

CELEBRATING
1923 100 yrs. 2023

Borough of Palmyra
Council Caucus Meeting Minutes
April 3rd, 2023 6:30 PM

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, Jessica O'Connor, 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 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 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

Mayor Tait requested a motion for approval of the March 6th, 2023 Council Caucus Meeting Minutes and the March 6th, 2023 Executive Session Meeting Minutes.

Mr. Liebe made a motion to approve the minutes from the March 6th, 2023 Council Caucus Meeting Minutes and the March 6th, 2023 Executive Session Meeting Minutes. Ms. O'Connor second the motion.

At the call of the roll the vote was:

INFAVOR: Ms. Latimore, Mr. Liebe, Jessica O'Connor

AGAINST: None

Abstain: Mrs. McCann, President Howard

Motion Carried

CORRESPONDENCE

Clerk Jackson acknowledged the following correspondence:

Letter- Paul Forlenza, MGA Burlington County Municipal JIF Insurance Fund

Letter- Richard Dreby, Borough of Palmyra Office of Emergency Management

Mayor Tait Requested a motion to accept Mr. Dreby's letter of resignation as OEM Official. President Howard made a motion to accept his letter of resignation. Ms. Latimore second the motion.

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

REDEVELOPMENT

Rt. 73 South Redevelopment Area- Update

Mr. Gural stated the redeveloper has received all outstanding permits including NJDOT's permit; so that now PURE can settle with Sansone/Crow team. Mr. Brewer indicated that because changes were made to the property because on the Eagle's nest and other changes there needs to be changes made to the redevelopment agreement. Mr. Brewer there will also have to be a redevelopment agreement and pilot with Conifer, the affordable housing builder. Mr. Brewer indicated he is currently working on them. Mr. Gural also noted that upon issuance of the permits for the 2nd warehouse the redeveloper will owe the Borough \$600,000.00 for the turf replacement at Legion field. Mr. Gural indicated that replacement would probably be during late fall.

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

Mr. Gural stated he had nothing new to report regarding the project. Mr. Brewer indicated; Mr. Roberts is still waiting for the plans they were to submit for resolution approval compliance.

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

Mr. Brewer stated that Elm Office, LLC received site plan approval from the Land Use Board and they are currently working on the easement for the sign area. Mr. Brewer also noted that they have a draft pilot for the project and he will be meeting with Mr. Gural and Mr. Rosenberg next week to finalize that pilot. Mr. Brewer indicated he would have additional information at the next meeting.

PROFESSIONAL UPDATES

William Kirchner, ERI

Mr. Kirchner spoke about the resolution on the agenda for consideration and explained the reason for it. Mr. Kirchner stated that at the last meeting there was discussion regarding the decorative structures at the proposed park at Firth and Temple. Mr. Kirchner indicated he had come up with an alternate

design, of the seating wall. Mr. Kirchner asked what was Council's desire regarding the sign. After some discussion regarding the cost, placement, theme of all parks, it was decided to place the sign as previously described in the park/garden. Mr. Kirchner indicated there is a sign at the seat wall which describes the title rainfall garden. Mr. Kirchner indicated he needed to know if the wording was ok with Mrs. McCann and Dr. Cloud. Mrs. McCann indicated she would reach out to Dr. Cloud and get back to Mr. Kirchner. Mr. Kirchner as for suggestions regarding the name of the garden/park. There was some discussion and Mr. Kirchner suggested, "Temple Title Garden" Council indicated they would think about it and get back to Mr. Kirchner. Mr. Kirchner stated the road will be closed at 2nd and Leconey Circle for the duration and noted that there will be lane shifts and partial closures for some period of time.

***It should be noted the Michelle McCann stepped down from the dais and recused herself from the presentation of Mr. McBride

PRESENTATION

Brian McBride, Superintendent of Board of Education

Mr. McBride explained the desire to expand the school district for full time Preschool classes. Mr. McBride explained that there were three classes at Charles Street last year and they are anticipating the need for seven classrooms and one disable class room which they are placing in the Delaware Avenue School building anticipating it to become an early childhood learning center with before and after school care programs. Mr. McBride stated they will receive \$1,465,940.00 in state aid to fund the approved five-year program.

Mr. McBride explained that with the expanded full-time preschool going into Delaware Avenue School there is a need to relocated the administrative staff temporarily and thru some discussions asked if they could utilize some space in the Community Center. Mr. McBride noted that they had been to look at the center and felt the back portion of the center would work out for them, he noted the hopes on relocating in mid-may once they were finished with the budget process. Mr. McBride indicated he anticipated being located in the center for at lease one school year and perhaps half of a second or second school year. There was some discussion regarding the pre-school program, costs, and the benefits to the residents in the community. Mr. Gural indicated he, Mr. McBride and the architect the school district hired are working on some minor adjustments to the center, noting that they would work out some sort of shared service agreement regarding use of the center.

Mrs. McCann returned to the dais.

PUBLIC COMMENT

Mayor Tait asked anyone wishing to make a public comment, **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, noting that all comments would 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. Ms. Latimore second the motion.

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

Ms. Ewing- Maryland Avenue – Ms. Ewing asked if it was possible to have some temporary restrictions on Cinnaminson Avenue regarding parking at the corners of Maryland as it is impossible to see out into the street. Lt. Murphy indicated he would take care of it.

Mrs. Veitenheimer- Rowland Street- Ms. Veitenheimer asked what resolution 2023-99 was about and how much more money was being spent on the turf field now if it is going to be replaced in the fall. Mr. Gural indicated the turf application is for the natural turf not the artificial turf. Ms. Veitenheimer asked if something sort of treatment is necessary for the artificial turf. Mr. Gural indicated yes and the cost is about \$3,500.00 per session and are typically performed twice a year. There was some discussion regarding the turf field maintenance. Ms. Veitenheimer asked when the field was installed. Mr. Gural indicated maybe about fifteen years ago. Ms. Veitenheimer indicated that is what she has a problem with; spending half a million dollars every ten years or so to maintain that field, noting that that money could be put to better use. Why can it be natural grass? Mr. Gural explained maintaining a natural field with the amount of use on the field. There was some additional discussion.

Ms. Veitenheimer asked what the Green Team was spending the \$2,000.00 dollars request at the budget meeting on and why wasn't it submitted before the budget meeting. Mayor Tait indicated it is for different events she would like to host for the town, noting that the Green Team is still trying to get the Borough accreditation as a green community.

No one else from the public wishing to be heard, Mayor Tait asked for a motion to close the public portion. Dr. Cloud made a motion to close the public portion, Ms. Latimore second the motion.

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

ORDINANCES ON SECOND READING (Public Hearing)

Ordinance 2023-02, An Ordinance of Borough of Palmyra Amending Chapter 215 of the Code of the Borough of Palmyra Entitled "Sewers" increasing the Senior Discount

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. Ms. O'Connor second the motion.

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

No one 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, Ms. Latimore second the motion.

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

Mayor Tait requested a motion to approve Ordinance 2023-2.

President Howard made a motion to approve Ordinance 2023-2. Ms. Latimore seconded the motion.

At the call of the roll, the vote was:

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

AGAINST: None

ABSENT: Dr. Cloud

Motion carried. Ordinance 2023-2 was approved.

Ordinance 2023-03, An Ordinance of Borough of Palmyra, in the County of Burlington, State of New Jersey, Amending the Borough of Palmyra Code, to Establish "Business & Rental Unit Insurance Registration" as required by State Law.

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. Ms. O'Connor second the motion.

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

No one 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, Ms. Latimore second the motion.

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

Mayor Tait requested a motion to approve Ordinance 2023-3.

President Howard made a motion to approve Ordinance 2023-3. Mrs. McCann seconded the motion.

At the call of the roll, the vote was:

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

AGAINST: None

ABSENT: Dr. Cloud

Motion carried. Ordinance 2023-3 was approved.

RESOLUTIONS

Mayor Tait stated that Resolution 2023-95 and Resolution 2023-99 thru and Resolution 2023-109 will be enacted as a single, 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 Resolutions into the record:

Resolution 2023-95, Resolution of the Borough of Palmyra Approving the Agreement for payment in lieu of taxes for the Affordable Housing Site, Block 156, Lot 1.07 (formerly Lot 2 and part of Lot 1) and authorizing the Mayor to Execute same.

Resolution 2023-99, Resolution Authorizing two 2023 Turf Application Proposals from South Jersey Turf Consultants, LLC for Legion Field, and other park turf applications in the total amount of \$21,435.75 per their proposals dated March 15, 2023

Resolution 2023-100, Resolution Approving Participation with the State of New Jersey Federal Grant Program Administered by the Division of Criminal Justice, Department of Law, and Public Safety

Resolution 2023-101, Resolution Appointing Christiana Quinton as Community Center Scheduling Assistant effective April 1, 2023 at the rate of \$14.75 per the terms of her offer of employment dated March 8th, 2023

Resolution 2023-102, Resolution Authorizing Mayor Gina Ragomo Tait to Execute a MOU with Cinnaminson Township and the Borough of Riverton for the Tri-Boro CERT Services

Resolution 2023-103, Resolution Awarding a Contract to Witmer Public Safety Group, Inc. per Quote-QUO34669 in the amount of \$17,512.00 Dated 07/20/2022 for a Firefighter Gear Washer and Dryer Subject to Certification of CFO

Resolution 2023-104, Resolution Appointing Thomas Ewing as Tree Officer for the Borough of Palmyra effective upon completion of educational requirements and certification, with an increase of \$1.00 per hour.

Resolution 2023-105, Resolution Authorizing the Payment of March 2023 bills in the amount of \$1,919,167.12

Resolution 2023-106, Resolution Authorizing a Capital Purchase Exceeding \$15,000.00 of Computer Equipment in the total Amount of \$21,288.00 under New Jersey State Contract#19-TELE-00656 and Sourcewell Contract 081419-SHI per Quote from SHI International Corp of Somerset, NJ dated December 19, 2022

Resolution 2023-107, Resolution Awarding a contract to Continental Fire and Safety Per Quote 22-2259 per New Jersey State Contract #17-FLEET-00805 in the amount of \$16,995.00 as a Capital purchase subject to certification of CFO

Resolution 2023-108, Resolution authorizing the purchase of additional emergency equipment from Winner Ford to further outfit the recently purchased Deputy Fire Chief's Ford Expedition in the amount of \$5,986.16 per their invoice dated November 29, 2022, to be charged to 2023 Budget Account No. 3-01-25-265-000-056 - Fire Prevention: Fire & Other Safety Equipment

Resolution 2023-109, Resolution Authorizing Change order #2 to South State, Inc. with a decrease in the amount of \$483.26 for the Spring Garden Street Reconstruction project making the total adjusted contract price \$404,371.91 per ERI's recommendation letter Dated March 29, 2023

Mayor Tait asked for a motion to approve **Resolutions 2023-95** and **Resolution 2023-99** thru **Resolution 2023-109**.

President Howard made a motion to approve Resolutions 2023-95 and Resolution 2023-99 thru Resolution 2023-109. Mr. Liebe second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Motion carried. Resolution 2023-95 and Resolution 2023-99 thru Resolution 2023-109 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. noting that the big bus is back. Mayor Tait also noted that Pet Registrations are due for 2023 and the Rabies Clinic will be held in April 15th, in Chief Flournoy Park from 1:00 pm to 3:00 pm.

Mayor Tait noted that Palmyra Downtown Safety Day will be held on May 6, 2023 and the weekend before, April 29th, 2023 there will be a downtown clean-up, additional information to follow.

DISCUSSION ITEMS

Mr. Gural indicated we rehired one of our previous employees to again work in the community center, noting that we are still looking for one more person. Mr. Gural also noted that we continue to look for a Deputy Clerk.

Mr. Gural stated that several applications have been submitted for the Municipal Court Administrator position and he will be in contact with the Judge and the Burlington Vicinage Department regarding interviewing of candidates.

Mr. Gural indicated he is still working on the sewer salary guide and wanted to wait until after the salary resolution was adopted in May.

Mr. Gural explained the different group within the YMCA requesting use of the Community Center for a Summer recreation program, he noted it would only be five weeks from 9:00 am to 3:00 p.m. and only could take a limited number of children for free. Mr. Gural noted that we insisted that Palmyra children be given the opportunity before and other children. Mr. Gural noted that they are aware that the School Board will be in the back of the building and we assured them that we will be taking steps to segregate the sides of the building. Mr. Gural noted that they would provide a breakfast and lunch program and that we would be willing to help with snacks. There was some additional discussion regarding attendance and the program terms. Mr. Gural stated he would again be meeting with them during the week and would have additional information at the next meeting.

Mr. Gural stated a lot of literature has been distributed. Mr. Gural explained how the process is now working regarding bulk trash pick-up, noting the signage, scheduling, and code enforcement of the new collection rules. Mr. Gural noted that public works is still picking up white goods, tires, concrete and wood, Republic is picking up the remainder for those scheduled on the various bulk schedule day.

Mr. Gural indicated things are going well thus far. Mr. Gural indicated there are some potential ideas of means the thank those who have participated and are doing it correctly. Mr. Gural noted that the second trash truck should be in around May 15, 2023.

Mr. Gural indicated that the 2023 Budget and 2023 Salary Resolution is scheduled for adoption on May 1, 2023. Mr. Gural stated that the budget increase was 2.15% which equals \$50.46.

Mr. Gural the planning assistance grant is in motion again regarding the pedestrian/bicycle access to the Rt. 73 South Redevelopment area. Mr. Gural indicated Ms. Hue, Mr. Blasdale and Mr. Gerken are spear heading our efforts with that committee.

Mr. Gural explained an opportunity presented by Senator Booker for the FY24 Congressionally Directed Spending application noting that we have been found to be eligible for 55% of the cost of the project. Mr. Gural stated the project chosen for the program is the public works garage which could cost \$1.2 million.

Mr. Gural stated NJ Local Government Week is April 16th, 2023 thru April 22, 2023.

ADMINISTRATORS REPORT

Mr. Gural reminded all that the 2023 Burl Co JIF Elected Officials Training seminar is online. Mr. Gural also stated that everyone with a Borough of Palmyra email address is required to complete the Wiser Cyber Hygiene training. Mr. Gural also noted that the funding for Broad Street is in. Mr. Gural stated that Lt. Murphy indicated that the Highland Avenue/South Broad Street improvements for pedestrian crossing has received full funding and are expected to start in the next month or so.

Mr. Gural stated there was a request for a “Autistic Child in Area” sign from parents of an autistic child in one of our neighborhoods. Mr. Gural indicated there is no application for such a request, however Lt. Murphy is working on it.

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- Mrs. McCann thanked everyone for all their help with the Easter Egg hunt. Mrs. McCann also thanked public works for all the work they are doing at Legion Field.

Mrs. O'Connor –no comments

President Howard – no comments

Mayor Tait –Mayor Tait thanked Tangy for posting all the delays and information regarding the Easter Egg hunt on Facebook, noting that people were aware of the changes because of the posts. Mayor Tait indicated she is working with an Eagle Scout to complete his project, which is to put three little libraries into three of our parks. Mayor Tait noted that he is very enthusiastic and looking for donations for supplies and building materials. Mayor Tait thanked Ms. McCann for her work with the Easter Egg Hunt, and thank F C Kerbeck for their donation to the Easter Egg Hunt.

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

Resolution 2023-110 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, personnel

Mayor Tait requested a motion to approve Resolution 2023-110. President Howard made a motion to approve Resolution 2023-110 Mrs. McCann second the motion.

At the call of the roll, the vote was:

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

AGAINST: None

Resolution 2023-110 was approved

Into closed at 8:06 pm

Out of closed at 8:40 pm

Mayor Tait requested a motion to open to public. President Howard made a motion to open to the public. Mr. Liebe 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. Ms. O'Connor second the motion.

All voted in favor of the motion. Motion Carried

Meeting adjourned at 8:41 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: April 17, 2023