

**Borough of Palmyra**  
**Council Caucus Meeting, 6:30 PM**  
**Monday, October 3<sup>rd</sup>, 2022**

The Council Caucus 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: Laura Cloud, Natashia Latimore, Michelle McCann, President Timothy Howard, Mayor Gina Ragomo Tait

ABSENT: Brandon Allmond, Bernadette Russell

The Pledge of Allegiance was recited.

**OPEN PUBLIC MEETINGS STATEMENT**

Mayor Tait Read the following open public meetings statement into the record:

In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Public Notice of this meeting 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 September 19<sup>th</sup>, 2022, Regular Council Meeting Minutes.

President Howard made a motion to approve the minutes from the September 19<sup>th</sup>, 2022, Regular Council Meeting Meeting Minutes. Mrs. McCann second the motion.

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

**INFAVOR: Ms. Latimore, Mrs. McCann, President Howard**

**AGAINST: None**

**Abstain: Dr. Cloud**

**Motion Carried**

Mayor Tait requested a motion for approval of the September 19<sup>th</sup>, 2022, Executive Session Meeting Minutes.

Dr. Cloud made a motion to approve the minutes from the September 19<sup>th</sup>, 2022, Executive Session Meeting Minutes. Ms. Latimore second the motion.

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

**INFAVOR: Ms. Latimore, Mrs. McCann**

**AGAINST: None**

**Abstain: Dr. Cloud, President Howard**

**Motion Carried**

## **CORRESPONDENCE**

Municipal Clerk, Doretha Jackson acknowledged the following correspondence:

Letter- Det. Shawn Benedict, Palmyra Police Department

Mayor Tait requested a motion to accept the retirement letter of Detective Shawn Benedict. President Howard made a motion to accept Detective Shawn Benedict's letter of retirement. Dr. Cloud second the motion.

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

## **REDEVELOPMENT**

Rt. 73 South Redevelopment Area- Update

Mr. Gural stated warehouse number 1 is still on schedule for TCO completion by November 15<sup>th</sup>, 2022. Mr. Gural indicated a groundbreaking ceremony is scheduled for warehouse number 2 this week. Mr. Brewer stated there are working on the fair share housing settlement noting the developer will be responsible for the entire cost of construction of those buildings.

Mr. Winckowski indicated the construction on warehouse one is moving along and the materials they were waiting for have come in, so they are anticipating TCO completion in November. Mr.

Winckowski indicated the redeveloper does not yet have a tenant, but they are moving along with completion of the site work. Mr. Winckowski stated that at the main access road there is a slight delay in putting in the necessary utilities for the Confer development. Mr. Winckowski indicated he was moving on from CME and this was his last meeting with the Borough. Mr. Winckowski indicated Mr. Greg Valesi, who was present would be taking over with the project. Mr. Valesi indicated Mr.

Winckowski would be missed by CME, but he was moving on to an outstanding position. Mr. Valesi indicated he was ready to help anyway needed during the transition. Mr. Gural indicated there was an updated schedule in the packets for the affordable housing component noting that they are delayed by a full quarter and will not begin construction until second quarter of 2023, however, still anticipate completion on the project according to the fair sharing housing schedule.

### Outlaw Training & Fitness/620-622 Highland Ave Redevelopment Project – Update

Mr. Winckowski indicated Outlaw fitness has submitted their application to the Land Use Board and they are hoping to have them on the agenda at the end of this month. Mr. Gural noted the application submitted by Outlaw for the Land Use Board has many deficiencies, but we are going to try and collaborate with them as best we can.

### ELM Office LLC, 321 E. Broad Street Project- Update

Mr. Gural indicated he had nothing new to report. Mr. Brewer indicated he is working on the redevelopment agreement with them and has a meeting scheduled for next week with them regarding the details.

## **PROFESSIONAL UPDATES**

William Kirchner, ERI

Mr. Kirchner stated the Spring Garden Street project is complete and with the first big rain everything looks good. The 2021 road program is complete and closed and the 2022 road program is well under way, noting that they are currently working on concrete work on Wallace Street going to Oak and then back to the one block on Spring Garden Street. Mr. Kirchner noted that when that was complete then they will pave Rowland, Henry, Wallace and the one block on Spring Garden. Mr. Kirchner indicated all should be complete by the end of October beginning of November, weather permitting. Mr. Kirchner indicated that he had a meeting on Wednesday with the contractor for the Temple basin project and that he would be reaching out to Ms. McCann and Dr. Cloud regarding the aesthetic nature of portions of the project. Mr. Kirchner indicated the odor residents are smelling by the sewer plant are due to the climate change from hot to cold, but they are making some changes to address the issue. Mr. Kirchner indicated the tv sewer work is going out to bid and they are hoping to be able to award at the first meeting in November.

## **PUBLIC COMMENT**

We requested those wishing to have or make a Public comment, email their questions or comments in advance of the meeting to Municipal Clerk Rita Jackson at [djackson@boroughofpalmyra.com](mailto:djackson@boroughofpalmyra.com). The opportunity to submit comments prior to meeting expired at 2:00 PM on October 3<sup>rd</sup>, 2022. All comments are part of the record and included with these meeting minutes.

Mayor Tait asked for a motion to open to the Public for comments President Howard made a motion to open the public portion for comments. Dr. Cloud 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.

**Weiner- Charles Street** - Ms. Weiner asked if it would be possible for public works to put the corn stalks up on the decorative light poles if the Halloween Parade Committee paid for the corn stalks. Mr. Gural indicated it would be ok. Ms. Weiner asked Mr. Gural if he could reach out to the professionals to request donations from them for the Halloween Parade Committee. Mr. Gural explained why he did not feel that was appropriate. Ms. Weiner expressed why she felt that various organizations, residents, and groups should be able to use Borough facilities at no charge. There was some discussion and President Howard explained why various charges were implemented.

**Mr. Bauer – Cinnaminson Avenue** – Mr. Bauer asked if something could be done regarding a property on Cinnaminson Avenue which had installed lights above a 6-foot fence on their property. Mr. Bauer noted the lights are about 2 or 3 feet higher than the fence and are extremely bright. Mr. Gural indicated he would have code enforcement looking into it. Mr. Bauer questioned Ordinance 2022-09 and what type of equipment the Borough was seeking to purchase. Mr. Gural explained.

Mayor Tait asked for a motion to close to the Public for comments President Howard made a motion to open the public portion for comments. Mrs. McCann second the motion.

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

**ORDINANCE ON FIRST READING (Public Hearing October 17<sup>th</sup>, 2022)**

**Ordinance 2022-10**, An Ordinance of Borough of Palmyra Providing for the special assessment against a portion of the property identified as block 156, lots 2,2.01,3.01,4.01,5.01& 6.01 (Future block 156, lot 2.03) in the Borough of Palmyra, in the county of Burlington, State of New Jersey, in the amount of \$3,000,000.00 for certain costs to be incurred in connection with an Affordable Housing Redevelopment Project on block 156, lot 1.02 (future block 156, lot 1.07) in the Borough of Palmyra, in the county of Burlington, Sate of New Jersey and Authorizing the execution of certain agreements in connection therewith.

Mayor Tait requested a motion to approve Ordinance 2022-10.

President Howard made a motion to approve Ordinance 2022-10. Dr. Cloud second the motion.

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

**INFAVOR: Dr. Cloud, Ms. Latimore, Mrs. McCann, President Howard**

**AGAINST: None**

**Absent: Mr. Allmond, Mrs. Russell**

**Motion carried. Ordinance 2022-10 was approved. Public Hearing to be held October 17, 2022**

**ORDINANCE ON SECOND READING Public Hearing**

**Ordinance 2022-09**, Bond Ordinance Providing for the Acquisition of Certain Capital Equipment by and in the Borough of Palmyra, in the County of Burlington, State of New Jersey; Appropriating

\$600,000.00 Therefor and Authorizing the Issuance of \$570,000.00 Bonds or Notes of the Borough to Finances part of the Cost Thereof

Mayor Tait asked for a motion to open to the Public for comments President Howard made a motion to open the public portion for comments. Dr. Cloud second the motion.

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

Mr. Gural noted this is for the acquisition of two trash trucks, on by state contract and the other by the bid process.

Mayor Tait asked for a motion to close to the Public for comments President Howard made a motion to open the public portion for comments. Dr. Cloud second the motion.

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

Mayor Tait requested a motion to approve Ordinance 2022-09.

President Howard made a motion to approve Ordinance 2022-09 Ms. Latimore second the motion.

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

**INFAVOR: Dr. Cloud, Ms. Latimore, Mrs. McCann, President Howard**

**AGAINST: None**

**Absent: Mr. Allmond, Mrs. Russell**

**Motion carried. Ordinance 2022-09 was approved.**

## **RESOLUTION**

**Resolution 2022-180**, Resolution of the Borough of Palmyra Authorizing a wage increase for Public Works and Sewer Department employees possessing a valid commercial driver's license.

Mayor Tait asked for a motion to approve resolution 2022-180

President Howard made a motion to approve Resolutions 2022-180. Ms. Latimore second the motion.

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

**INFAVOR: Dr. Cloud, Ms. Latimore, Mrs. McCann, President Howard**

**AGAINST: None**

**Motion carried. Resolution 2022-180 was approved.**

## **PUBLIC EVENTS**

Mayor Tait noted the Virtua Mobile Grocery Store coming to the Community Center on Thursdays from 2 pm to 3:30 pm. Mayor Tait noted the Flu Clinic October 27<sup>th</sup>, 2022, at the Palmyra Community Center.

## **DISCUSSION ITEMS**

Mr. Gural indicated we are still having issues with Republic's trash collection. He stated the bids were out for the new contract and we are waiting for responses.

Mr. Gural noted the recycling report year to date for 2022 was included in council's packet for their review.

Mr. Gural stated he would be meeting with Mr. Zimmerman regarding the Fire Departments new hires policy and Firehouse lease noting that the hiring would go into new year.

Mr. Gural indicated he had received the updated policy from the new attorney regarding time clocks and the punching in/out requirements and would have additional information at the next meeting.

Mr. Gural stated we are still seeking new special officers for parking enforcement noting that the Chief has a new hire candidate which should be on agenda for next meeting.

Mr. Gural indicated he had nothing new to report regarding vacation leave accrual issues.

Mr. Gural stated he is currently putting together the list of surplus vehicles and will have additional information at a future meeting.

The conversion of sewer billing to water-usage based billing we are hoping to implement in April of 2023, Mr. Gural noted.

Mr. Gural stated he would be scheduling a meeting with the Public Safety committee and the FOP rep to discuss the current PPA/FOP Grievance.

Mr. Gural explained the 31.34-acre conservation easement and acceptance of title and trails grant. Mr. Gural explained that the Borough may want to accept and keep that area as our property instead of giving it to the Bridge commission noting that we could use the grant to do something with the property. There was some discussion and Council agreed to accept and keep the property possibly using the grant noted.

Mr. Gural explained the need to increase the sewer department's staffing. Mr. Gural explained the possibility of having another employee obtain a sewer operator license. Mr. Gural noted a potential candidate from within public works who might be interested in moving over to the sewer department with the intent of going to school to obtain that license. Mr. Gural indicated he would get back to council with additional information when received.

Mr. Gural noted the need to update the current covid-19 policy. Mr. Gural noted that the current policy is not being followed and requested permission to give notice individuals regarding the current policy.

Mr. Gural noted a request from the YMCA regarding use of the Community Center for summer camp. Mr. Gural stated that there currently is no staffing to cover the center however at budget time staffing for the Community Center will be discussed. Mr. Gural indicated he would contact them and let them know that currently we do not know how we are moving forward and will have additional information next year.

There was discussion regarding Legion Field Complex usage and damage to the bathrooms at the fields. Chief Campbell noted that with their view of the camera they determine who did the recent

damage and they would be addressing it with those minors and their parents, noting that those individuals may be helping to clean up the fields of trash as community service.

There was discussion regarding the PIA's facility usage request for the Fall Festival/Truck-or-Treat, council agreed it was ok to proceed.

Mr. Gural noted the advertisement for the Deputy Clerk position was placed in the newspaper and on the NJLM website and we are currently accepting applications until October 28<sup>th</sup>, 2022.

### **ADMINISTRATORS REPORT**

Mr. Gural noted the renewal of the volunteer accident policy, stating a copy was included in the packet. Mr. Gural explained the Borough Hall bell/clock tower improvements noting that the contract was awarded and the work should begin shortly. Mr. Gural explained the ALPR grant application for the police department for tag/registration readers noting they were putting the application together and hoping to expand the application and request two.

### **ONGOING REMINDER PROJECTS**

Mr. Gural stated the following items are reminders for the various projects the governing body is addressing. Mr. Gural noted additional information will be forthcoming in the future.

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/code revisions - Zoning/Land Development Ordinance amendments

Alcoholic Beverage Consumption in Public Spaces

PPPM Policy updates

Sewer Lateral Policy & water usage-based billing

Ordinance establishing rules and regulations for properties subject to foreclosure proceedings

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

**Dr. Cloud** – no comment

**Ms. Latimore** – no comment

**Mrs. McCann**– no comment

**President Howard**- no comment

**Mayor Tait** –no comment

Mayor Tait asked Mr. Gural and Mr. Rosenberg if there were items for closed session. Mr. Gural and Mr. Rosenberg indicated yes regarding litigation & contract negotiations.

**Resolution 2022-181, 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 & Contract Negotiation**

Mayor Tait requested a motion to approve Resolution 2022-181. President Howard made a motion to approve Resolution 2022-181. Mrs. McCann second the motion.

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

**INFAVOR: Dr. Cloud, Ms. Latimore, Mrs. McCann, President Howard**

**AGAINST: None**

**Resolution 2022-181 was approved**

Into closed at 7:45 pm

Out of closed at 8:07 pm

Mayor Tait requested a motion to open to public. President Howard made a motion to open to the public. Dr. Cloud second the motion.

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

**ADJOURNMENT**

Mayor Tait asked for a motion to adjourn. President Howard made a motion to adjourn the meeting. Dr. Cloud second the motion.

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

Meeting adjourned at 8:08 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: October 17<sup>th</sup>, 2022