptance of \$4,000.00 as The Total Balance Due For The Short Sale Settlement at 448 Delaware Avenue Pursuant To The Palmyra Housing Rehabilitation Program Loan
- E. **Resolution 2016-239**, Resolution Authorizing a Sewer Payment Installment Plan for Sewer Account #1812500-0
- F. **Resolution 2016-240**, Resolution Establishing A Policy for Review of Payment In Lieu of Taxed (PILOTs) Per N.J.S.A. 40-A: 20-1 et seq. And Five Year Exemptions/Abatements Granted Per N.J.S.A. 40A:21-1 et seq.
- G. **Resolution 2016-241**, Resolution Appointing Scott Pearlman Deputy Record Custodian For The Purposes of Open Public Record Act Compliance For Palmyra Police Department
- H. **Resolution 2016-242**, 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.
- I. **Resolution 2016-243**, Resolution Authorizing the Payment of Bills In The Amount Of \$1,617,759.48.

**President Norcross made a motion to approve Resolution 2016-230 and Resolution 2016-236 thru Resolution 2016-243. Mr. Yetter seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**  
**NAYES: None**

### **COMMUNITY SPOTLIGHT**

Halloween Parade will be held on Sunday October 30<sup>th</sup>, 2016. It will start in Riverton and proceed down Broad Street to the Legion Field where it will end. Curfew will be at 9:00 pm, unless accompanied by a parent.

Mr. McElwee indicated all new lights were installed at the War Memorial, when you get the opportunity stop by and see them.

Chief Pearlman indicated Officer Kendall the School SRO Officer, will, with the school be hosting at program on November 3<sup>rd</sup>, 2016 at 6:00 pm at the High School, regarding the opiate abuse in our school and neighborhoods. The speaker is from Drug Free New Jersey.

Ashley Griffiths from Habitat for Humanity indicated they are hosting a "Take a Vet to Lunch" on Saturday 11/12/16 at the Burlington Masonic Lodge. The speaker will be Freeholder Brian Peters. If you are unable to attend you can purchase a ticket, donate it and they will see to it that it goes to a veteran.

Mayor Arnold indicated Mr. LeRoy Vanderburgh, Jr., who we recently honored on his 90<sup>th</sup> Birthday, passed away. His viewing is at Weber's Funeral home Tuesday evening from 6:00

pm to 8:00 pm and his funeral will be on Wednesday at 10:00 am at Christ Church on Parry Avenue.

## **DISCUSSION ITEMS**

There are no opportunities for onsite parking at the Mosque, Tracy, Scott and John have visited the location and looked at it and there is not enough space for it to be a handicap parking space. Mr. Gural will speak to Mr. Rasheed to see if they still wish to pursue the parking space.

Industrial areas road repairs we will talk about in executive session.

Mr. Burns spoke about our Email usage & retention policy in length. He indicated the field is changing faster than legislation can keep up with it. He is still gathering information regarding record retention, however in the mean time all emails should be kept, emails do not belong to the individuals they belong to the Borough and should not be destroyed.

The Tri-Boro Vets Bldg. /Habitat for Humanity LUB application update –Mr. Burns explained the current zoning of that property will allow for a single family home. Either Habitat for Humanity can, after they purchase the property or the Borough of Palmyra can, before they sell the property; make application to the Land Use Board to subdivide the property into two lots, understand, there will be cost associated with the application. The governing body needs to decide how they wish to proceed. Mayor Arnold asked Mr. Burns if he knew what the costs would be. He indicated professional services fees and some soft cost. Mayor Arnold indicated, Council needs to know approximately what the cost would be, to know how to proceed. Mayor Arnold asked Mr. Burns if he could get an approximate estimate of the cost and we will revisit this at a later date.

A meeting was scheduled for Thursday morning at 8:30 am for the welcome packet committee. Once that meeting is held they will get back to the governing body with how they are going to proceed.

Appointment of part-time Sewer employee to full time will be held in executive session.

Bulk Trash/Solid Waste Committee reported they want to go at this from an educational standpoint. They wish to educate the public as to what can and cannot be put out for bulk trash. In addition they want code enforcement to be able to enforce the ordinance. A potential way to do this would be; a notice would be given to violators giving them 3 days to clean up and or remove items we do not pick up, if they do not comply then a ticket would be issued.

After much discussion it was decided, our Veterans Day Celebration will be held on Veterans Day, November 11<sup>th</sup>, 2016. Mr. McElwee will speak with the governing body regarding the ceremony, dedication of the new statue to be place at the war memorial, and the handing out of the Military Service Medals. The ceremony should be outside at the War Memorial however if the weather does not cooperate, it will be moved indoors to the community center. Additional information to follow.

## **ADMINISTRATOR'S REPORT**

Operating Agreements with Non-profit organizations per Ordinance 2016-12 have been sent to the various charitable organizations. The Senior Organization has returned their agreement and it has been fully executed. Mr. Gural has set up meetings with the other organizations who have questions, and will get back to the governing body next meeting regarding how it is progressing.

Public works and the Burlington County Sherriff's office will be cleaning the shore line for the next couple of days, starting October 18<sup>th</sup>, 2016.

Rice Notices were given and we will be discussing them in executive session.

## **COMMITTEE REPORTS**

**Mr. Yetter:** Public works committee is scheduled to meet next week down at public works garage.

**Mr. Howard:** Still working with Mr. Henry regarding the tree issues down at the Harbour. Mr. Gural indicated we will be talking about that in executive session. Also the Shade Tree Conference he is attending October 28<sup>th</sup>, 2016 the Advisory Committee recommended we send someone else because we need 10 continuing education units.

**Mr. Kearney:** Meet with the bulk trash committee, still working on it to bring to council.

**President Norcross:** School Board meeting was last week, they did a presentation regarding the Park testing. Also on the 12<sup>th</sup> of October we had a community business development meeting, we discussed sending out letter to the local businesses and posting it on our website, to discuss out door eating and to see what types of incentives we can offer to entice people to shop locally. The scheduled and will be posted on the website. When the draft letter is complete it will be sent to the committee to look over, then it will be given to the staff to mail to the various businesses and property owners.

**PUBLIC COMMENT** Please sign in and state your name and address for the record. Council will give all comments appropriate consideration. Each citizen will be allotted up to five (5) minutes to speak, in order to allow everyone an opportunity to ask questions and express their opinions or concerns. Please direct all comments to the Mayor. Each citizen may only speak once during each public portion.

**President Norcross made a motion to open the public portion, Mr. Kearney second the motion. All members present voted in favor of the motion.**

**Bob Bostock – Morgan Avenue** - Mr. Bostock indicated he was here in August regarding the Legion Field and cleaning it up, to date somethings have been address however most have not. He suggested more supervision is needed with employees to make sure there are working not sitting around on the fountain when they should be working. Additionally the new Sun newspaper indicated that Superintendent Brian McBride is trying to get kids more “politically, economically and socially ready to meet the world by the time they graduate.” Is there not a policy in place to select a student from the school to be a representative of the student body with Borough Council? Where is the student rep., and why are they not represented? That’s not having the children involved and learning the process, that’s “dropping the ball”. At the last meeting there was discussion regarding the parking on Broad Street. Why did the signs go up for the Mayor’s parking and restricted parking before the ordinance was passed? Mayor Arnold responded, there is currently not a procedure in place to select a student representative; as soon as there is, one will be selected. Mr. Burns responded the signs were put up as a courtesy to the Mayor from a police stand point they are not enforceable. Mr. Gural responded the signs for restricted parking have been up for some time, we sometimes get things up knowing we are in the process of addressing the ordinance to enforce that item, which we are currently doing.

**Ms. Veitenheimer – Rowland Street** – Four hour parking at the community center is going to be a problem. Many people who go to the community center and are there for more than four hours, will that be taken into consideration? Will the people who live in the apartments be ticketed? Are we going to notify them of the change? Mayor Arnold indicated the signs were originally put up by the previous council with the intention of stopping people from parking overnight, especially those using the light rail. Mr. Gural indicated it will be posted in the newspaper as a means of notification however we will not be notifying every tenant in the Arms.

**Mr. Casparro - Morgan Avenue** – Is it possible to have a sign up at the site of where the Riverfront Park is going to be, indicating the Park will be coming soon with a picture of the proposed park? Do we have a Palmyra improvement association, and or what does it take to put together something of that nature? Our downtown has so many vacant locations, is there something we can do like abatement etc. to induce businesses to come to that area. Mayor Arnold responded that that was a great idea and certainly we could put up a sign indicating such. Mayor additionally asked Councilman Yetter and Councilman Norcross to get together with Mr. Casparro to see if there was something they can come up with to work on or help improve the business association. Mayor Arnold also indicated, the garden club helps with keeping the burbs weed free and is always looking for help.

**Mr. McElwee – Memorial Avenue** – We will be holding the Veterans Day ceremony on Veterans Day, November 11, 2016. The Military Service Medals will be awarded at the ceremony, and are available to any Palmyra resident who served in the military. The “Take a Vet” to lunch program November 12<sup>th</sup>, 2016, hosted by Habitat for Humanity is a great program, hope many will participate by sending a vet to lunch. Also the cookie drive is coming, it will be starting December 3<sup>rd</sup>, 2016, will have them drop cookies of in Clerk’s office. Statue to be dedicated on November 11<sup>th</sup>, 2016

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

### **MAYOR AND COUNCIL COMMENTS**

**President Norcross** – Attended the Annual Fire Safety Program at the fire house, was a great program. Would like to do something to help them promote the event so there is a better turnout. Mr. Norcross also attended the Palmyra High School football game even though they did not win, nice to go back to see how they are doing.

**Mr. Yetter** – Public works was shorthanded earlier this year, so many projects had to be prioritized in which some may have been put on the back burner. Currently we have a full staff and those projects will be taken care of soon.

**Mr. Howard** –Two Palmyra High School graduates Calvin and Matt attending college in North Carolina are doing very well both playing football and excelling.

**Mr. Kearney** – The Halloween Parade committee held a fundraiser at Curran’s last week, the turnout was great and the monies raised will definitely help with the parade this year. The Halloween parade is scheduled for October 30<sup>th</sup>, 2016 at 7:00 pm.

**Mayor Arnold** – Wished to thank the police department and public works for working together with the Halloween Parade committee in the preparation for the upcoming parade. Mayor Arnold and Marie will be attending the State of the County breakfast tomorrow morning; we will be one of three municipalities doing a presentation regarding the wonders of Palmyra and the benefits of living and working here along with the redevelopment opportunities available in Palmyra. Mayor also intends to attend the Fire Prevention presentation with the Fire Marshall next week for the seniors.

**Resolution 2016-244** Resolution Excluding the Public from Certain Meetings Pursuant To Section 8 of the Open Public Meeting Act C. 231 P. L. 1975. Litigation, Contracts Negotiations, Personnel, General Negotiations

**President Norcross made a motion to approve Resolution 2016-244. Mr. Howard seconded the motion. At the call of the roll the vote was:**

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**CLOSED SESSION**

**Council went into executive session at 8:43 pm**

**Council returned to public session at 10:38pm**

**President Norcross made a motion to close Executive Session, Mr. Yetter seconded the motion. All members present voted in favor of the motion.**

**President Norcross made a motion to open to public, Mr. Howard seconded the motion. All members present voted in favor of the motion.**

**Mr. Gural proposed the following Resolutions to the governing body for consent:**

**Resolution 2016-245 -Appointing Tanyika Johns as Deputy Administrator in the absence of the Administrator for the Borough of Palmyra Effective October 28<sup>th</sup>, 2016, with an annual salary of \$3,000.00 and one additional PTO Day.**

**Resolution 2016-246 –Appointing Jonathan Petite as a full time sewer utility department employee effective November 1<sup>st</sup>, 2016 at the rate of \$17.50 per hour.**

**President Norcross made a motion to approve Resolutions 2016-245 and Resolution 2016-246 as indicated by Mr. Gural. Mr. Yetter seconded the motion.**

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

**AYES: President Norcross, Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**Resolution 2016-247 – Authorizing Mayor, Michelle Arnold and /or Administrator, John Gural to execute any agreement regarding the disciplinary matter involving a certain Palmyra Police Department employee.**

**Mr. Yetter made a motion to approve Resolutions 2016-247 as indicated by Mr. Gural. Mr. Howard seconded the motion.**

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

**AYES: Mr. Howard, Mr. Kearney, Mr. Yetter**

**NAYES: None**

**RECUSED: President Norcross**



**President Norcross made a motion to adjourn, Mr. Howard seconded the motion.  
All members present voted in favor on the motion.**

**ADJOURNMENT:**

**Council adjourned at 10:42 pm.**

Respectfully Submitted,

Doretha R Jackson  
Acting Municipal Clerk