

**Borough of Palmyra**  
**Council Caucus Meeting, 6:30 PM**  
**Monday October 18<sup>th</sup>, 2021**  
**A G E N D A**

**CALL TO ORDER**

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

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS STATEMENT**

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey. Please be advised the Borough of Palmyra does hereby notify the public that to protect the health, safety and welfare of our citizens, and to reduce the potential spread of COVID-19 and its variants, while ensuring the continued functioning of government, the meeting of the Mayor and Council will be a Virtual Council Meeting. Members of the public are invited to “attend” the Virtual Council Meeting “Virtually” (via computer or phone) but all members of the public participating in the meeting virtually may be muted and their video image disabled. Notice of this meeting was published in the Burlington County Times on January 12<sup>th</sup>, 2021. Notice was posted on the Municipal Door, Official Bulletin Board and electronic signs on October 6<sup>th</sup>, 2021. Notice was also posted on the Borough of Palmyra Website on October 15<sup>th</sup>, 2021 and notice was given to all Council Members.

\*\*Please see the information at the end of the agenda to attend our Virtual Council Meeting.

**APPROVAL OF MINUTES**

October 4<sup>th</sup>, 2021 - Council Caucus Meeting Minutes

October 4<sup>th</sup>, 2021 - Executive Session Meeting Minutes

**CORRESPONDENCE**

Letter of Resignation- Isael Torres Jimenez

**REDEVELOPMENT**

- Rt. 73 South Redevelopment Area- Update
- Outlaw Training & Fitness/620-622 Highland Ave Redevelopment Project – Update
- Sea Box/ELM Office LLC, 321 E. Broad Street - Former Knights of Columbus Property- Update

## PROFESSIONAL UPDATES

Andrew Brewer, Maraziti, Falcon, LLP

William Kirchner, ERI

## REPORTS

Palmyra Board of Education Liaison

PHS Student Representatives

## PUBLIC COMMENT

We request those participants wishing to have or make a Public comment, email their questions or comments in advance to Municipal Clerk Rita Jackson at [djackson@boroughofpalmyra.com](mailto:djackson@boroughofpalmyra.com). The opportunity to submit comments prior to meeting expires at 12:00 PM on October 18<sup>th</sup>, 2021 You must include “**Meeting Question/ Comment**” in the subject line and your name and full address for your comment to be considered valid. Comments submitted in a timely and complete manner will be reviewed and read during the virtual Council Meeting; it may be necessary to follow-up with persons submitting comments at a later date. All comments will become part of the record and included with the Meeting Minutes.

For those choose to “attend” the Virtual Meeting, Mayor Tait will open the meeting to the public for comments. Comments should be limited to no more than (2) two minutes. All comments will become part of the record and included with the Meeting Minutes.

## ORDINANCES ON FIRST READING public hearing to be held November 15<sup>th</sup>, 2021

**Ordinance 2021-15**, An Ordinance of the Borough of Palmyra, County of Burlington, State of New Jersey Amending Chapter 190, Article III of the Code of the Borough of Palmyra Entitled Parks and Recreation Areas

**Ordinance 2021-16**, An Ordinance of the Borough of Palmyra, Burlington County, in the State of New Jersey Amending the Sewer Connection Fees.

**Ordinance 2021-17**, Ordinance of the Borough of Palmyra, County of Burlington, State of New Jersey Approving an Application for a Long-Term Tax Exemption and Authorizing the Execution of a Financial Agreement for a Tax Exemption for an Urban Renewal Project with Respect to the Property Commonly Known as Block 156, Lots 2, 2.01, 3.01,4.01,5.01,6.01 (Future Lot 2.03) on the Tax Map of the Borough of Palmyra

## ORDINANCES ON SECOND READING public hearing

**Ordinance 2021-13**, An Ordinance of the Borough of Palmyra, County of Burlington, State of New Jersey Amending Ordinance 2020-10 to Provide for and Determine the Rates and Ranges of Compensation of Each Employee and Officer of the Borough of Palmyra for Years 2021 and 2022.

## ORDINANCE ON SECOND READING postponed to November 15<sup>th</sup>, 2021

Ordinance 2021-14, An Ordinance Amending Ordinance 2021-05 Concerning Administrative Review and Approval of Minor modifications and/or Field changes to previously approved site plans

## RESOLUTIONS

Resolution 2021-200 thru and Resolution 2021-209 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 2021-200 Awarding a Contract to A-Plus Construction, Inc. from Lincoln Park, NJ per their Bid/Proposal Dated 8/30/2021 in the total amount of \$25,000.00 for Rehab Project PLRCAESC-323 pursuant to CGP&H and CFO's Review and Approval

Resolution 2021-201, Resolution Awarding Change Order #1 to Think Pavers Hardscaping, LLC for the 5<sup>th</sup> & Race Street Improvement Project with the Increased amount of \$14,831.89 from the Original Contract Price of \$485,142.00 Making the New Adjusted Contract Price \$499,973.89 per Environmental Resolutions, Inc, letter Dated October 4<sup>th</sup>, 2021

Resolution 2021-202, Resolution Authorizing the refund of Various Sewer overpayments

Resolution 2021-203, Resolution awarding a contract to Environmental Resolutions, Inc. (ERI) for Engineering Services for the HVAC System Preventive Maintenance Contract for 2022 Per their Proposal dated September 29, 2021 in the Amount of \$4,500.00

Resolution 2021-204, Resolution appointing Matthew Kuhn as Full time Public Works Driver/Laborer at the Hourly rate of \$16.75 effective November 8, 2021 subject to the terms in the Offer of Employment Dated October 13<sup>th</sup>, 2021

Resolution 2021-205, Resolution Authorizing the Payment of October 2021 Bills in the Amount of \$2,138,480.05

Resolution 2021-206, Resolution Opposing the Transportation of Liquefied Natural Gas by Rail Through Palmyra or Nearby Communities

Resolution 2021-207, Resolution appointing Thomas Ewing as Full time Public Works Driver/Laborer at the Hourly rate of \$16.75 effective November 8, 2021 subject to the terms in the Offer of Employment Dated October 13<sup>th</sup>, 2021

Resolution 2021-208, Resolution Awarding a Contract to Continental Fire and Safety per Quote 21-3149 per New Jersey State Contract #17-FLEET-00805 in the Amount of \$16,625.00 Subject to certification of the CFO.

Resolution 2021-209, Resolution Awarding a Contract to Allrisk, Inc. per New Jersey State Approved CO-OP # ESCNJ- Bid Number ESCNJ 17/18-34 Disaster Recovery in the amount of \$31,879.14 Subject to the CFO's certification

## MOTION TO APPROVE TREASURERS' REPORTS

- September 2021

## PUBLIC EVENTS

- Halloween Parade
- Trunk or Treat October 22, 2021

## COMMUNITY SPOTLIGHT

Borough of Palmyra and Habitat for Humanity recognized for Neighborhood Preservation

## DISCUSSION ITEMS

- Borough Hall staffing/reopening to the public, Legion Field, Community Center, Council Meetings - Covid-19 update
- Proposed Mandatory COVID-19 vaccinations/testing for Borough Staff
- Salaries Review Committee - misc. issues
- Time Limit Parking Signs per Ordinance
- 313 Delaware Ave - trash accumulation
- 202 Cinnaminson Avenue- shipping container
- Alcoholic Beverages - Consumption in Public Places
- Fund Balance (Surplus) usage policy
- ICMA and Brownfields Conferences
- Accessory Structures/cargo containers - Zoning/Land Development Ordinance amendments
- Sewer lateral responsibility ordinance, Sewer fees, potential water usage billing

## ADMINISTRATORS REPORT

- TACO/Code Enforcement Officer positions
- Part-time Seasonal Cleaner Position/Legion Field Restrooms
- Deputizing Tanyika Johns and Michele Sykes as Temporary Deputy Clerks for the General Election
- Meeting on November 1<sup>st</sup>, 2021 begins at 6:00 pm
- Best Practices Checklist
- Misc. items as necessary

## ONGOING REMINDER PROJECTS

- Purchase Orders - Council signature requirement
- Sidewalk/snow & ice removal Ordinance
- Handicap Parking Sign Ordinance
- Parking Ordinance - additional amended code subsections required
- Veterans Affairs Committee Ordinance
- Accessory Structures/cargo containers - Zoning/Land Development Ordinance amendments
- Grant Opportunities
  - DVRPC Safe Routes to Transit Technical Assistance Program – update
- Trash Collection - Republic Services and potential inhouse collections

## MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS

**Resolution 2021-210** 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:

## ADJOURNMENT

**\*\*\*Agenda is draft and subject to change as additional items may be added or deleted as necessary before meeting begins.**

### **To attend the Virtual Council Caucus Meeting:**

**Topic:** Borough Council Caucus Meeting October 18<sup>th</sup>, 2021    **Time:** October 18<sup>th</sup>, 2021 **6:30** PM

Join Zoom Meeting by computer

<https://us02web.zoom.us/j/5694238954?pwd=d25Bd3lRNVVhTHVEekk1eVcxV2NwUT09>

Meeting ID: 569 423 8954

Password: 3UIxoD

OR

By mobile phone dial

1 646 558 8656 US

Meeting ID: 569 423 8954

Password: 555543