

Borough of Palmyra
Council Caucus Meeting, 6:30 PM
Monday, December 5th, 2022

The Council Caucus Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Tait at 6:34 PM.

ROLL CALL

At the call of the roll:

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

ABSENT: Brandon Allmond

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 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

Mayor Tait requested a motion for approval of the November 21st,2022 Regular Council Meeting Minutes and the November 21st, 2022, Executive Session Meeting Minutes.

Mrs. Russell made a motion to approve the minutes from the November 21st,2022 Regular Council Meeting and the November 21st, 2022, Executive Session Meeting. President Howard second the motion.

At the call of the roll the vote was:

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

AGAINST: None

Abstain: Dr. Cloud

Motion Carried

CORRESPONDENCE

Municipal Clerk, Doretha Jackson acknowledged the following correspondence:

Email- Notification of Retirement- Phil Opalski

Letter of Resignation- Ernest McGill

Mayor Tait requested a motion to accept the retirement letter of Phil Opalski

Mrs. Russell made a motion to accept the retirement letter of Mr. Opalski. President Howard second the motion.

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

Mayor Tait requested a motion to accept the resignation letter from Mr. Ernest McGill

Mayor Tait requested a motion to accept the resignation email from Ernest McGill

Mrs. Russell made a motion to accept the resignation email from Ernest McGill. President Howard second the motion.

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

REDEVELOPMENT

Rt. 73 South Redevelopment Area

Mr. Rohmeyer stated the redeveloper has requested a TCO with no occupancy. Mr. Rohmeyer stated that in regard to the request they had review the site and determined that the site is substantially complete at this time noting a few items which still need to be addressed regarding security fencing, paving, and work at the site entrance off Rt 73. Mr. Rohmeyer indicated they would address those matters and her would be reinspecting the site sometime next week. Mr. Rohmeyer stated that if all so ok they would recommend the TCO be issued. Mr. Gural noted that when the redeveloper obtains the TCO they are obligated to begin paying the one million pilot to the Borough. There was some additional discussion regarding the various items needed for completion.

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

Mr. Rosenberg indicated that Mr. Brewer was unavailable for tonight's meeting however asked him to let the governing body know that he had nothing new to report.

Mr. Gural stated he had nothing new to report.

ELM Office LLC, 321 E. Broad Street Project

Mr. Gural stated he had nothing new to report.

PROFESSIONAL UPDATES

William Kirchner, ERI

Mr. Kirchner stated the DOT grant application request of \$338,000.00 for the 4th Street project, the DOT grant amount awarded is \$316,870.00. Mr. Kirchner stated the resolution on the agenda tonight 2022-219 is for the design portion on the project in the amount of \$60,500.00. Mr. Kirchner indicated

he was trying to bid the project in early spring of 2023 and have the project completed in the summer of 2023. Mr. Kirchner also noted resolution 2022-223 a reduction to the 2022 Road Program in the amount of \$2,865.84.

PUBLIC COMMENT

We requested 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 expired at 12:00 PM on Monday December 5th, 2022. 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 to the Public for comments 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 she did not receive any comments prior to the meeting.

Mayor Tait asked if there were any comments from the public.

Mrs. Rix- Harbour Drive, Mrs. Rix asked why Council was not attending the Harbour Condo Association meetings. Mayor Tait indicated she would check into it and get back to Mrs. Rix.

Mr. Russell- Parry Avenue, Mr. Russell stated he wanted to congratulate his wife for her six years of service to Borough Council and the community also noting the six years of service she put in on the School Board.

Seeing no one else wishing to make a comment Mayor Tait requested a motion to close the public comment portion. Mrs. Russell made a motion to close the public comment portion. President Howard second the motion.

All members present voted in favor of the motion.

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

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

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

Mayor Tait asked if there were any comments, seeing none. Mayor Tait asked for a motion to close to the Public for comments 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 requested a motion to approve Ordinance 2022-11.

Ms. Russell made a motion to approve Ordinance 2022-11. President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Absent: Mr. Allmond

Motion carried. Ordinance 2022-11 was approved.

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

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

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

Mayor Tait asked if there were any comments, seeing none. 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. Russell second the motion.

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

Mayor Tait requested a motion to approve Ordinance 2022-12.

Mr. Russell made a motion to approve Ordinance 2022-12 with the notation noted by Mr. Gural. President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Absent: Mr. Allmond

Motion carried. Ordinance 2022-12 was approved.

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

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

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

Mrs. Rix asked, "What does this mean?"

Mr. Gural explained the ordinance refers to employee attendance and tardiness at work.

Mayor Tait asked if there were any other comments, seeing none. Mayor Tait asked for a motion to close to the Public for comments 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 requested a motion to approve Ordinance 2022-13.

President Howard made a motion to approve Ordinance 2022-13. Mrs. Russell second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Absent: Mr. Allmond

Motion carried. Ordinance 2022-13 was approved.

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

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

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

Mayor Tait asked if there were any comments, seeing none. 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. Russell second the motion.

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

Mrs. Russell asked if someone could explain to the public what this ordinance was about.

Mr. Gural explained it requires all employees to punch in and out utilizing the various time tracking systems in their departments.

Mayor Tait requested a motion to approve Ordinance 2022-14.

Mrs. Russell made a motion to approve Ordinance 2022-14 President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Absent: Mr. Allmond

Motion carried. Ordinance 2022-14 was approved

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

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

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

Mayor Tait asked if there were any comments, seeing none. Mayor Tait asked for a motion to close to the Public for comments 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 requested a motion to approve Ordinance 2022-15.

President Howard made a motion to approve Ordinance 2022-15 Mrs. Russell second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Absent: Mr. Allmond

Motion carried. Ordinance 2022-15 was approved.

RESOLUTIONS

Mayor Tait stated **Resolution 2022-211** thru **Resolution 2022-224** will be enacted as a single motion, if either resolution needs additional discussion, it will be removed from the consent agenda and voted on separately. Mayor Tait asked if any resolutions needed to be removed from the consent agenda. Mrs. Russell requested resolution 2022-224 and Resolution 2022-225 be removed. Mayor Tait read resolutions 2022-211 thru Resolution 2022-223 into the record:

Resolution **2022-211** thru and Resolution **2022-223** 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

Resolution 2022-223, Resolution Authorizing Change Order #1 to Pioneer General Contracting Co., Inc. for the 2022 Road Program in the Decreased Amount of \$2,865.84 Making the New Adjusted Contract price \$305,384.16 per the Request of Environmental Resolutions, Inc. dated December 2nd, 2022

Mayor Tait requested a motion to approve the consent agenda Resolutions 2022-211 thru Resolution 2022-223.

Mrs. Russell made a motion to approve the consent agenda Resolutions 2022-211 thru Resolution 2022-223. President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Motion carried. Resolutions 2022-211 thru Resolution 2022-223 were approved.

Mayor Tait then went back to Resolution 2022-224

Resolution 2022-224, Cancellation of Unexpired Balances of Improvement Authorizations.

Mr. Gural explained that the balances were from capital projects that have been completed and may have had a balance in the capital fund remaining. Mr. Gural noted the balances cancelled will be going to surplus.

Mayor Tait requested a motion to approve Resolution 2022-224.

Mrs. Russell made a motion to approve the Resolution 2022-224. President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Motion carried. Resolution 2022-224 was approved.

Resolution 2022-225, Resolution of the Borough of Palmyra Committing to Provide \$250,000.00 in Funding for the Affordable Income Housing Project as part of the Rt. 73 South Area in Need Of Redevelopment

Mr. Rosenberg explained that this was agreed upon by the governing body previously, however the adoption may have been informal and not done by resolution. Mr. Rosenberg explained that we have been asked to adopt by resolution, formally, the Borough's commitment to that \$250,000.00. Mr. Rosenberg noted that the \$250,000.00 would need to be placed into the trust fund when the settlement agreement is signed, noted also that it would be the very last funding in the trust fund to be used. There was some additional discussion.

Mayor Tait requested a motion to approve Resolution 2022-225.

Mrs. Russell made a motion to approve the Resolution 2022-225. President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Motion carried. Resolution 2022-225 was approved.

PUBLIC EVENTS

Mayor Tait stated the Virtua Mobile Grocery Store is still in town on Thursdays from 2:00 pm to 3:30 pm in front of the Community Center.

Mayor Tait stated that Santa's visit and the Tree Lighting was held last Friday and it was a great time.

Mayor Tait noted the Reorganization of Borough Council Meeting will be held on Friday, January 6th, 2023 at 4:00 pm.

DISCUSSION ITEMS

Mr. Gural explained the Solid waste disposal bid results noting the significant increase in pricing and the lowest responsible bidder, Republic Services. Mr. Gural noted the new contract begins on April 1, 2023. Mr. Gural noted contained in the meeting packets is last contracts pricing and the new pricing for the new contract. Mr. Gural explained the pricing difference and our intention to move forward with selective in-house collection. There was some additional discussion regarding bulk, pricing, and rejection of bids and rebidding.

Mr. Gural explained some of the issues facing public works department and noted that several very good applications had been received. Mr. Gural also noted the CPWM position is advertised, and we are accepting applications currently.

Mr. Gural stated that we own the decorative light poles from Rt. 73 up to Market Street not PSEG. Mr. Gural noted that Municipal Maintenance has been repairing and replacing light bulbs where need and the lights from Rt. 73 to Market are operational. Mr. Gural stated he is working with PSEG on the other decorative light poles on Broad Street from Market Street to Elm Avenue to get them up and on. Mr. Gural noted the Fourth Street Reconstruction Grant is for 4th Street between Delaware Avenue and Race Street.

Mr. Gural state that Ms. Kilmer has provided a report regarding state regulations for rental properties and Mr. Rosenberg is working on the new ordinance.

Mr. Gural noted the discussion regarding the Covid-19 policy and potential updates should be had in closed session.

ADMINISTRATORS REPORT

Mr. Gural stated the 2023 RFP/RFQ's are in, Ms. Jackson put together a listing of the responses which is included in your packets and thumb drives should also be on the dais which include copies of all the proposals submitted. Mr. Gural noted you can begin looking them over so appointments can be made at reorganization.

Mr. Gural stated that the NJDOT Technical Assistance Program- Pedestrian & Bicycle Project will be meeting next week on December 16th, 2022.

Mr. Gural reported the Fire Department stipend program ordinance was approved earlier tonight and will begin on January 1, 2023. Mr. Gural stated all those participating in the stipend program must be members of the Palmyra Fire department and must be appointed by council.

Mr. Gural explained the BANDS sold and how we were able to self-finance them, noting that we will earn 4% on the investment.

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/cargo containers - Zoning/Land Development Ordinance amendments

Alcoholic Beverage Consumption/ Outdoor Seating/ Dining Ordinance

MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS

Dr. Cloud – Dr. Cloud thanked Mrs. Russell for her service to the community over the past years.

Ms. Latimore – no comment

Mrs. McCann – Mrs. McCann thanked Mrs. Russell for service on Borough Council.

Mrs. Russell – Mrs. Russell thanked everyone for their help over the past six years and noted she would like to stay on the Green Team.

President Howard - President Howard thanked Mrs. Russell for serving with them on Borough Council and noted she would be missed because she made it fun.

Mayor Tait - Mayor Tait stated again that Senator Singleton, the Deputy Mayor of Cinnaminson, Felicia Hopson from the Burlington County Commissioners, and the Borough handed out over 500 coats which were assembled/raised for the Coat Drive/Giveaway. Mayor Tait also noted that six cartons of coats that remained were taken to Charles Street School to be given to any student in need. Mayor Tait thanked Mrs. Russell for her service over the past six years. Mayor Tait noted that this was the last meeting in 2022 as no second meeting would be held in December.

Mayor Tait asked Mr. Gural and Mr. Rosenberg if there were items for closed session. Mr. Gural and Mr. Rosenberg indicated yes regarding contracts, potential litigation, and Personnel.

Resolution 2022-226, 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:

Contracts, Potential Litigation, Personnel

Mayor Tait requested a motion to approve Resolution 2022-226. Mrs. Russell made a motion to approve Resolution 2022-226 President Howard second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Resolution 2022-226 was approved.

Into closed at 7:49 pm

Out of closed at 8:50 pm

Mayor Tait requested a motion to open to public. Mrs. Russell made a motion to open to the public. President Howard 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. Mrs. Russell second the motion.

All voted in favor of the motion. Motion Carried

Meeting adjourned at 8:51 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: February 6th, 2023