

Borough of Palmyra
Council Caucus Meeting, 6:30 PM
Monday December 6th, 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 12th, 2021. Notice was posted on the Municipal Door, Official Bulletin Board and electronic signs on November 18th, 2021. Notice was also posted on the Borough of Palmyra Website on December 3rd, 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

November 15th, 2021- Regular Council Meeting Minutes

November 15th, 2021 –Executive Session Meeting Minutes

CORRESPONDENCE

Letter- Laine Rankin, Director of NJ Division of Local Aid and Economic Development

Thank-you Note- Marie Nagle

Resignation Letter- Casey Malik

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. The opportunity to submit comments prior to meeting expires at 2:00 PM on December 6th, 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.

RESOLUTIONS

Resolution **2021-226** thru and Resolution **2021-242** 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 2021-226, Resolution Awarding a Contract to Environmental Resolutions, Inc. (ERI) for On Call Contracting Services per their Proposal Dated November 11, 2021 in the amount of \$6,000.00

Resolution 2021-227, Resolution of the Borough of Palmyra Awarding Change Order #1 to Pioneer General Contracting Co. Inc. for the 2021 Road Improvement Project with the Increase amount of \$30,340.00 from the Original Base Price of \$386,565.00 making the new Adjusted Contract Price \$416,905.00 per Environmental Resolutions Inc. request dated November 1st, 2021

Resolution 2021-228, Resolution Authorizing the Chief Financial Officer to Make Budget Transfers to the 2021 Budget in the amount of \$10,300.00

Resolution 2021-229, Resolution of the Borough of Palmyra to Renew Membership in the Southern New Jersey Regional Employee Benefits Fund

Resolution 2021-230, Resolution Authorizing a Sewer Bill Installation Plan for Sewer Account # 3000000-0

Resolution 2021-231, Resolution Authorizing the Finance Officer to Pay Vendor Bills During the Month of December 2021

Resolution 2021-232, Resolution appointing Tracy Kilmer as Construction, Codes, Inspections and Housing Office Supervisor at an annual salary of \$5,000.00

Resolution 2021-233, Resolution Appointing Rebecca Flynn as Technical Assistant to the Construction Official/TACO at the hourly rate of \$15.50 per the Terms and Conditions in her offer of Employment dated November 30, 2021

Resolution 2021-234, Resolution Approving the Amended Police CBA and Salary Guide for Employees hired after January 1, 2011

Resolution 2021-235, Resolution Urging the New Jersey Legislature to create Legislation that would Establish Emergency Medical Services as Essential Government Services.

Resolution 2021-236, Resolution Appointing Paul Gerstle to the Palmyra Police Department as a Patrolman Effective December 13th, 2021, with an Annual Salary of \$42,085.14

Resolution 2021-237, Resolution Appointing John Begonja to the Palmyra Police Department as a Patrolman Effective December 13th, 2021, with an Annual Salary of \$ 38,349.56.

Resolution 2021-238, Resolution Awarding Change Order #1 to Municipal Maintenance Company for the for the 2020 Sewer Capital Improvements with the increase amount of \$837.25 from the original price of \$153,410.00 making the new adjusted Contract price \$154,347.25 per Environmental Resolutions Inc. request dated December 1, 2021

Resolution 2021-239, Resolution Awarding Change Order #1 to Command Company, Inc. for the Veterans Memorial Park Improvements project with the net increase amount of \$660.00 from the original contract price of \$121,857.00 making the new adjusted Contract price \$122,517.00 per Environmental Resolutions inc. request date December 1, 2021

Resolution 2021-240, Resolution Awarding Change Order #2 to Pioneer General Contracting Company for the 2021 Road Improvement Project with the Decrease amount of \$395.74 from the previous adjusted contract price of \$416,905.00 making the New Adjusted Contract price \$416,509.26 per Environmental Resolutions Inc. request Dated December 1st, 2021

Resolution 2021-241, Resolution of the Borough of Palmyra, County of Burlington, authorizing a Lien be Placed on Block 116, Lot 9 for Failure to Comply with Obnoxious Growth and Property Maintenance Violations

Resolution 2021-242, Resolution of the Borough of Palmyra, County of Burlington, authorizing a Lien be Placed on Block 126 Lot 12 for Failure to Comply with Obnoxious Growth and Property Maintenance Violations

PUBLIC EVENTS

- Santa Visit December 3rd, 2021

DISCUSSION ITEMS

- Reorganization Meeting
- Borough Hall staffing/reopening to the public, Legion Field, Community Center, Council Meetings - Covid-19 update
- Mandatory COVID-19 vaccinations/testing for Borough Staff
- Crossing Guard hiring policy
- Staff/new hires training and education policy
- Deputy Clerk and Assistant Administrator position
- Surplus vehicles
- Trash Collection - Republic Services and potential inhouse collections

ADMINISTRATORS REPORT

- Code Enforcement Officer position
- 2022 Budget
- 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
- Sewer lateral responsibility ordinance, sewer fees, potential water usage billing
- Fund Balance (Surplus) usage policy
- DVRPC - Local Bicycle/Pedestrian Planning Assistance Program

MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS

Resolution 2021- 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 December 6th, 2021 **Time:** December 6th, 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