

CELEBRATING
1923 **100 yrs.** **2023**

Borough of Palmyra
Council Caucus Meeting Minutes
March 6th, 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 6:32 PM.

ROLL CALL

At the call of the roll:

PRESENT: Dr. Laura Cloud, Natashia Latimore, John Liebe, Jessica O'Connor, Mayor Gina Ragomo Tait

ABSENT: Michele McCann, President Timothy Howard

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 February 21st, 2023, Regular Council Meeting Minutes.

Mr. Liebe made a motion to approve the minutes from the February 21st, 2023, Regular Council Meeting. Dr. Cloud second the motion.

At the call of the roll the vote was:

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

AGAINST: None

Abstain

Motion Carried

Mayor Tait requested a motion for approval of the February 21st, 2023, Executive Session Meeting Minutes.

Mr. Liebe made a motion to approve the minutes from the February 21st, 2023, Executive Session Meeting. Dr. Cloud second the motion.

At the call of the roll the vote was:

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

AGAINST: None

Abstain

Motion Carried

CORRESPONDENCE

There was no correspondence.

REDEVELOPMENT

Rt. 73 South Redevelopment Area- Update

Mr. Gural stated Mr. Stock, the redeveloper was in the process on submitting an application to U.S. Fish and Wild Life to allow the expansion of warehouse located on the Fillit property. Mr. Gural stated that would add about 180,000 square feet, and a letter of support from the Borough would help them in that endeavor. Mr. Gural explained, in the packet was a checklist of things which needed to be completed regarding the affordable housing noting the resolution on the agenda tonight in support of a redevelopment agreement with Conifer, the affordable housing builder.

Mr. Brewer indicated that if all was to move forward with Conifer, a financial agreement and pilot would need to be completed as required by their funding sources.

Mr. Rosenberg indicated that in Mr. Brewer's review of the pilot/agreement there were some questions regarding the language, thus Mr. Rosenberg stated He didn't feel as though we were ready to adoption the resolution tonight. Mr. Rosenberg asked that resolution 2023-95 be tabled to the next meeting, until such time as various language in the agreements/pilots have been completely worked out.

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 approval.

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

Mr. Gural stated Elm Office LLC has received their approvals from the Land Use Board and is proceeding with the project. Mr. Gural also noted that the easement for the Welcome to Palmyra sign is being work on.

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, as they were concerns regarding the safety of the iron structures. Mr. Kirchner explained that instead of the steel structures there could be a seating wall. Mr. Kirchner dispersed drawings of why he had in mind, noting that a foundation would not be required it would sit on a gravel base and the wall would be on a modular block style. Mr. Kirchner noted that the cost would be about one-third of the cost of the metal structure. There was discussion and it was decided we would proceed with the seating wall. There was discussion regarding whether or not the "Palmyra" sign was needed for the park. After that discussion it was decided to wait until the next meeting to see how the other council members, not present, felt about it and the decision would be made at that next meeting.

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 March 6th, 2023.

Mayor Tait requested that anyone wishing to speak, sign in at the podium, state your name and address for the record. Each citizen would 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. Dr. Cloud 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. Jackson indicated no comments were submitted prior to the meeting.

Mrs. Veitenheimer- Rowland Street- Ms. Veitenheimer noted that at the last meeting Ms. McGill letter was not read. Mr. Gural indicated it was, after closed session. Ms. Veitenheimer asked what are the properties which the first three resolutions refer to. Mr. Gural indicated they refer to rehab projects under the Small Cities grants program and RCA funds and the addresses and names of the owners are not disclosed. Ms. Veitenheimer also noted that she didn't think a sign was needed in the Temple project park as additional money could be saved.

Mrs. Rix- Harbour Drive -Mrs. Rix asked what was done regarding the State Police and the situation at 6th and Race Streets. Mayor Tait indicated she had contacted Senator Singleton and they will be meeting with Lt. Murphy and the Sheriff's department to see what can be done. Mrs. Rix asked if

anything was being done regarding bring invocation back into the Borough Council meetings. Mayor Tait indicated no discussion has yet taken place.

Mrs. Arnold – Oregon Avenue- Mrs. Arnold asked when Ordinance 2023-3 regarding providing Business and Rental Insurance would take effect also asking if it applied to all business owners and all rental properties. It was noted that our ordinance refers to single family homes and duplexes, multi family units are the responsibility of the county. Mr. Gural noted that these directives are coming from the State. Mrs. Arnold asked if with resolution 2023-94 appointing Ron Holt to complete inspections, does that mean that all inspections are going to be done in the afternoon after Mr. Holt completes his other job, meaning no morning appointment or early afternoon appointments. Mr. Gural indicated yes that could affect that scheduling, noting that he is not the only one capable of performing those inspections.

Mayor Arnold asked when are we going to get a police chief. Mayor Tait indicated Council is currently working on that.

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

ORDINANCE ON FIRST READING

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.

Ms. O’Connor asked if it would be more feasible and make more sense to incorporate both provisions into our existing mercantile licensing and rental property inspections sections that are already set up.

Ms. Jackson asked if she meant how it is codified/incorporated into our code book. Ms. O’Connor indicated yes. Ms. Jackson suggested that the new chapter as written could stand and a notation should be included in the other two sections mercantile licensing and rental property inspections which would also reference the requirement of providing the required insurance certificate. Ms. Jackson noted the requirement would then appear in all three places in the code of the Borough of Palmyra. Ms.

O’Connor indicated yes, she felt that the way it is currently, people would not know to look in several places to get the information they are looking for.

Mr. Rosenberg indicated that Councilwoman O’Connor raised a very good point, there are many regulations which deal with multi-family units, noting that it would be a project to consolidate them so the residents would be in a better position to understand their responsibility. Mr. Rosenberg indicated it is a monumental task which funding has not been set aside to do. Ms. O’Connor stated her concern was that we have a definition for multi-family dwelling, which is not used anywhere within the ordinance. Mr. Gural indicated for this ordinance if introduced tonight the necessary language would

be added to make it clear in all sections. After some additional discussion it was decided to move forward. Mayor Tait requested a motion to approve Ordinance 2023-3.

Mr. Liebe made a motion to approve Ordinance 2023-3. Ms. Latimore seconded the motion.

At the call of the roll, the vote was:

INFAVOR: Dr. Cloud, Ms. Latimore, Mr. Liebe, Ms. O'Connor

AGAINST: None

ABSENT: Mrs. McCann, President Howard

Motion carried. Ordinance 2023-3 was approved for first reading, public hearing to be held April 3rd, 2023.

RESOLUTIONS

Mayor Tait stated that Resolution 2023-87 thru and Resolution 2023-94 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.

Mr. Rosenberg requested resolution 2023-95 be tabled until the next meeting.

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.

Mayor Tait then read the following resolutions into the record:

Resolution 2023-87, Resolution Authorizing the Award of a Contract to EMY Solutions per their bid dated 02/08/2023 in the total amount of \$25,000.00 for Rehab Project PLSC-332 Pursuant to CGP&H Recommendation of CFO's Review and Approval

Resolution 2023-88, Resolution Authorizing the Award of a Contract to A-Plus Construction, Inc. per their bid Dated 12/16/2022 in the total amount of \$28,800.00 for Rehab Project PLRCAESC-327 pursuant to CGP&H Recommendation and CFO's Review and Approval

Resolution 2023-89, Resolution authorizing the Award of a Contract to Buggy Construction, LLC, per their bid proposal dated 02/06/2023 in the total amount of \$23,950.00 for Rehab Project PLSC-334 Pursuant to CGP&H Recommendation and CFO's Review and Approval

Resolution 2023-90, Resolution Approving LOSAP Eligible Volunteers for 2022 in accordance with Chapter 21: of the code of the Borough of Palmyra entitled "Fire Department Length of Service Awards Point System"

Resolution 2023-91, Resolution Authorizing Change Order #2 to Pioneer General Contracting Co., Inc. For the 2022 Road Program in the increased amount of \$51,525.00 making the new adjusted contract price \$356,909.16 per the request of Environmental Resolutions, Inc. dated February 3rd, 2023

Resolution 2023-92, Resolution Authorizing the award of a Non-Fair and Open Contract for Special Professional Legal Services to Adam Greenberg, Esq.

Resolution 2023-93, Resolution Authorizing Adam Greenberg, Esq to Foreclose upon various tax sale certificates and/or liens held by the Borough of Palmyra thru an In-REM Foreclosure Proceeding

Resolution 2023-94, Resolution Appointing Ron Holt as the Borough of Palmyra Housing Inspector for Housing Rental and Resale Inspections effective March 1, 2023 with compensation being \$45.00 per property unit inspected through issuance of Certification.

Mayor Tait asked for a motion to approve **Resolutions 2023-87 thru Resolution 2023-94**.

Mr. Liebe made a motion to approve Resolutions 2023-87 thru Resolution 2023-94. Dr. Cloud second the motion.

At the call of the roll, the vote was:

INFAVOR: Dr. Cloud, Ms. Latimore, Mr. Liebe, Mrs. O'Connor

AGAINST: None

Motion carried. Resolutions 2023-87 thru Resolution 2023-94 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 would be back on March 21, 2023. Mr. Gural noted that for the week before the big bus returns, Virtua would like to host a free screening clinic in the Community Center. They would provide blood glucose, blood pressure and cholesterol screening for free. Mr. Gural asked if council was amenable, he would get it all placed on the website. Council agreed. Ms. McCann stated the Easter Egg Hunt would be held April 1, 2023, at 9:00 am on Legion Field. Ms. McCann indicated she would coordinate with Mrs. Sykes to scheduled a room in the Community Center for the kids to help with stuffing the eggs.

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

Mayor Tait noted that Palmyra Downtown Safety Day will be held on May 6, 2023.

DISCUSSION ITEMS

Mr. Gural indicated he was in the process of getting out an offer of employment to a previous community center staff member. Mr. Gural indicated it would be effective sometime towards the end of month.

Mr. Gural indicated he is still working on the sewer salary guide and wanted to wait until after budget is introduced.

Mr. Gural stated he had not received any updates from Mr. McBride regarding the Board of Education and the proposed use of Community Center.

Mr. Gural indicate he is waiting for information from the YMCA regarding the proposed use of Community Center for a YMCA Summer Camp.

Mr. Gural indicated that allot of new information is about to come out regarding trash collection, especially bulk trash. Mr. Gural stated that the new contract begins on April 1, 2023; noting that the regular trash collection is not changing but the rules for bulk are significantly changing. Mr. Gural noted that new magnets, door hangers, signage and consistent updates by letters and social media will be used to support the changes. Mr. Gural noted that beginning April 1, 2023 public works will begin opening late on Wednesday nights from 3-7 pm. Mr. Gural indicated we are looking forward to self-performing some of those responsibilities in the near future. Mr. Gural also noted the Ms. Johns is working on a downloadable application for our bulk trash scheduling and general information regarding collection.

Mr. Gural reminded all that the 2023 Budget workshop will be held on Saturday March 25, 2023 at 8:30 am. Mr. Gural stated he would complete the Capital improvement plan in the coming days and forward it to the governing body.

Mayor Tait stated the Council Committee changes would need to wait until President Howard was present.

Mr. Gural indicated Tanyika Johns was attending the 2023 New Jersey Clean Communities Conference, March 8th, 2023 to March 10th, 2023 and is requesting overnight accommodations, at Caesars Hotel, \$87.00 per night. Council agreed.

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.

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

Dr. Cloud- Dr. Cloud noted the Green Team will be hosting the downtown clean-up the weekend before Palmyra Day, noting that they would be reaching out to the PIA and the downtown business owner to increase the number of volunteers. Ms. Latimore noted that they could reach out to the school for students to help as they would be looking for volunteer opportunities.

Ms. Latimore –no comment

Mr. Liebe-no comment

Mrs. O'Connor –no comments

Mayor Tait –Mayor Tait stated she spoke with Senator Singleton's office and the Sheriff 's office and they are willing to come down and help with the situation on 6th & Race Streets. Mayor Tait noted that they want us to have a plan to maintain the area once they leave. Mayor Tait stated there is a unit in the sheriff's department which can give us some help.

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

Resolution 2023-96 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:
personnel and negotiations

Mayor Tait requested a motion to approve Resolution 2023-96. Dr. Cloud made a motion to approve Resolution 2023-96 Mr. Liebe second the motion.

At the call of the roll, the vote was:

INFAVOR: Dr. Cloud, Ms. Latimore, Mr. Liebe, Ms. O'Connor

AGAINST: None

Resolution 2023-96 was approved

Into closed at 7:29 pm

Out of closed at 8:07 pm

Mayor Tait requested a motion to open to public. Dr. Cloud 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. Dr. Cloud made a motion to adjourn the meeting. Mr. Liebe second the motion.

All voted in favor of the motion. Motion Carried

Meeting adjourned at 8:10 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: April 3rd, 2023