

**Borough of Palmyra**  
**Council Caucus Meeting, 6:30 PM**  
**Monday February 3<sup>rd</sup>, 2020**

**A G E N D A**

**CALL TO ORDER**

The Caucus Meeting of the Borough Council of the Borough of Palmyra is hereby called to order

**ROLL CALL**

**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 Municipal Clerk in the following manner:

- Posting written notice on the official bulletin board at the Palmyra Borough Hall on January 9<sup>th</sup>, 2020.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 9<sup>th</sup>, 2019.
- Notice to All Council Members.

**OATH OF OFFICE**

Swearing in of Councilperson Laura Craig Cloud filling the unexpired term of Gina Ragomo Tait  
Oath of Office given by Ted Rosenberg, Esq.

**ROLL CALL OF NEW COUNCIL**

**APPROVAL OF MINUTES**

May 20<sup>th</sup>, 2019, Regular Council Meeting Minutes  
December 2<sup>nd</sup>, 2019 Redevelopment Agency Meeting Minutes  
December 2<sup>nd</sup>, 2019, Council Caucus Meeting Minutes  
December 2<sup>nd</sup>, 2019, Executive Session Meeting Minutes  
January 4<sup>th</sup>, 2020 Reorganization Meeting Minutes

**CORRESPONDENCE**

Letter – Cory A Booker, US Senator  
Letter- Donna DuAime-Ward, crossing guard

Letter – Officer of Director of US Department of Commerce

Letter- Jennifer M Coffey, Executive Director Association of NJ Environmental Commissions

E-mail- David Mayer, NJ American Water Co.

### **REDEVELOPMENT**

Route 73 South Redevelopment Area -Update

620-622 Highland Avenue Redevelopment Area-Update

Former K of C, Area In Need of Redevelopment Study –Update

Redevelopment FTP site – online storage of all documents – maintained by ERM

### **PROFESSIONAL UPDATES**

Andrew Brewer, Maraziti, Falcon LLC.

John Hogue, ERM

William Kirchner, ERI

### **PUBLIC PORTION**

This public portion is for comment on professional updates, any item listed on the agenda or any opinion or concern you may wish to express to the Governing Body. Please sign in at the podium 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.

### **RESOLUTIONS Consent Agenda**

Resolution **2020-81** to Resolution **2020-92** 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 2020-81**, Resolution Authoring the update of the Palmyra Police Department Policy & Procedures Manual to include Tier 1 Technical Policies 4.1 thru 4.6 and Tier 2 Technical Policies 4.1 thru 4.8.

**Resolution 2020-82**, Resolution Adopting the Burlington County Multi-Jurisdictional Hazard Mitigation Plan

**Resolution 2020-83**, Resolution of the Borough of Palmyra Authorizing and Approving the Borough of Palmyra Police Department's Application and Participation for enrollment in the Law Enforcement Support Office (LESO) 1033 Program

**Resolution 2020-84**, Resolution Appointing Danielle Lippincott as part-time Tax Collector on an interim basis retroactive to January 18, 2020 with office hours on Monday evenings from 5:00 to 6:30 PM at the annual rate of \$14,000.00

**Resolution 2020-85**, Resolution Authorizing the Mayor to Execute a Shared Services Agreement between the Borough and the Township of Cinnaminson for the Purchase of Brine Solution

**Resolution 2020-86**, Resolution Awarding a contract to ERI for the 5<sup>th</sup> & Race Streets Roadway Improvement Project per their proposal dated December 11, 2019 in the amount of \$87,500.00 to be funded by capital improvements account.

**Resolution 2020-87**, Resolution authorizing purchase of 13 desktop computer workstations from All Covered and HP per proposal dated January 14, 2020 for replacement of computers with Windows 7 Operating System and upgrading to Windows 10 Professional, and related hardware, software and labor in the amount of \$23,792.00; this is a capital purchase exceeding \$15,000.

**Resolution 2020-88**, Resolution rejecting all bids received for the Sanitary Sewer Replacement – Public Road Pump Station Elimination Project as they significantly exceed the Engineer’s Estimate per ERI’s recommendation letter dated January 22, 2020.

**Resolution 2020-89**, Resolution Authorizing Mayor Gina Ragomo Tait to Execute the Agreement with the Burlington County Department of Public Works, Division of Mosquito Control

**Resolution 2020-90**, Resolution Awarding a contract to Municipal Maintenance Co. for the supply and installation of two Grundfos pumps and control panel per their Quotation dated January 27, 2020 in the amount of \$18,650.00; this is a capital purchase exceeding \$15,000.00.

**Resolution 2020-91**, Resolution Authorizing the Payment of Bills for the Month of January 2020 In the Amount of \$1,389,923.63.

**Resolution 2020-92**, Resolution awarding a contract to CME Assoc. for the GIS Mapping of CRS Information project per their attached proposal dated January 30, 2020 in the amount not-to-exceed \$6500.00.

## **MOTION TO APPROVE TREASURERS REPORTS**

December 2019

## **COMMUNITY SPOTLIGHT**

MLK Day of Service

Fire Company – Fisherman’s Flea Market –February 9<sup>th</sup>, 2020

Rock the Block – AmeriCorps/ Habitat for Humanity

## **DISCUSSION ITEMS**

### **NEW Business**

- Public Events – Dates
  - Black History Month
  - Easter Egg Hunt
  - Palmyra Downtown & Public Safety Day
  - Rabies Clinic – April 18<sup>th</sup>, 2020 for 1:00 PM to 3:00 PM
- Mayor’s Advisory Board
- Council Committee Appointments including Public Safety Director
- Burlington County authorization request for Aerial Mosquito Control
- PHS Student Representatives – revised policy, applications and appointments on 2/18
- Mayor’s parking space on W. Broad St. – proposed Veteran’s parking

- Laptops for Governing Body – old and new (proposed) – and assignment to Danielle L
- Green Team – proposed documentary film series – screening license may be needed
- Holiday decorations – on sale now! – propose Council Committee review
- Fire Dept request for potential hiring of two full-time firefighters
- 210 Arch St, unimproved lot (Block 120, Lot 4 ) – offer to purchase from New Jersey Housing and Mortgage Finance Agency

### **Old Business**

- Transform South Jersey – Community Heart & Soul Site Visit Interview – grant update
- 2019 Burlington County Municipal Park Development Program – Veterans Memorial Park application – grant update
- Downtown Parking – proposed amendments to Time-Limit Ordinance
- Proposed acquisition of property for more downtown parking
- Tony’s Barbershop mural
- Chief Payton I. Flournoy Sr. Memorial Park brick pavers
- Former mayor Michelle Arnold investigations
- Legion Field usage by youth athletic organizations and potential fees
- Sign Ordinance – potential amendments for political/electioneering signs
- Tax Collector vacancy
- COAH/Affordable/Fair Share Housing Center --Order – tentative compliance hearing April 16, 2020
- Kelly Grant, Esq., Malamut & Assoc. LLC serving in holdover capacity
- Former Milmarian Restaurant pocket liquor license

### **ADMINISTRATOR’S REPORT**

- Aluminum Shapes – potential donation of storage shed
- Stormwater Management Permit compliance – mailers, PIA and Green Team projects
- Soccer field backstops
- 2020 Primary Election dates proposed changes
- Website updates
- EAP for staff – Associates for Life Enhancement

### **MAYOR AND COUNCIL COMMENTS**

**Resolution 2020-** Resolution Excluding the Public from Certain Meetings Pursuant To Section 8 of the Open Public Meeting Act C. 231 P. L. 1975 for matters relating to Litigation, Contracts, Personnel

**CLOSED SESSION**

**ADJOURNMENT**