

**Borough of Palmyra**  
**Council Caucus Meeting Minutes, 6:30 PM**  
**Monday, April 4<sup>th</sup>, 2022**

The Regular Council Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Tait at 6:33 pm.

**ROLL CALL**

At the call of the roll:

PRESENT: Dr. Laura Cloud, Michelle McCann, Bernadette Russell, President Timothy Howard, Mayor Gina Ragomo Tait

ABSENT: Brandon Allmond, Farrah Jenkins

The Pledge of Allegiance was recited followed by a moment of silence.

**OPEN PUBLIC MEETINGS STATEMENT**

Mayor Tait read the following into the record:

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 5<sup>th</sup>, 2022.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 10<sup>th</sup>, 2022.
- Notice to All Council Members.

**APPROVAL OF MINUTES**

Mayor Tait requested a motion for approval of the, March 7<sup>th</sup>, 2022 - Council Caucus Meeting Minutes and March 21<sup>st</sup>, 2022 - Executive Session Meeting Minutes.

Mrs. Russell made a motion to approve the minutes from the, March 7<sup>th</sup>, 2022 - Council Caucus Meeting. President Howard second the motion.

**At the call of the roll the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**Motion Carried**

President Howard made a motion to approve the minutes from the March 21<sup>st</sup>, 2022 - Executive Session Meeting. Mrs. Russell second the motion.

**At the call of the roll the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**Motion Carried**

## **CORRESPONDANCE**

Municipal Clerk, Doretha Jackson acknowledged the following correspondence:

Notification- Resolution 2022-08 Palmyra Land Use Board regarding consistency of BOP Ordinance 2022-04. Ms. Jackson read the resolution into the minutes. The Land Use Board found the ordinance to be consistent with the Master Plan.

Email- Farrah Jenkins, Council person

Ms. Jackson read an email from Mrs. Farrah Jenkins resigning her position from the Palmyra Borough Council.

Mayor Tait requested a motion to accept the resignation of Councilwoman, Farrah Jenkins effective March 24<sup>th</sup>, 2022.

Mrs. Russell made a motion to accept the resignation of Councilwoman Farrah Jenkins. President Howard second the motion.

**At the call of the roll the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**Motion Carried**

Email- Allie Rossignol, Chairperson Palmyra Democrats

Ms. Rossignol's email gave the following three candidates names to fill the vacant seat of Councilwoman Farrah Jenkins.

Allie Rossignol, Dwayne Robinson, Natasha Denise Latimore

Mayor Tait requested nominations based on the information provided to council on the three candidates.

President Howard nominated Natasha Denise Latimore to fill the vacant seat of Farrah Jenkins.

No more nominations, Mayor Tait requested a motion to approve Resolution 2022-108, Appointing a councilmember to fill a council seat vacancy.

President Howard made a motion to appoint Natasha Denise Latimore to Farrah Jenkins unexpired term with resolution 2022-108. Mrs. McCann second the motion.

**At the call of the roll the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**Motion Carried**

Mr. Rosenberg swore in Natasha Denise Latimore to the position of Council woman, with her daughter Kaylah Latimore holding the bible, in the presence of her family.

**REDEVELOPMENT**

Route 73 South Redevelopment Area –Update

Mr. Gural indicated that there was a confidential communication regarding settlement in your packet from Mr. Rosenberg. Mr. Rosenberg stated the Borough is in active negotiation with Fair Share Housing to resolve our fair share obligation. Mr. Rosenberg reported the redeveloper, PURE, LLC has provided additional support. Mr. Rosenberg reaffirmed the Borough is holding firm on not providing additional funding for the construction of the affordable housing units.

Mr. Winckowski reported warehouse # 2 continues construction with work on for the slab and the walls. Mr. Winckowski also reported the utilities are installed. Mr. Winckowski, further reported the developer is on schedule to have warehouse #2 complete by the end of the 4<sup>th</sup> quarter 2022 with the possibility they might be completed 3<sup>rd</sup> quarter 2022.

Mr. Brewer noted the Land Use Board approved the subdivision and the last meeting noting the site plan application will be heard at the next Land Use Board meeting April 27<sup>th</sup>, 2022.

Mr. Kirchner reported he had a meeting the Department of Transportation about the force main to be installed under the Route 73. Mr. Kirchner also reported as a condition of the DOT approval the Borough needs to sign agreement with the Burlington County Bridge Commission.

Outlaw Training & Fitness /620-622 Highland Avenue Redevelopment Area – Update

Mr. Gural reported Outlaw Training & Fitness submitted plans as the designated redeveloper for Borough Council to approve to allow them to proceed to the Land Use Board.

Mr. Brewer noted that Outlaw Training & Fitness needs approval from Borough Council in order to proceed with application to the Land Use Board.

Mr. Brewer stated the condemnation hearing in Superior Court with Active Realty was rescheduled to Monday May 23<sup>rd</sup>, 2022.

Sea Box/ELM Office LLC, 321 E. Broad Street - Former Knights of Columbus Property-Update

Mr. Gural noted an engineer contacted the assessor requesting a 200-foot list. Mr. Gural notified the engineer that the property was in the redevelopment area and only the designated redeveloper can submit applications to the Land Use Board.

## **PROFESSIONAL UPDATES**

James Winckowski, CME

Mr. Winckowski reported that Kaffir Thai's plans from the Land Use Board application is complete and ready to be signed off on. Mr. Winckowski noted that once the bond is posted the Land Use Board Chairman and professionals can sign off on plans. Upon a question from Mrs. Russell, Mr. Winckowski, stated Kaffir Thai plans to expand their restaurant and have apartments and office space.

William Kirchner, ERI

Mr. Kirchner went over Resolution 2022-104 on tonight's agenda which addresses all the changing to the parking signs will coincide with the new parking ordinance.

Mr. Kirchner further reported Resolution 2022-105 on tonight's agenda addresses the change to the roof which led to the leaks in the police department.

Mr. Kirchner also stated Resolution 2022-107 on tonight's agenda authorizes the agreement between the Borough and NJDOT in regards to the Temple TAP Grant.

Mr. Kirchner also reported as soon as the weather is nicer, road projects will resume.

## **PALMYRA HIGH SCHOOL - (STUDENT REPRESENTATIVES)**

Ms. Gillespie reported that the ribbon sales for the Ukraine were very well received, and they have raised about \$250.00.

Mr. Coady McCann stated the spring sports just started, baseball and softball won, track started off strong and tennis had a match but lost. Mr. McCann also reported Spanish National Honor Society and German National Honor Society inductions were last week and this is the first time it happened in two years. Mr. McCann further reported Mr. PHS is happen again this year.

Ms. Caban stated that seven Palmyra High School students were invited to practice and perform with the University of Pennsylvania Band at the Kimmel Center in Philadelphia. Ms. Gillespie reported the band will practice with the Western Burlington County Honors band, noting three practices during the month and a concert at the end. Ms. Gillespie also reported that students in Spanish 2, 3, 4 and German 2, 3, 4 will be participating in World Culture Day next week.

## **PUBLIC PORTION**

We request those wishing to have or make a Public comment, email their questions or comments in advance of the meeting to Municipal Clerk Doretha Jackson at [djackson@boroughofpalmyra.com](mailto:djackson@boroughofpalmyra.com). The opportunity to submit comments prior to meeting expires at 2:00 PM on April 4<sup>th</sup>, 2022. All comments will become part of the record and included with the Meeting Minutes.

For those who “attending” the meeting Please sign in at the podium and state your name and address for the record. All comments will become part of the record and included with the meeting minutes.

Mayor Tait 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. Motion Carried**

Mayor Tait asked if any comments were received before the meeting.

Municipal Clerk, Ms. Jackson indicated no comments were received prior to the meeting.

Hearing no one from the public wishing to be heard, Mayor Tait asked for a motion to close the Public Portion. Mrs. Russell made a motion to close the public portion, President Howard second the motion.

**All members present voted in favor of the motion. Motion Carried**

## **ORDINANCES ON SECOND READING (Public Hearing)**

**Ordinance 2022-02**, An Ordinance of Borough of Palmyra to Exceed the 2022 Municipal Budget Appropriation Limits and Establish a CAP Bank (N.J.S.A 40A:4-45.14)

Mayor Tait asked for a motion to open Ordinance 2022-02 for public hearing. Mrs. Russell made a motion to open Ordinance 2022-02 for public comments. President Howard second the motion.

**All members present voted in favor of the motion.**

Seeing no comments Mayor Tait requested a motion to close the public portion for hearing of Ordinance 2022-02. Mrs. Russell made a motion to close the public hearing of Ordinance 2022-02. President Howard second the motion.

**All members present voted in favor of the motion.**

Mayor Tait requested of motion to approve Ordinance 2022-02. President Howard made a motion to approve Ordinance 2022-02. Mrs. Russell seconded the motion.

At the call of the roll, the vote was:

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**ABSTAIN: Ms. Latimore**

**Motion carried. Ordinance 2022-02 was approved on second reading.**

**Ordinance 2022-04**, An Ordinance Amending the Borough of Palmyra Land Development Code Section 158-27(B) and the Route 73 South Redevelopment Plan to Permit Administrative Review and Approval of Minor Modifications and/or Field Changes Relating to Previously Approved Site Plans

Mayor Tait asked for a motion to open Ordinance 2022-04 for public hearing. Mrs. Russell made a motion to open Ordinance 2022-04 for public comments. President Howard second the motion.

**All members present voted in favor of the motion.**

Seeing no comments Mayor Tait requested a motion to close the public portion for hearing of Ordinance 2022-04. Mrs. Russell made a motion to close the public hearing of Ordinance 2022-04. President Howard second the motion.

**All members present voted in favor of the motion.**

Mayor Tait requested of motion to approve Ordinance 2022-04. Mrs. Russell made a motion to approve Ordinance 2022-04. President Howard seconded the motion.

At the call of the roll, the vote was:

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**ABSTAIN: Mrs. Latimore**

**Motion carried. Ordinance 2022-04 was approved on second reading.**

## **RESOLUTIONS Consent Agenda**

Mayor Tait stated Resolution **2022-102** thru Resolution **2022-107** 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.

Mayor Tait asked if any items needed to be removed from the consent agenda. Council indicated no.

Mayor Tait read the following resolutions into the record:

**Resolution 2022-104**, Resolution awarding a contract to Straight Edge Striping, LLC/Signs & Safety Devices, LLC in the amount of \$28,685 for parking signs in the Borough's business district per ERI's Recommendation of Award dated March 25, 2022 and subject to the CFO's certification of funds.

**Resolution 2022-105**, Resolution approving a change order in the amount of \$4000 for Thor Construction Group LLC for the Palmyra Police Station Flood remediation project bringing the new contract total to \$22,350.00.

**Resolution 2022-106**, Resolution to Authorize Outlaw Investment Group, LLC to Submit Site Plan Application to the Palmyra Land Use Board

**Resolution 2022-107**, Resolution Authorizing the Execution of an Agreement Between the New Jersey Department of Transportation and the Borough of Palmyra with Respect to the Temple Boulevard Improvements Project Federal Project # TAP-1046(300)

Mayor Tait asked for a motion to approve the consent agenda Resolutions 2022-102 thru Resolution 2022-107. Mrs. Russell made a motion to approve Resolutions 2022-102 thru Resolution 2022-107. President Howard seconded the motion.

**At the call of the roll, the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Mrs. Russell, President Howard**

**AGAINST: None**

**ABSTAIN: Mrs. Latimore**

**Motion Carried Resolution 2022-102 thru Resolution 2022-107 were approved.**

## **PUBLIC EVENTS**

Mayor Tait gave a special thank you to the staff for smoothly run the rabies clinic. Mayor Tait also reported the Palmyra Halloween Parade chipped 16 dogs as a fund raiser.

Mrs. McCann thanked the Borough staff for all their help. Mrs. McCann also reported Palmyra High School students are stuffing eggs on Wednesday April 6<sup>th</sup>, 2022 at 6:00 pm in the Community Center. Mrs. McCann indicated she is looking for someone to wear the bunny costume. Mrs. McCann additionally reported the Palmyra Easter Egg Hunt is scheduled for this Saturday, April 8<sup>th</sup> at Legion Field at 9:00 am. Mayor Tait gave a special thanks to FC Kerbeck for their generous donation.

Mayor Tait noted that she and President Howard attended a Brunch at the Harbour Condo Association and it was good to see everyone.

Mayor Tait reported the Palmyra Downtown and Public Safety Day is scheduled for April 30<sup>th</sup> from 9:00 am to 2:00 pm. Upon a question from President Howard, Mayor Tait explained applications are on the website.

Mayor Tait reported the Juneteenth Celebration will be held at Chief Flournoy Park organized by Michele Ray and will include participation from Riverton, Cinnaminson and Palmyra.

Mrs. Russell reported the Spring Yard Sale is May 21<sup>st</sup> 2022. Mrs. Russell requested authorization to purchase new signs, approximately twenty. Mr. Gural informed Mrs. Russell to notify the office staff and the signs will be order. Mrs. Russell further reported an idea to include to plant or seed exchange during the yard sale in Chief Flournoy Park.

Dr. Cloud reported the Palmyra Cove Nature Park Riverbank “Beach Sweep” event is scheduled for April 9<sup>th</sup>, 2022, bring your own bucket to the Riverbank at 10:00 am, noting the event was organized by Loretta Kelly.

## **DISCUSSION ITEMS**

Mr. Gural reported he made a written offer for the electric sub-code/inspector position and has a tentative acceptance of the offer and will have a resolution on next meeting’s agenda for approval.

Mr. Gural reported that the in-house trash collection is at a standstill. There are no trash trucks available for purchase and the demand is high which will raise prices. Mr. Gural noted he is hopeful but not very optimistic. There was additional discussion regarding curbing collection costs and limiting bulk trash collection. Mr. Gural stated the problem is bulk and how to limit the cost of bulk. There was further discussion on how to handle bulk to reduce the cost to all residents. There was additional discussion and it was decided the Public Works Committee will discuss this further and report back to council.

Mr. Gural reported they were in the process of applying for a grant. For electric vehicles and charging stations.

Mrs. Russell reported the committee will be meeting to discuss the alcohol beverage consumption in public spaces ordinance and will report back to council with any updates.

Mr. Gural reported YMCA wants to use the outdoor space at Legion Field and wanted to use the restrooms at the community center. Upon consensus, Borough Council agreed not to rent/lease Legion Field or the community center to the YMCA for any summer programs.

Mr. Gural reported he met with Chief Campbell, Lieutenant Murphy and Palmyra Superintendent, Dr. McBride. Dr. McBride expressed concerns from the Palmyra Board of Education in reference to the price increase. Mr. Gural further noted that due to the contract negotiations there is a significant price increase, it was agreed the Borough would reduce the school's cost by \$4,000.00.

## **ADMINISTRATOR REPORT**

Mr. Gural reminded Council to attend the 2022 Burl Co JIF Elected Officials Training, noting that for every elected official who takes the class the borough will receive 250.00 off the Borough's insurance premium cost.

Mr. Gural noted the Uncompensated Balances Report, submitted to Borough Council for review.

Mr. Gural reported Financial Disclosure Statement Filing information was emailed by Ms. Jackson earlier today noting the FDS need to be filed by 4/30/22.

Mr. Gural reported Brown Fields Convention will be held in August from the 16<sup>th</sup> thru 19<sup>th</sup>, 2022 in Oklahoma City and anyone from Council wishing to attend should notify John or Amanda.

## **ONGOING REMINDER PROJECTS**

Mr. Gural stated the following items are reminders for the various projects the governing body is addressing. Mr. Gural reported there was no additional information on the ongoing reminders at this time.

Purchase Orders - Council signature requirement

Sidewalk/snow & ice removal Ordinance

Sewer Lateral responsibility Ordinance and Sewer bills

Handicap Parking Sign Ordinance



Parking Ordinance - additional amended code subsections required

Veterans Affairs Committee Ordinance

Accessory Structures/cargo containers - Zoning/Land Development Ordinance amendments

Trash Collection - Republic Services and potential inhouse collections

Alcoholic Beverage Consumption/ Outdoor Seating/ Dining Ordinance

## **MAYOR COUNCIL COMMITTEE REPORTS AND COMMENTS**

**Mrs. Russell-** no comment

**Dr. Cloud** –no comment

**Ms. Latimore** – no comment

**Mrs. McCann-** – Mrs. McCann reported wanted to give a shout out to the new businesses in town.

Mrs. McCann also gave a thank you to public works because the fields look great.

**President Howard** – President Howard asked when opening day was for baseball. Mayor Tait indicated it is coming. President Howard also reported there is a fence issue at Legion Field. President Howard welcomed Ms. Latimore to Borough Council.

**Mayor Tait** stated thanked Ms. Jackson and Ms. Johns for the great job on the rabies clinic last Saturday.

Mayor Tait asked for a motion to adjourn.

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

**All voted in favor of the motion. Motion Carried**

Meeting adjourned at 7:46 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: April 18<sup>th</sup>, 2022