

Borough of Palmyra
Council Caucus Meeting Minutes, 7:00 PM
Monday May 6th, 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 7:17 PM.

ROLL CALL

Present: Mr. Brandon Allmond, Mrs. Michelle McCann, Mrs. Bernadette Russell, Mrs. Gina Tait, Ms. Mindie Weiner, President Howard, 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 11th, 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 Pastor Roberts of Spiritual Cathedral.

APPROVAL OF MINUTES

Mayor Arnold requested a motion for approval of the, Executive Session Meeting Minutes of April 1st, 2019.

Mrs. Russell made a motion to approve the minutes from the, Executive Session Meeting of April 1st, 2019. 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

ABSTAIN: Mr. Allmond

Mayor Arnold requested a motion for approval of the, Executive Session Meeting Minutes of April 15th, 2019.

Mrs. Russell made a motion to approve the minutes from the, Executive Session Meeting of April 15th, 2019. President Howard second the motion.

At the call of the roll the vote was:

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

NAYES: None

Mayor Arnold then asked the Special Olympic athletes to come forward so she could present them with the following Proclamation:

WHEREAS, you have participated in the New Jersey Special Olympics, and

WHEREAS, you have dedicated yourself to the training needed to participate in the Special Olympic Games, and

WHEREAS, you have tried your best and worked together as a team, and

WHEREAS, you serve as a shining example to others that ANYTHING IS POSSIBLE, and

WHEREAS, I commend you for your effort and if you are still participating, I wish you the best of luck, and At this time, I wish to acknowledge you and all of the other Special Olympic Athletes for a job well done.

WHEREAS, the 36th Annual NJ Law Enforcement Torch Run will take place on Friday, June 7th when more than 3,000 Law Enforcement officers will run through the streets of their local communities on one of 26 separate routes, and

WHEREAS, the Officers will help carry the “Flame of Hope” to the Special Olympics NJ Summer Games where the culmination of the run is the lighting of the Special Olympics NJ Cauldron at the Opening Ceremony.

NOW, THEREFORE, I, Michelle Arnold, Mayor of the Borough of Palmyra, do hereby proclaim June 7th 2019 in recognition of the Special Olympics Athletes and Law Enforcement supporters

IN WITNESS WHEREOF, I, Michelle Arnold, have hereunto set my hand and caused to be affixed the great seal of the Borough of Palmyra, in Palmyra New Jersey on this 6th, Day of May, 2019
Michelle Arnold, Mayor Borough of Palmyra

CORRESPONDENCE

Mayor Arnold acknowledged the following letters and e-mails:

Letter – Michael J Darcy, Executive Director NJLM

Email – Mark Remsa, Director, Economic Development and Regional Planning

Email – Qualified Opportunity Zones seminar

Letter- Lisa Sabo- Palmyra High School Principal

Mrs. Russell made a motion to cancel the Borough Council Meeting scheduled for June 17th, 2019 due to the High School Graduation Ceremony being held at the same time. Mrs. Tait seconded the motion.

At members voted in favor of the motion

There will be no Regular Council Meeting on June 17th, 2019.

Letter-Paul A Forlenza, Executive Director Burlington County Municipal Joint Insurance Fund
Mayor Arnold acknowledged a letter of resignation from Annely Gomez.

PROFESSIONAL UPDATES

William Kirchner, Environmental Resolution Inc – Mr. Kirchner stated, resolution 2019-138 on the agenda tonight, regarding the tax maps; the contractor has begun digitizing the tax maps. Mr. Kirchner indicated what he will be preparing in the first phase of this project is the digitized tax maps. Mr. Kirchner indicated we have begun receiving information from the ground water monitoring wells which he is sharing with Mr. Gural to update the website and noted the ditch under the bridge is actually holding the water table down in that area. Mr. Kirchner stated PSE & G is finished paving on Broad Street. He noted our contractor will begin milling and paving Orchard Avenue next week, then move to the parking lot at the Fire House. Mr. Kirchner noted Filmore St. and portions of Veterans Drive that are not being paved by New Jersey American Water Co., we should have paved sometime during the next two weeks. Mr. Kirchner indicated he will also be having a small piece paved by the Berkley Avenue pump station. Mrs. Tait asked when Temple Blvd. would begin. Mr. Kirchner indicated it is currently in the design phase and he is looking to complete that phase by the end of summer; hoping to bid in the fall and the project to begin in 2020. Mr. Kirchner indicated bids will be open on Thursday for the 2019 misc. concrete construction on Sixth Street, Fifth Street, Vine and Race. Mr. Kirchner stated we are hoping to award in June and complete the concrete work before New Jersey American Water comes in to pave.

James Winckowski, CME – Mr. Winckowski indicated they were finishing up Grove Park. He noted there were some shrubs which will be replaced and some building permits to get closed out at which time he will be making final payment recommendations. Mr. Winckowski indicated they have been working with DPW on the tonnage grant report and getting it submitted. Mr. Winckowski stated they have finished the final inspection at WAWA, Inc. for the performance bond and are working on the release of bond for WAWA, Inc.

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

Joe Ventura – Cinnaminson Avenue – Mr. Ventura of Tony's barber shop indicated he was here to speak about the mural. Mr. Ventura noted in January of 2017, council asked if a mural could go on wall, they agreed in 2017. In October of 2017 it went up and it was stated that this would be a two phase process and the first stage was complete. Indications were that in 2018 the second phase would be done, honoring the business in Palmyra, placing names of the business which had been in business for at least 25 to 50 year under the mural. Mr. Ventura stated it is now May of 2019, 14 months later and it has not been completed or talked about. Mr. Ventura indicated he does not understand why it is not

complete. Mr. Ventura asked if we can come to some agreement and get this completed. Mr. Ventura indicated there were a number of suggestions regarding how it should be finished, ex paint plaques etc. Joe indicated he wanted to present a proposal for his idea regarding how to complete the wall. He asked if there is money in the budget to complete this. Mayor Arnold indicated yes. There was some additional discussion regarding the display proposed by council for phase two. President Howard indicated he wanted to see Mr. Ventura's ideas. Ms. Weiner stated she would like to see what the Mayor has as well as the ideas Mr. Ventura has. Ms. Weiner indicated she was a little hesitant and felt there were a lot of spaces in Palmyra which would be nice to put some art work on, other walls, with the money which was budgeted. Mr. Ventura indicated he has waited 11 1/2 years for this project to be completed. He asked, how could you move to another project without finishing this project? Mayor Arnold asked Mr. Ventura to give the estimate to Ms. Jackson who would disseminate it out to the entire council. Mayor Arnold also told Mr. Ventura she would be out to see him so they could make decisions about phase two of the project. Mr. Ventura asked that we not close the parking lot in back of buildings on Palmyra Day next year. Mr. Ventura explained what happened on Palmyra Day with accessibility to the parking lot. Chief Pearlman indicated when he heard it he opened the street up to access the parking lot. There was some additional discussion regarding what happened. Chief Pearlman indicated they were trying to prevent anyone from getting access to Broad Street where all the pedestrians were.

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

All members present voted in favor of the motion.

ORDINANCE ON SECOND READING (Public Hearing)

Ordinance 2019-03, An Ordinance Of The Borough of Palmyra Authorizing the Acquisition by Purchase or Condemnation of the Real Property Located at 620-622 Highland Avenue, Block 24, Lots 1 & 2 Palmyra, New Jersey now Owned by Active Realty Company Profit Sharing Plan

Mayor Arnold asked for a motion to open Ordinance 2019-03 for public hearing. Mrs. Russell made a motion to open Ordinance 2019-03 for public comments. President Howard second the motion.

All members present voted in favor of the motion

No one else wishing to be heard, Mrs. Russell made a motion to close the public hearing, President Howard second the motion.

All members present voted in favor of the motion.

Mrs. Tait then made a motion to approve Ordinance 2019-03, An Ordinance of the Borough of Palmyra Authorizing the Acquisition by Purchase or Condemnation of the Real Property Located at 620-622 Highland Avenue, Block 24, Lots 1 & 2 Palmyra, New Jersey now Owned by Active Realty Company Profit Sharing Plan. Mrs. Russell second the motion.

At the call of the roll, the vote was:

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

NAYES:

Ordinance 2019-03 passed

Mr. Gural noted Mr. Wade (Outlaw Fitness) was in attendance. Mr. Wade said hello and indicated they were ready. Mr. Gural noted the ordinance will take effect in 20 days.

Introduction and first reading of Ordinance 2019-04

Ordinance 2019-04, An Ordinance Establishing as an Advisory Committee to the Governing Body, The Palmyra Green Team

Ms. Weiner indicated Mr. Gural sent out some suggestions after the last meeting and she hoped everyone had a chance to go over them. She suggested those suggestions be incorporated. Some of the wording was changed around. Mr. Gural indicated the Land Use Board is expert on land use matters and the Green Team is expert on environmental matters. Mr. Gural indicated the word advice, in providing advice to the Land Use Board should be changed to providing suggestions to the Land Use Board. There was some additional discussion and changes. Mayor Arnold asked if in #7 the group had the authority to establish adhoc committees. Mr. Gural indicated they don't have the authority to establish any adhoc committees and that was addressed in his email, the wording change he suggested was inserting various subcommittees where various adhoc committees was. There was some additional changes. Mr. Gural indicated he would make the necessary changes discussed.

Mrs. Russell then made a motion to approve Ordinance 2019-04, An Ordinance Establishing as an Advisory Committee to the Governing Body, The Palmyra Green Team. Mrs. Tait second the motion.

At the call of the roll, the vote was:

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

NAYES:

Ordinance 2019-04 passed on first reading

RESOLUTIONS Consent Agenda

Mayor Arnold indicated Resolution **2019-135 thru Resolution 2019-138** would be enacted as a single motion, if any resolution needs additional discussion it should be removed from the consent agenda and voted on separately. Mrs. Russell requested resolution 2019-137 be removed from the consent agenda for additional discussion.

RESOLUTIONS Consent Agenda

Resolution **2019-135** to Resolution **2019-138** 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 2019-135, Resolution Approving Gabe Young as a Member of the Junior Firefighters Auxiliary to the Palmyra Fire Department

Resolution 2019-136, Resolution to increase tax/sewer Change Fund of the Borough of Palmyra Tax Office

Resolution 2019-137, Resolution Authorizing the release of Performance Bond Posted by Eastern Environmental, LLC for the 2017-2018 Tree Service Maintenance Contract in the amount of \$5,000.00

Resolution 2019-138, Resolution awarding a contract to ERI for Phase I of the Tax Map Digitizing project in the amount of \$3500 per their proposal dated April 9, 2019.

Mayor Arnold asked for a motion to approve the consent agenda Resolutions 2019-135 thru Resolution 2019-136 and Resolution 2019-138. Mrs. Russell made a motion to approve Resolutions 2019-135 thru Resolution 2019-136 and Resolution 2019-138. Mrs. Tait seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

Resolution 2019-135, 2019-136 and Resolution 2019-138 were approved

Mayor Arnold then went back to Resolution 2019-137. Mrs. Russell asked why the performance bond was being returned. Mr. Gural explained.

Mrs. Tait made a motion to approve Resolution 2019-137. Mrs. Russell seconded the motion.

At the call of the roll, the vote was:

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

NAYES: None

Resolution 2019-137 was approved

COMMUNITY SPOTLIGHT

Mrs. Tait mentioned the PCCPB will be hosting an art workshop for special needs children and their families to make posters for the Special Olympics Torch run on June 7th, 2019, additional information will follow.

Mayor Arnold stated the Palmyra Fire Company will be hosting their 2019 Golf Outing on July 22nd, 2019.

Mayor Arnold noted the 31st Annual PROCOPS Awards Banquet will be held on May 15th, 2019 at Merion Caters.

Mayor Arnold noted Kelvin Harmon was chosen during the NFL Draft in the 6th round by the Washington Redskins. Kelvin graduated from Palmyra High School and then on to North Carolina State. Mayor Arnold indicated Habitat for Humanity will be hosting a groundbreaking ceremony at former Tri-Boro Vets site on Monday May 20th, 2019 at 10:00 am.

Mrs. Tait indicated the Palmyra High School prom will be held this coming Friday, May 10th, 2019.

Ms. Weiner indicated the Palmyra High School Spring Concert will be held on Wednesday, May 9th, 2019 at Palmyra High School.

PUBLIC REMINDERS

Mayor Arnold reminded all that pet licenses need to be renewed by May 31st, 2019. Mayor Arnold also noted that information for help with paying water bills would be available on our website.

DISCUSSION ITEMS

NEW Business

Mr. McElwee stated the Memorial Day Celebration to be held May 27th, 2019 at 10:00 am at the War Memorial. Mayor Arnold asked Ms. Weiner if she had something to share regarding the Farmers Market guidelines. Ms. Weiner indicated no, but noted she would have a report in her committee reports. Mayor Arnold stated she inquired how the set-up was going, how many food trucks would be attending, if the sound system would be used, as the park had been redesigned. Ms. Weiner and Mrs. Tait indicated they would work on it and get back to council. There was some additional discussion regarding how vendors would be placed and or charged etc. Ms. Tait indicated she and the buildings and grounds committee were working on guidelines for the parks and recreation fields and would also look into the band shell usage.

Mayor Arnold indicated no date has been set for the Arbor Day 3rd grade tree planting. Mrs. Russell indicated she also has not yet heard.

Mr. Gural indicated all requests/ public events should be discussed in Council meetings so everyone is on the same page. Things regarding the staff should be referred/ requested thru Mr. Gural. Mr. Gural asked the governing body to please not go to the staff directly.

Mr. Gural explained the new grant opportunities, NJ Urban and Community Forestry Stewardship which requires NJUCF certification. Mr. Gural explained the USDA Farmers Market Promotion Grant, which has a minimum award of \$50,000.00. He noted the Bridge Commission is willing to pay for the application process if we decided to move forward. Mrs. Russell wants to move forward with the NJ Urban and Community Forestry Stewardship grant. Mr. Gural indicated Mr. Gerkens noted the chances are low that we would get the Farmers Market grant.

Mayor Arnold noted Tracey McGill & Donna Browne request approval of attendance of the Municipal Court Administrator's Assoc. Spring Conference attendance in Atlantic City, June 4th – 6th including two overnight stays, in the amount of \$510.00. (Both sharing one room) Mrs. Russell made a motion to approve the request. Mrs. Tait second the motion.

All members present voted in favor of the motion.

Mayor Arnold noted additional information would be coming regarding the Municipal Energy Auction Program and there is a possibility that we could be eligible for Sustainable New Jersey points. Mayor Arnold noted it would be on the agenda for next meeting so additional questions could be asked.

Old Business

Mr. Gural indicate there is no current update for the Main Harbor Drive request.

Mrs. Tait handed out some potential guidelines for the Legion Field and Chief Peyton I. Flournoy Park usage. There was discussion regarding the possibility of charging \$750.00 per season for scheduled use of lights and field. There was discussion regarding the use of permits, which would need to be available for presentation upon demand for field usage. There was additional discussion regarding penalties for not showing up for scheduled events on the fields, not requesting the lights be turned off when leaving before times scheduled, as well as not showing up for scheduled time in the community center. Mrs. Tait indicated we are trying to regulate the field usage. After some additional discussion Mrs. Tait indicated it would go back to committee so they could get some additional feedback regarding the field usage from the various teams. Mr. Gural indicated it would take some time to put the ordinance together, perhaps all info could be gathered and the ordinance could be completed in draft by October or November. Mrs. Tait also noted she asked Chief Pearlman if he could put together some sort of active shooter presentation for the staff of the community center as they had concerns about how to handle some situations.

Mayor Arnold noted she did not have a date for the Chief Payton I Flournoy Park dedication, she was still conversing with the family.

Mr. Allmond noted the Digital Sign event posting guidelines will be on the agenda at the next meeting as has some additional changes to incorporate into it.

Mayor Arnold noted the Cannabis medical distribution law discussions are changing every day. Mayor Arnold indicated no progress has been made at the state level, everything is still be discussed. Mayor Arnold indicated she was formulating a panel for an open discussion regarding the Legalization of Cannabis for recreational use. Mayor Arnold indicated she was looking at the dates of May 22 or May 29th, 2019 at 6:30 at the Community Center. Mayor Arnold noted she would let council know when the date was set.

Mr. Gural indicated he would get back to council once the date had been established for the Rt. 73 Redevelopment area tour. Mr. Gural indicated Mr. Carr noted that he would like to be in attendance. Mr. Gural noted he should have additional information at the next meeting.

ADMINISTRATOR'S REPORT

Mr. Gural indicated there was a wastewater overflow issue at the Sewer Plant, everyone saw his email. He noted there was a series of events, and mechanical failures. Mr. Gural explained the spill and the measures taken to clean it up noting there was some spillage in a neighbor's yard, which was address and he stated there was no odor or complaints.

Mr. Gural stated the PRC Lion's Club plaque discussed earlier this year, will be done in house. He showed the plaque to council and indicated he would have public works pour a concert pier and mount it in the ground.

Mr. Gural stated he had spoken with Mr. Kirchner regarding the sewer issue at 609B Broad St. Mr. Kirchner, who indicated to him that there would not be sufficient proof to pursue a legal action.

Mr. Gural indicated the laptops for Community Center were ordered, under state contract, and should arrive in about four weeks.

Mr. Gural indicated the final reports from the Mullen Coughlin/Kivu ransomware investigation were sent to council for review. Mrs. Tait commended Chief Pearlman for his fast action and handling of the issue.

Mr. Gural indicated the New Jersey Dept of Agriculture where in town last week. Mr. Gural indicated they were at the Nature Cove investigating the appearance/ concentrations of the spotted lanternfly.

Mr. Gural noted the JIF Quarterly reports were forwarded to you for your reading and a copy of the 2019 Municipal Directory was included with your packets.

Mayor Arnold indicated at the NJ Conference of Mayor's she learned of an app called the Recycle Coach, it tells you what items can or cannot be recycled. Mayor Arnold also noted she bought some cups for the kitchen so we could gradually get away from bottles and cups. Mayor Arnold indicated she also asked Mr. Gural to look into pricing for water coolers.

Mayor Arnold indicated she was asked to serve on the Legislative Committee and the Board of Directors for the New Jersey Conference of Mayors.

Mayor Arnold noted the ground breaking for the new homes at the old Vet's Building will be held May 20, 2019. She indicated she had spoken with Habitat for Humanity regarding placing a small permanent marker on sidewalk remembering The Tri-Boro Vets Organization. They indicated that would be fine. Mayor Arnold asked council to think about what they would like the marker to be.

Mayor Arnold stated she would like to connect the parking lots which we do have, she asked Mr. Rosenberg to look into how that could be accomplished. Mrs. Tait indicated they were having a meeting with the businesses on the 13th of May regarding parking in the down town area. Mrs. Tait asked Mayor Arnold to wait until they have had the opportunity to speak with the businesses. There was some additional discussion regarding the lots behind the liquor store and Santander Bank.

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. President Howard second the motion

All members present voted in favor of the motion

Mr. Rader – Harbour Drive – Mr. Rader asked if the new computer facilities would be similar to the offerings at Cinnaminson Library and if they would they have similar hours and will it included printing capabilities. Mr. Gural indicated the laptops are for various groups use in the community center. President Howard noted there is no printer and the laptops are for use in the center when the staff is available. Mr. Gural indicated he would look into a printer for the laptops. Mr. Rader asked how the seniors would be able to use the laptops when they were in the center during the day. Mayor Arnold noted the laptops are only available when the staff is there and can sign them out for use. There was some additional discussion and Mr. Gural noted a policy would be forth coming.

Mrs. Holloway – Broad Street – Mrs. Holloway asked if the Borough receives money from the vendors who participate at the Farmers Market. Ms. Weiner stated when the Farmers Market started she wanted to charge a fee of \$10.00 per vendor per market, however the Mayor felt that was too much work for the administrative staff for such a nominal fee, so we did not charge. Ms. Weiner explained, we

currently ask for a donation from the participating vendors so we can purchase various things for the market. Mrs. Holloway asked how the vendors are chosen. Ms. Weiner explained. Mrs. Tait indicated at the Farmers Market there is also a community table for various community organizations. Ms. Weiner indicated that she would like to add a craft corner to the Farmers Market. Mrs. Holloway asked about the grant opportunity for the Farmers Market for the \$50,000.00. She asked if it was decided to not apply. Ms. Weiner indicated yes it was decided that they would not pursue that grant opportunity, as our grant writer indicated he believed the probability receiving the grant was very low. Mrs. Holloway indicated Broad Street looks very nice with the new paving. Mrs. Holloway indicated where parking was is now a bike lane. She inquired if it will remain a bike lane. Chief Pearlman indicated he would take a look and get back to her.

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

All members present voted in favor of the motion.

Ms. Weiner indicated the Community and Business Development Committee will be meeting with the business owners on May 13th, 2019 at 7:00 PM in Borough Hall

No other council comments were given.

Mayor Arnold inquired of Mr. Gural and Mr. Rosenberg if there was anything which needed to be discussed in closed session. Mr. Gural and Mr. Rosenberg stated indicated yes. Mr. Rosenberg indicated one matter regarding potential litigation/negotiations and also indicated currently it was unknown as to when the information discussed would be available to the public.

Mayor Arnold asked for a motion to approve **Resolution 2019-141**. Mrs. Russell made a motion to approve Resolution 2019-141, 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/ Negotiations**. President Howard second the motion.

At the call of the roll, the vote was:

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

NAYES: None

Borough Council went into closed session at 9:19 pm

Borough Council returned from closed session at 10:01 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

Mayor Arnold asked for a motion to adjourn. Mrs. Tait made a motion to adjourn the meeting, Mrs. Russell second the motion.

All members present voted in favor on the motion

Meeting adjourned at 10:02 PM

Respectfully Submitted

Doretha R. Jackson

Doretha R Jackson

Municipal Clerk