

Borough of Palmyra
Council Caucus Meeting, 6:30 PM
Monday, December 5th, 2022
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. 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 5th, 2022.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 10th, 2022.
- Notice to All Council Members.

APPROVAL OF MINUTES

November 21st, 2022 – Regular Council Meeting Minutes
November 21st, 2022 - Executive Session Meeting Minutes

CORRESPONDENCE

Email- Notification of Retirement- Phil Opalski
Letter of Resignation- Ernest McGill

REDEVELOPMENT

- Rt. 73 South Redevelopment Area- Update
- Outlaw Training & Fitness/620-622 Highland Ave Redevelopment Project – Update
- ELM Office LLC, 321 E. Broad Street Project- Update

PROFESSIONAL UPDATES

Andrew Brewer, Maraziti, Falcon, LLP

Gregory Valesi, CME
William Kirchner, ERI

REPORTS

PHS Student Representatives

PUBLIC COMMENT

We request 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. The opportunity to submit comments prior to meeting expires at 12:00 PM on December 5th, 2022. You must include your name and full address for your comment to be considered valid. Comments submitted in a timely and complete manner will be read during the Council Meeting. 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.** Each citizen will be allotted up to **three (3) minutes** to speak, in order to allow everyone an opportunity to ask questions and express their opinions or concerns. Please direct all comments to the Mayor. Each citizen may only speak once during the public portion. All comments will become part of the record and included with the meeting minutes.

ORDINANCE ON SECOND READING Public Hearing

Ordinance 2022-11, An Ordinance to Establish Registration Rules and Regulations for Properties that are Subject of Foreclosure Proceedings

Ordinance 2022-12, An ordinance of the Borough of Palmyra establishing the policies, requirements, and operating procedure for the Palmyra Fire Department Volunteer Participation and Stipend Program, effective January 1, 2023

Ordinance 2022-13, An ordinance of the Borough of Palmyra adopting an Amended Attendance and Tardiness Policy, Effective Date January 1, 2023

Ordinance 2022-14, An ordinance of the Borough of Palmyra adopting an Amended Timekeeping Policy, Effective January 1, 2023

Ordinance 2021-15 to Provide for and Determine the Rates and Ranges of Compensation of Each Employee and Officer of the Borough of Palmyra for the Remainder of Year 2022 and the Year 2023

RESOLUTIONS

Resolution **2022-211** thru and Resolution **2022-222** 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 2022-211, Resolution Approving Sabestien A. Orozco as an Active Member of the Palmyra Fire Department

Resolution 2022-212, Resolution Authorizing the Grant Management Plan

Resolution 2022-213, Resolution Adopting Rehabilitation Assistance Policy and Procedures Manual

Resolution 2022-214, Resolution Authorizing a Grant Agreement with the New Jersey Department of Community Affairs

Resolution 2022-215, Resolution Appointing Doretha Jackson as the Fair Housing Officer for the Borough of Palmyra

Resolution 2022-216- Resolution Authorizing the Borough of Palmyra to Apply to the New Jersey Department of Community Affairs (NJDCA) for a Small Cities Housing Rehabilitation Grant of Approximately \$200,000.00 to Continue its program to address code violations in Homes of Low- and Moderate-Income Residents of Palmyra

Resolution 2022-217, Resolution Authorizing the Chief Financial Officer to Make Budget Transfers to the 2022 Budget in the amount of \$78,161.75

Resolution 2022-218, Resolution Authorizing the Finance Officer to Pay Vendor Bills During the Month of December 2022

Resolution 2022-219, Resolution Awarding a Contract to Environmental Resolutions, Inc. (ERI) for Engineering Design services for the West 4th Street Road Improvement Project per their Proposal Dated November 28th, 2022 in the amount of \$60,500.00.

Resolution 2022-220, Resolution Authorizing the Cancellation of Outstanding Checks from the Borough of Palmyra Current Fund Account

Resolution 2022-221, Resolution Appointing Allan Berg as Foreman for the Public Works and Sewer Departments for the Borough of Palmyra at the Hourly rate of \$30.00 Retroactive to November 30th, 2022

Resolution 2022-222, Resolution Appointing Jay Yansick to a Full-time Public Works Driver/Laborer position at the hourly rate of \$19.44 effective December 5th, 2022

PUBLIC EVENTS

Virtua Mobile Grocery Store - Thursdays from 2 pm to 3:30 pm

Santa Visit December 2nd, 2022

Reorganization Meeting – January 6th, 2023 at 4:00 pm

DISCUSSION ITEMS

- Trash Collection – Bid Opening
- Certified Public Works Manager & Public Works issues
- Decorative Street Lights/poles on Broad Street

- Fourth Street Reconstruction Grant- Delaware Avenue to Race Street
- State Regulations for Rental Properties
- Covid-19- policy update

ADMINISTRATORS REPORT

- 2022 RFP/RFQ's are in – list to be distributed
- NJDOT Technical Assistance Program- Pedestrian & Bicycle Project
- Fire Department Stipend Program-update
- Misc. items as necessary

ONGOING REMINDER PROJECTS

- 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
- Alcoholic Beverage Consumption/ Outdoor Seating/ Dining Ordinance

MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS

Resolution 2022- 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.**