

Borough of Palmyra
Council Caucus Meeting, 7:00 PM
Monday April 2nd, 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 7:25

ROLL CALL

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

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.

INVOCATION

Prayer was given by Police Chaplin Charles Soper

APPROVAL OF MINUTES

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

Mrs. Russell made a motion to approve the minutes from the Council Caucus meeting of March 5th, 2018. Mr. Howard 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

Mayor Arnold requested a motion for approval of the March 17th, 2018 Budget Work Session Minutes:

Mrs. Russell made a motion to approve the minutes from the March 17th, 2018 Budget Work Session. Mr. Howard 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 read several notes of appreciation received from the Charles Street School students, to President Russell and Mayor Arnold for participating with the Read Across American Program.

PROFESSIONAL UPDATES

James Winckowski, CME

James Winckowski stated the video camera project should be complete by the end of the month and by week's end all monitors and viewing stations should be installed. Mr. Winckowski indicated he met with the subcommittee last week and revised concept plans have been submitted for the Grove Park Project. Mr. Winckowski gave those revised concept plans to council and indicated it was subject to comment now and indicated they would like to begin moving forward with the design and getting the specs ready to go out to bid. Mr. Winckowski stated he would like to have it out to bid in the next 60 days to have it under construction and completed by the fall of 2018. Ms. Weiner inquired about the location of the proposed trees for the park. Mr. Gural indicated there was extensive conversation regarding their placement, and the two were placed on the end due to the southwestern exposure from the sun. Mr. Winckowski indicated this is the first round of design then they will meet with the subcommittee and come up with the final design before proceeding. Mr. Howard indicated he was very pleased with the design and felt the layout was just what the committee was trying to achieve. Ms. Weiner asked if grading and grass was included in the project. Mr. Winckowski and Mr. Howard indicated yes. There was some discussion regarding pavers instead of poured concrete, tables and benches, the Archway, lighting etc. and the layout of the park. Mayor Arnold indicated any other comments or concerns should be addressed with the sub-committee and we look forward to the final design.

William Kirchner, ERI

Mr. Gural indicated Mr. Kirchner did not have much to report so would be presenting it. Mr. Gural noted the road program is in design; that includes Horace, 5th, Maple, 4th Streets and also Filmore. Mr. Gural noted Mr. Kirchner is still waiting for direction on Temple Blvd. and Orchard Avenue. Mr. Gural noted most of the work on Legion Field is substantially complete, we are purchasing a different type on infield mix and will be correcting the lip on the softball field within the next two weeks. Mr. Gural indicated the field will not be usable for about two days.

It should be noted Mr. Allmond left the dais at 7:42 pm and returned at 7:44 pm

The Following **PROCLAMATIONS** were read into the record.

Arbor Day Proclamation 2018

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.

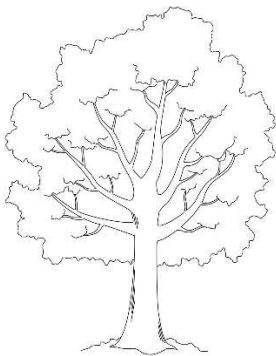
Whereas, the Borough of Palmyra has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices

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 2nd day of April 2018 Mayor Michelle

Arnold



**Proclamation Supporting the
2018 U Drive U Text U Pay
Distracted Driving Crackdown
April 1st thru April 21st, 2018**

Whereas, distracted driving is a serious, life-threatening practice that is preventable; and

Whereas, distracted driving can result in injuries and deaths to all road users (motorists, pedestrians and bicyclists); and

Whereas, distracted driving occurs when drivers divert their attention away from the task of driving to focus on another activity instead; and

Whereas, in 2015 alone distracted driving-related crashes resulted in 3,477 deaths and 391,000 injuries on our nation's roads; and

Whereas, in New Jersey distracted driving was listed as a contributing circumstance in more than 750,000 crashes between 2011-2015; and

Whereas, the State of New Jersey will participate in the nationwide **Distracted Driving 2018 Crackdown from April 1 - 21, 2018** in an effort to raise awareness and decrease driver distraction through a combination of enforcement and education; and

Whereas, the national slogan for the campaign is **U Drive U Text U Pay** and

Whereas, a reduction in distracted driving in New Jersey will save lives on our roadways;

Therefore, be is resolved that the Borough of Palmyra declares its support for the **Distracted Driving 2018 Crackdown** both locally and nationally from **April 1 - 21, 2018** and pledges to increase awareness of the dangers of distracted driving.

Mayor Michelle Arnold

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. 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. Yetter second the motion.

All members present voted in favor of the motion.

RESOLUTIONS Consent Agenda

Resolution 2018-110 to Resolution 2018-113 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

- **Resolution 2018-110**, Resolution Appointing Glen McMahon as Tax Assessor for the Borough of Palmyra
- **Resolution 2018-111**, Resolution Authorizing the Award of a Contract to Pluta Construction per their Proposals Dated 12/20/17 and 01/03/18 in the total Amount of \$30,500.00 for Rehab Project PLRCAESC-311 Pursuant to CGP& H and CFO's Review and Approval
- **Resolution 2018-112**, Resolution Authorizing the Award of a Contract to Exterior Images per their Proposals Dated 10/31/17 in the total Amount of \$20,160.00 for Rehab Project PLRCAESC-310 Pursuant to CGP& H and CFO's Review and Approval
- **Resolution 2018-113**, Resolution Authorizing the Award of a Contract to Graber Group Construction per their Proposals Dated 2/19/18 and 03/28/18 in the total Amount of \$25,115.00 for Rehab Project PLRCAESC-312 Pursuant to CGP& H and CFO's Review and Approval

Mayor Arnold asked for a motion to approve the consent agenda as read. President Russell made a motion to approve the consent agenda. Mrs. Tait 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

DISCUSSION ITEMS

Mr. Gural indicated a request was received from the Palmyra Improvement Association for a spring clean-up day along Broad Street, as was done last year. The date requested is April 21st, 2018. Mr. Gural noted because they want to work on or improve Borough property, ex. flower beds, boxes etc., permission is need from the governing body.

President Russell made a motion to approve Resolution 2018-115 approving the application of the Palmyra Improvement Association (PIA) for Spring Clean-up on Broad Street and the Bandshell. Mr. Howard 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

Resolution noted in motion was approved

Mr. Gural explained Mr. Rosenberg and Mrs. Kilmer are working on Ordinances to address the Fire permit fee changes to our code mandated by the State and to address the State requirement, which requires the Borough to have a Mechanical Subcode official. Mr. Gural stated the Ordinances should be available for Council consideration at the next meeting.

Mayor Arnold indicated conversations were had in their public safety committee meeting regarding parking in the downtown area. Mr. Gural noted that he was given a suggestion by Mr. Petite regarding acquiring the property across the street from Santander Bank namely the parking lot, and leasing it back to them for their unfettered use, thus obtaining more parking during the non-banking hours for the general public. Some discussion was had and council asked Mr. Gural to contact Santander Bank and get back to Council.

Mr. Gural noted that some of the Councilmembers received an invitation to the 17th Annual Walter & Leah Rand awards and scholarship dinner. The cost of the tickets is \$200.00 a person. Mr. Gural noted that because the invitation did not come from the NJLM or the BCRCC and because of the cost of the dinner he wanted to make sure everyone was aware and ok with some attending the scholarship dinner. Mr. Howard indicated he wanted to attend to represent the Borough of Palmyra, as he is affiliated with the organization. After some discussion council indicated it was ok for him to attend.

Mr. Gural stated it was suggested that we create an ordinance to prohibit puppy and kitten mills in the Borough. After some discussion it was decided an ordinance could be submitted for council's consideration.

Mr. Gural noted when Ordinance 2018-03 was introduced there were additional items (Club Licenses) we found afterwards which needed to be addressed also when amending Chapter 70 Alcoholic Beverages hours of operation. Because the changes are substantial or material changes to ordinance 2018-03 as introduced, we would need to re-introduce or in essence we would need to begin again. Mr. Gural stated they could continue with Ordinance 2018-03 as it was introduced and introduce the other changes in another Ordinance, however to keep it clean perhaps it was better to make all the changes intended and introduce a new Ordinance with all the changes proposed. After some discussion regarding the ordinances and the timing of when the ordinances would take effect it was decided by council that a new ordinance would be introduced with all the desired changes.

Mayor Arnold indicated we have already spoken about the Band Shell/ Grove Park design and the Temple Blvd Traffic. Mr. Howard asked Mr. Gural if he had anything additional regarding the Band Shell or Temple Blvd. as it was necessary for him to leave. Mr. Gural he had nothing else on the band shell. Mayor Arnold asked Mr. Howard if there was anything else he needed before he left. Mr. Howard stated, not on the agenda but last week when they held their meeting regarding Grove Park he noticed she was having a meeting with another group in her office, the Evergreen Church group. Mr. Howard inquired if that was a meeting they requested or she scheduled. Mayor Arnold stated they requested to meet with me. Mr. Howard stated if organizations such as those have issues he felt she should recommend they come to council so all of council understand their concerns. Mayor Arnold indicated, yes. Mr. Howard then asked what they wanted to meet about. Mayor Arnold indicated they had some questions regarding a project they were working on and when they are ready they will be coming to council.

It should be noted 8:18 PM Mr. Howard had to leaving the meeting due to another engagement.

Mayor Arnold asked about the Temple Blvd. Traffic Study. Mrs. Tait stated in their Public Safety committee meeting it was decided they would get together a group to go over the 9 or 10 designs presented and narrow them down to bring back to council for their consideration.

Mr. Gural stated we cannot provide workmen compensation to the PCR EMS squad, that essentially makes them employees of the Borough and the members of the JIF are not going to assume that responsibility. Mr. Gural stated we were going to have to figure out some other means to help or compensate that organization. Mr. Gural indicated we may be able to do that by making a donation to the EMS Squad, but it cannot be by providing workmen's compensation. Mayor Arnold asked how we move forward. Mr. Gural stated if you are ok with making an annual contribution to the organization Mr. Rosenberg will work out the details of the agreement and bring it back to council for your consideration. Council was in agreement.

Mr. Gural indicated this is a reminder that the abandoned/vacant property ordinance must be addressed. Ms. Weiner asked what we are waiting for. President Russell indicated the person we hired is still cleaning things up and we need to see where we are before we can say what we are going to do. Mrs. Weiner asked aren't we addressing the fees. Mr. Gural stated it is not just the fees it is the entire ordinance and how we proceed with the entire ordinance. President Russell stated she just need a better understanding of the ordinance. Mrs. Tait indicated Mr. Haines and Mr. Lunemann had conversation at their meeting regarding coming up with a fee schedule to indicate the specific charges for boarding up houses, windows and various other things on the vacant properties so everyone knows what the costs will be. Additional discussion was had regarding the ordinance and getting something done. Mr. Gural indicated the billings have already been done for 2018, so we need to get something in place before 2019. President Russell stated the construction committee will be working on it.

ADMINISTRATOR'S REPORT

Mr. Gural reminded council of their requirement to complete the 2018 Stormwater Permit Compliance Training.

Mr. Gural noted the Small Cities interim monitoring visit went well and the program is in compliance.

Mr. Gural noted trash is being collected with the new contractor, Republic beginning tomorrow. Mr. Gural stated we have sent reminders to the residents, blasted it on our website and on social media.

Mr. Gural stated NJ Urban & Community Forestry Program is operating a little different than it has been in the past. Residents may still get free seedlings however they must go to any of the distribution locations to pick-up the trees, different than in the past when we picked them up and distributed them to residents.

Mr. Gural noted the MACCS (Municipal Apartment Condominium Collection Service) contract is due to be renewed. The MACCS Joint Purchasing Program is administered by Maple Shade Township, they coordinate and solicit the bids, prepare the contracts and we buy into that contract. They will be sending us a renewal resolution which we will have on the agenda for next meeting

Mr. Gural stated we are in the process of implementing a better Employee Assistance Program which will need council approval. When it is complete we will bring it to council for their consideration.

Mr. Gural noted, everyone has more than likely seen the rabies advisement on our website, the animal, a raccoon, was actually located in Spring Garden Street.

Mr. Gural stated the Legion Field restrooms are currently open on the weekends and will be open on the weekends for the next month or so until we work out the long term plan

Mr. Howard excused himself from the meeting at 8:18 PM.

Mayor Arnold indicated she attended the DVRPC meeting which was very informative. Mayor Arnold indicated the entire governing body and Mr. Gural attended the JIF meeting so we will be receiving the credit towards our insurance premiums.

COMMITTEE REPORTS

Mrs. Tait – Public Safety Director, Board of Education Liaison, and Public Events– Mrs. Tait thanked Kerbeck for their donation to the Easter Egg Hunt and indicated the Easter Egg Hunt was a great success, the kids really enjoyed it. Mrs. Tait thanked the community center staff for stuffing the Easter eggs, and the Inter-act Club and students from helping out with the actual egg hunt. Mrs. Tait indicated the public safety committee met. Mrs. Tait stated that on the NJ High Schools.com, we have a sophomore softball player, Joanne MacAfee who was recognized as one of the top third softball players in the State of New Jersey.

Ms. Weiner – Administration and Finance, Business and Community development, Homeowner Association – Ms. Weiner stated the finance committee will meet next week, however the business and community development committee is still working on the outdoor seating ordinance and is looking to get some professional help once it is more organized. Ms. Weiner indicated she did not make the Harbor Condo Association meeting but did attend the Riverfront Condo Association meeting which was really nice and she was given a little tour. Ms. Weiner indicated she is looking forward to working with them and introducing them to our website and Facebook page and some of the other organizations in town. Ms. Weiner stated we have talked about seating for the Farmers Market and have found some tables and chairs which are about \$283.00 a set and come in various colors. Mrs. Weiner indicated we were looking for about 10 sets, so how do we go about purchasing them. Mr. Gural indicated they are a capital purchase so it is going to require approval of the governing body and the budget will have to be adopted first. Mayor Arnold stated we will put it on the agenda for next meeting.

Mr. Almond –Communications and Public Relations Committee– Mr. Almond stated the communications committee met last Monday and they are still working on the newsletter, hopefully we will have something out in the next month or so.

Mr. Yetter – Public Works, Redevelopment and Negotiations – Mr. Yetter stated the public works committee will not meet for another two weeks. The green team has been busy, we were looking to amend or update our no smoking ordinance to include vapor from electronic devices. Mr. Yetter also stated the Green Team has come up with a logo which he showed to the various members of Council and the Mayor.

President Russell – Construction, Housing and Code Enforcement Committee– President Russell stated the shade tree advisory board is meeting on Wednesday April 4th, 2018. President Russell stated the seedlings are available in Delran and Moorestown. President Russell thanked all who worked on the Proclamation for Arbor Day. President Russell indicated the construction committee is working on the

vacant and abandon properties which is a big job, additionally someone will have to be hired to handle the mechanical subcode once the governing body has approved it.

COMMUNITY SPOTLIGHT

Mayor Arnold announced the 19th Annual Senior Expo will be held at Masonic Village in Burlington Township on May 10th, 2018.

Mayor Arnold announced the Riverton Health & Fitness Center is reckonazing the Borough of Palmyra Employees, Police Dept, Fire Dept, EMT, and Public Works Employees as their April Business of the Month, trial memberships are free for the month of April to those employees.

Mayor Arnold stated the NJCEED Program at Virtua is offering free mammograms for uninsured residents of Burlington County on May 10th, 2018 at Tabernacle Baptist Church in Burlington, NJ.

The Burlington Country Sheriff's Dept Senior Services Unit is conducting free home security inspections for Seniors in Burlington County.

PUBLIC COMMENT

Mayor Arnold then asked for a motion to open the Public Portion. Mrs. 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, Mrs. Tait second the motion.

All members present voted in favor of the motion.

MAYOR AND COUNCIL COMMENTS

Brandon Allmond had no comment

Gina Tait stated it was a great day for the Easter Egg Hunt and she was very happy that the date was moved due to the weather.

Lewis Yetter stated he loved the Easter Egg Hunt and the weather was beautiful.

Mindie Weiner indicated she attended the Burlington County Recycling Center tour which was amazing. Ms. Weiner also indicated the green team will help educate the public about recycling and not using plastic bags.

Bernadette Russell told everyone to have a great week.

Mayor Arnold thanked everyone and reminded everyone to be good neighbors and be kind to one another.

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

President Russell made a motion to adjourn the meeting. Mrs. Tait second the motion.

All voted in favor of the motion

Meeting adjourned at 8:50 PM

Respectively submitted,

Doretha R Jackson
Acting Municipal Clerk
Borough of Palmyra.