

Borough of Palmyra
Council Caucus Meeting Minutes, 6:30 PM
Monday, February 6th, 2023

The Council Caucus Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Tait at 6:30 PM

ROLL CALL

At the call of the roll:

PRESENT: Natashia Latimore, John Liebe, Michelle McCann, President Timothy Howard, Mayor Gina Ragomo Tait

ABSENT: Dr. Laura Cloud

The pledge of Allegiance was recited.

OPEN PUBLIC MEETINGS STATEMENT

Mayor Tait read the following 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 13th, 2023.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 11th, 2023.
- Notice to All Council Members.

APPROVAL OF MINUTES

December 5th, 2022- Council Caucus Meeting Minutes

Mayor Tait requested a motion for approval of the December 5th, 2022, Council Caucus Meeting Minutes.

President Howard made a motion to approve the minutes from the December 5th, 2023, Council Caucus Meeting. Mrs. McCann second the motion.

At the call of the roll the vote was:

INFAVOR: Natashia Latimore, Mrs. McCann, President Howard

AGAINST: None

Abstain: Mr. Liebe

Motion Carried

December 5th, 2022 - Executive Session Meeting Minutes

Mayor Tait requested a motion for approval of the December 5th, 2022, Executive Session Meeting Minutes.

President Howard made a motion to approve the minutes from the December 5th, 2022, Executive Session Meeting. Mrs. McCann second the motion.

At the call of the roll the vote was:

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

AGAINST: None

Abstain: Mr. Liebe

Motion Carried

January 6th, 2023- Reorganization Meeting Minutes

Mayor Tait requested a motion for approval of the January 6th, 2023 Reorganization Meeting Minutes.

President Howard made a motion to approve the minutes from the January 6th, 2023, Reorganization Meeting Minutes. Mrs. McCann second the motion.

At the call of the roll the vote was:

INFAVOR: Ms. Latimore, Mr. Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion Carried

CORRESPONDENCE

Municipal Clerk, Ms. Jackson acknowledged the following correspondence received.

Email- Brandon Allmond, Councilman

Letter- Detective Arek Arargil

President Howard made a motion to accept Councilman's Allmond resignation email. Mrs. McCann second the motion.

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

President Howard made a motion to accept the resignation letter of Detective Arek Arargil. Mrs. McCann second the motion.

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

APPOINTMENT OF BOROUGH COUNCIL PHS STUDENT REPRESENTATIVE

Sarah Agnew

Resolution 2023-64, Authorizing Appointing of Sarah Agnew as Junior Student Borough Council Representative

Mayor Tait requested a motion for approval of Resolution 2023-64, Authorizing Appointing of Sarah Agnew as Junior Student Borough Council Representative

President Howard made a motion to approve Resolution 2023-64. Mrs. McCann second the motion.

At the call of the roll the vote was:

INFAVOR: Natisha Latimore, John Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion Carried

REDEVELOPMENT

Rt. 73 South Redevelopment Area- Update

Mr. Brewer indicated he was working on the Fair Share Housing changes to the Redevelopment Agreement, noting the mostly completed first warehouse.

Outlaw Investment Group, LLC/620-622 Highland Ave Redevelopment Project –Update

Mr. Gural stated we are currently waiting for final payment from Outlaw Investment Group, LLC so that we can make the final payoff to the previous owner, Active Realty Profit Sharing Plan.

ELM Office LLC, 321 E. Broad Street Property- Update

Mr. Gural stated Elm Office LLC has filed their LUB application for site plan approval and will be heard at the February 22nd, 2023 Land Use Board meeting.

PROFESSIONAL UPDATES

William Kirchner, ERI

Mr. Kirchner spoke about the various resolutions on the agenda for consideration, explaining the reason for each, noting his recommendation to reject the bids for the Sewerage Treatment Plant and Pump Station Debris Removal 2023 Contract. Mr. Kirchner noted he would work on the sign to be placed at 321 W Broad but needed a site plan. Mr. Gural indicated we would get it to him.

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. The opportunity to submit comments prior to meeting expired at 12:00 PM on February 6th, 2023. No comments were submitted prior to the meeting. Mayor Tait requested that anyone wishing to speak sign in at the podium, 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. 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 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

Kathleen Rix- Harbour Drive, Mrs. Rix asked for an explanation of Resolution 2023-69. Mr. Rosenberg explained. Mrs. Rix asked why no one from council showed up for the Harbour Condo Association's last meeting. Mayor Tait indicated she was scheduled, however was ill.

Valerie Still- Veterans Drive, Ms. Still stated Council knows who she is and what she has been going thru regarding the flooding issues at her home. Ms. Still indicated she believes the flooding was due to storm drains not being properly cleared/cleaned. Ms. Still asked Why council and our attorneys/representatives are not trying to settle or talk regarding reaching some sort of agreement. Ms. Still indicated she had been to the insurance agent's office, Qual-Lynx and they would not let her in nor communicate with her. Mr. Rosenberg explained to Ms. Still that she had filed a tort claim against the Borough of Palmyra, notifying them that she intended to file a claim/suit against them. The Borough in turn notified their insurer that a potential litigation may be filed. Mr. Rosenberg noted that to date that litigation has not been filed so there is nothing to negotiate. Mrs. Still indicated she has had her life turned upside-down and se is not going away she will be reaching out to various other government officials. Mr. Gural also explained the tort process and the litigation process. Mr. Rosenberg and Mr. Gural suggested Ms. Still contact her legal counsel for guidance with the matter.

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

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

ORDINANCE ON FIRST READING (Public Hearing February 21st, 2023)

Ordinance 2023-01, An Ordinance of Borough of Palmyra to Exceed the 2023 Municipal Budget Appropriation Limits and Establish a CAP Bank (N.J.S.A 40A:4-45.14)

Mayor Tait asked if there were questions or comments, seeing none; Mayor Tait requested of motion to approve Ordinance 2023-1.

Mr. Liebe made a motion to approve Ordinance 2023-1. President Howard seconded the motion.

At the call of the roll, the vote was:

INFAVOR: Natashia Latimore, John Liebe, Mrs. McCann, President Howard

AGAINST: None

ABSENT: Dr. Laura Cloud

Motion carried. Ordinance 2023-1 was approved for first reading, public hearing to be held February 21, 2023.

RESOLUTIONS

Mayor Tait stated that Resolution 2023-65 thru and Resolution 2023-72 will be enacted as a single motion, if any resolution needs additional discussion, it would be removed from the consent agenda

and voted on separately. Mayor Tait asked if anything needed to be removed, seeing none Mayor Tait read the following resolution into the record:

Resolution 2023-65, Resolution Authorizing the Refund of Sewer Overpayment on Acct.#455000-0 to Palmyra Arms Holdings, LLC in the amount of \$7,243.09

Resolution 2023-66, Resolution Authorizing the Cancellation of Municipal Certificate #18-00033 Block 107 Lot 24

Resolution 2023-67, Awarding a contract to Black Rock Enterprises, LLC for 2022 NJDOT Road Program project per ERI's Bid Award Recommendation letter dated January 27, 2023 in the amount of \$463,256.00

Resolution 2023-68, Resolution Rejecting Bids for Sewerage Treatment Plant and Pump Station Debris Removal Contract 2023

Resolution 2023-69, Resolution of Need Determination for Palmyra Family Affordable Housing Development

Resolution 2023-70, Resolution Awarding a Contract to Municipal Emergency Services per Quote in the amount of \$58,954.67 for Scott Air Packs and 3000 Masks per NJ State Contract 17-FLEET-00819 subject to Certification of CFO

Resolution 2023-71, Authorizing Public Works Salary Guide and increases for Current Public Works Employees, Effective February 24, 2023

Resolution 2023-72, Resolution Authorizing the Payment of January 2023 Bills already paid in the Amount of \$1,702,118.31

Mayor Tait requested a motion to approve the consent agenda Resolutions 2023-65 thru Resolution 2023-72.

President Howard made a motion to approve the consent agenda Resolutions 2023-65 thru Resolution 2023-72. Mrs. McCann second the motion.

At the call of the roll, the vote was:

INFAVOR: Natashia Latimore, John Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion carried. Resolutions 2023-65 thru Resolution 2023-72 were approved

PUBLIC EVENTS

Mayor Tait noted the following upcoming events.

Mayor Tait stated the Virtua Mobile Grocery Store is in the Community Center parking lot on Thursdays from 2:00 pm to 3:30 pm.

Mayor Tait also noted that Pet Registrations are due for 2023 and the Rabies Clinic will be held in April of 2023.

Mayor Tait stated a Black History window gallery will be placed in the windows at the Community Center for Black History month.

Mrs. McCann stated the Easter Egg Hunt has been scheduled for April 1st, 2023 at 9:00 am at Legion Field. Ms. McCann indicated she would contact Ms. Sykes to schedule a date in the community center for the students to fill the Easter eggs.

MOTION TO APPROVE TREASURERS' REPORTS

Mayor Tait requested a motion to approve the Treasurer's Reports for November 2022 and December 2022. President Howard made a motion to approve the Treasurer's Reports for November 2022 and December 2022. Mr. Liebe second the motion.

At the call of the roll:

INFAVOR: Ms. Latimore, Mr. Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion Carried. Treasurers Reports were approved

DISCUSSION ITEMS

Mr. Gural indicated that five people are in the process of being hired for the Public Works department and will be on the agenda for appointment at the next meeting with varying start dates. Mr. Gural stated that things are going well currently and he did not feel there was a need for the CPWM currently.

Mr. Gural explained the authorization to conduct Aerial Larval/ Adult Mosquito control activities authorization request, noting it is sent every year. Mr. Gural explained how and why they spray various communities. President Howard made a motion to approve the request from the county and authorizing the Mayor to sign the authorization. Mrs. McCann second the motion.

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

Mr. Gural stated included in your packets is a report from the Tax collector, Ms. Johns detailing properties which we are able to foreclose upon the Municipal liens. Mr. Gural noted most of the lots are non-conforming lots. Mr. Gural indicated additional information will follow.

Mr. Gural stated Mrs. Kilmer and Mr. Rosenberg are working on the compliance ordinance regarding State regulations for rental properties also including lead paint testing.

Mr. Gural indicated changes needed to be made to the current covid-19 policy. Mr. Gural indicated we are anticipating upcoming changes to the State's policy/guidelines. Mr. Gural stated he would have additional information for the governing bodies consideration regarding updating the ordinance and our policy.

Mr. Gural indicated the Fire Department stipend program is working out very well. Mr. Gural noted the program began January 1st, 2023 and has been very helpful in the department being able to get trucks out in a timely manner.

Mr. Gural explained the current policy/ordinance regarding timeclocks and employees punching in and out. Mr. Gural indicated that he felt and the Ordinance allows for him to make recommendations to the governing body regarding potential intermittent changes. Mr. Gural indicated he would like to

allow salaried department heads with supervisory responsibility/ FLSA exempt employees the ability to not be required to punch in and out on a daily basis. Mr. Gural noted that if he felt it was not working out for any reason, he would put the requirement back in place. Council agreed.

Mr. Gural indicated we are still looking for a Deputy Clerk, noting that the ad is of the NJLM website. Mr. Gural stated he was putting together a sewer department salary guide similar to what was done for public works. Mr. Gural indicated additional information would follow.

Mr. Rosenberg stated the Roto Cylinders tax appeal would need to be discussed in closed session.

Mr. Gural stated the Board of Education has requested use of a portion of the Community Center for office space. Mr. Gural stated they have pre-k beginning and will need the classroom space at Delaware Avenue School. Mr. Gural indicated the portion being talked about is in the rear of the building and will not affect the gym, kitchen or the meeting rooms on the side of the building. Mr. Gural wanted to know if council was amenable to opening a dialog with the Board of Education regarding the matter. Council agreed to having a dialog. Mr. Gural stated he would get back to council with additional information.

Mr. Gural noted the request of the YMCA to utilize the Community Center for Summer Camp. There was some discussion regarding the cost and the number of children from Palmyra who attend. Council requested to see the proposal before a decision was made.

Mr. Gural explained to council how things were progressing with the new trash collection contract upcoming. Mr. Gural stated he had started the Trash Quick Reaction Force which meets every Thursday at 8:30 am to work on the upcoming changes to solid waste disposal. Mr. Gural explained some of the potential changes regarding bulk trash, collection dates and the in-house collection. Mr. Gural noted that additional information would be coming.

Mr. Gural explained the process to place stop signs and speed bumps/humps on streets, he stated that you cannot just put-up signs; anything that effects traffic flow requires traffic studies and engineer evaluations before if any signs can be placed.

Mr. Gural stated the 2023 Budget Workshop is scheduled for March 25th, 2023 at 8:00 am in Borough Hall.

Mr. Gural stated we will not be able to participate in the 2023 New Jersey Tree Recovery Campaign Program this year as there is just not enough time to get it in place.

Mr. Gural stated we have received several applications for the Community Center staffing positions and are looking for some guidance as to when the governing body would like to open the gym for group use. Council indicated as soon as possible, March 1st, 2023. Mr. Gural indicated the staffing still needed to be in place and noted we would try but definitely be ready by April 1st, 2023.

ADMINISTRATORS REPORT

Mr. Gural reminded all that the 2023 Burl Co JIF Elected Officials Training seminars are all online, noting that for every council member that attends we receive a \$250.00 dollar reduction to our insurance billing.

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

Surplus Vehicles

MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS

Ms. Latimore- no comment

Mr. Liebe- 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 contracts, Negotiations, litigation Rt# 73 Redevelopment/ FSH, litigation Roto Cylinder, Personnel

Mayor Tait asked for a motion to approved **Resolution 2023-73** - 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, negotiations, litigation regarding Rt. 73 Redevelopment/FSH, litigation Roto Cylinder, Personnel**

President Howard made a motion to approve Resolution 2023-73. Mrs. McCann second the motion.

At the call of the roll:

INFAVOR: Ms. Latimore, Mr. Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion Carried. Resolution 2023-73 was approved

Borough Council went into closed session at 7:49 pm

Borough Council returned from closed session at: 8:30 pm

Mayor Tait requested a motion to open to the public. President Howard made a motion to re-open the meeting to the public. Ms. Latimore second the motion.

All voted in favor of the motion. Motion Carried

Mr. Rosenberg read resolution 2023-74, Resolution 2023-74 - Resolution of the Borough of Palmyra Approving the first Amended Settlement Agreement in the Matter of the Application of the Borough of Palmyra for a Judgment of Compliance, Superior Court of New Jersey, County of Burlington, Docket No. BUR-L-1567-15

Mayor Tait asked for a motion to approved Resolution 2023-74 - Resolution of the Borough of Palmyra Approving the first Amended Settlement Agreement in the Matter of the Application of the Borough of Palmyra for a Judgment of Compliance, Superior Court of New Jersey, County of Burlington, Docket No. BUR-L-1567-15

President Howard made a motion to approve Resolution 2023-74. Mrs. McCann second the motion.

At the call of the roll:

INFAVOR: Ms. Latimore, Mr. Liebe, Mrs. McCann, President Howard

AGAINST: None

Motion Carried. Resolution 2023-74 was approved

Mayor Tait asked for a motion to adjourn. President Howard made a motion to adjourn the meeting. Ms. Latimore second the motion.

All voted in favor of the motion. Motion Carried

Meeting adjourned at 8:36PM

Doretha R. Jackson

Municipal Clerk

Approved: February 21, 2023