

CELEBRATING  
1923                      100 yrs.                      2023

**Borough of Palmyra**  
**Council Caucus Meeting Minutes**  
**December 4<sup>th</sup>, 2023, at 6:30 PM**

The Council Caucus Meeting of the Borough Council of the Borough of Palmyra was called to order by Mayor Tait at 6:33 PM.

**ROLL CALL**

At the call of the roll:

PRESENT: Dr. Laura Cloud, Michelle McCann, Jessica O'Connor, President Timothy Howard, Mayor Gina Ragomo Tait

ABSENT: Ms. Natasha Latimore, Mr. John Liebe

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 13<sup>th</sup>, 2023.
- Mailing written notice to the Burlington County Times, and the Courier Post Newspaper on January 11<sup>th</sup>, 2023.
- Notice to All Council Members.

**APPROVAL OF MINUTES**

November 20<sup>th</sup>, 2023— Regular Council Meeting Minutes

Mayor Tait requested a motion for approval of the November 20<sup>th</sup>, 2023, Regular Council Meeting Minutes.

Dr. Cloud made a motion to approve the minutes from the November 20<sup>th</sup>, 2023, Regular Council Meeting. Ms. McCann second the motion.

**At the call of the roll the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Ms. O'Connor**

**AGAINST: None**

## **Abstain: President Howard**

### **CORRESPONDENCE**

Municipal Clerk Jackson acknowledged the following correspondence received:

Letter- Richard K. Dreby, Secretary of Independence Fire Company #1

There was some discussion regarding their ability to pay for the repairs at the firehouse and the borough's ability to help with payment of those repairs.

### **REDEVELOPMENT**

Mr. Gural stated the Borough's compliance with Fair Share Housing hearing is scheduled for this Thursday December 7<sup>th</sup>, 2023, at 2:00 pm. The reason for the hearing is to determine if the Borough is fully compliant with all of our affordable housing efforts and provides a realistic opportunity to satisfy the components of its fair share of the regional need for affordable housing to low- and moderate-income households. Mr. Gural explained that if the court determines that we have satisfied our obligation, Judge Covert will then enter a judgement of compliance and repos which will grant the Borough of Palmyra protection from all Mount Laurel lawsuits thru July 1, 2025. Mr. Gural noted that that gives Conifer eighteen months to complete the 102 units and they are due to settle with HMFA in the middle of December.

Mr. Gural noted the BDA workshop on Thursday December 7<sup>th</sup>, 2023, from 9:00 am to 12:30 pm at the Cove. Mr. Gural noted that he, Mayor Tait, and Mr. Hogue will be among the featured speakers.

Mr. Gural indicated the 1.1 million owed by PURE to completely fund our affordable housing trust fund is in transit to us today.

Mr. Gural indicated the final CO or Warehouse #1 should be issued on Wednesday if all goes well with the 1:00pm final inspection.

Mr. Gural stated he and the Mayor met with the Palmyra School Board and exchanged a lot of information preparing them for the students they should expect for the affordable housing construction.

Mr. Brewer stated that Mr. Rosenberg's memo explaining the adding of conifer to our environmental insurance policy our consultant recommends we go along with.

Mr. Rosenberg stated that he would defer his comments to the closed session.

Mr. Gural indicated he had nothing new to report on the Outlaw Training & Fitness/620-622 Highland Ave Redevelopment Project or the Sea Box/ELM Office LLC, 321 E. Broad Street project.

Mr. Gural asked Mr. Brewer about the RDA for Sea Box. Mr. Brewer indicated he had not heard from them regarding it but would reach out to them and report back.

### **PROFESSIONAL UPDATES**

William Kirchner, ERI

Mr. Kirchner indicated that they started the sanitary sewer extension for warehouse two. Mr. Kirchner also noted that the lights are up on the new sign on Temple Blvd.

## **PUBLIC COMMENT**

**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.

President Howard asked for a motion to open to the public for comments. Ms. O'Connor second the motion.

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

### **Ms. Veitenheimer – Rowland Street**

Ms. Veitenheimer asked why the amount of the bills was not on the agenda.

Mr. Gural explained that because this was the last meeting of the year the resolution just allows the CFO to pay December bills and provide the listing for approved to the next meeting which will be held in January of 2024.

Seeing no one else wishing to make a comment, Mayor Tait asked for a motion to closed to the public for comments President Howard made a motion to close the public portion for comments. Ms. O'Connor second the motion.

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

## **RESOLUTIONS**

Resolution **2023-268 thru** Resolution **2023-275** 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.

Mayor Tait asked if any resolution needed to be removed from the consent agenda for additional discussion. Seeing none, Mayor Tait read the following resolutions into the record:

**Resolution 2023-268**, Resolution Authorizing the award of a contract to Miracle Chemical Company in the Amount of \$30,000.00 subject to pay-to-play and other state bidding requirements and per the CFO certification.

**Resolution 2023-269**, Resolution Authorizing the CFO to make Additional Budget Transfers to the 2023 Municipal Budget in the amount of \$35,808.48.

**Resolution 2023- 270**, Resolution Authorizing the Mayor to Execute 1<sup>st</sup> Amendment to site agreement between the Borough of Palmyra and Virtua Health, Inc/Mobile Grocery store (“MGS”) extending operating space for the “MGS” to operate for the term of one-year from December 1, 2023, to November 30, 2024

**Resolution 2023- 271**, Resolution Approving Norman Figueroa as an Active Member of the Palmyra Fire Department

**Resolution 2023-272**, Resolution Adopting Technology Risk Management Standards in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund’s Cyber Security Framework Basic and Intermediate Requirements

**Resolution 2023-273**, Resolution Adopting Technology Policies in Compliance with the New Jersey Municipal Excess Liability Joint Insurance Fund’s Cyber Security Framework 1.0

**Resolution 2023-274**, Resolution Approving Robert J Hawk as an Active Member of the Palmyra Fire Department

**Resolution 2023-275**, Resolution Authorizing the Finance Officer to Pay Vendor Bills During the Month of December 2023

Mayor Tait asked for a motion to approve **Resolutions 2023-268 thru Resolution 2023-275**.

President Howard made a motion to approve **Resolutions 2023-268 thru Resolution 2023-275** Mrs. McCann second the motion.

**At the call of the roll, the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Ms. O’Connor, President Howard**

**AGAINST: None**

**Motion carried. Resolutions 2023-268 thru Resolution 2023-275 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.

Holiday House Decorating Contest noting that additional information would be on the website.

MLK Day of Service on January 15, 2024, from 10:30 am to 3:00 pm at the Community Center

## **DISCUSSION ITEMS**

President Howard indicated that the public safety committee met to review the information provided for the Chief of Police Promotion. President Howard stated they would have additional discussion in closed session.

Mr. Gural indicated that he gave notice to Republic, that we would be moving into Zone one in the first week of March to begin trash collection. Mr. Gural noted that he mentioned the topic of potentially taking over the remaining zones by the end of 2025. Mr. Gural noted that they were not receptive to the idea, so additional negotiations will be needed. There was additional discussion regarding the contract, trash pick-up and the schedule.

Mr. Gural stated a local resident brought up the painting “Palmyra” on metal archway in Chief Payton I Flournoy Park and he said he would bring it to Council for their consideration. After some discussion it was decided to paint it, in-house and paint the lettering of Palmyra black.

Mayor Tait stated there would be no meeting on December 18<sup>th</sup>, 2024, and the next meeting would be the Reorganization Meeting scheduled for January 5<sup>th</sup>, 2024, at 4:00 pm in Boro Hall.

### **ADMINISTRATOR'S REPORT**

Mr. Gural stated that Part 2 of the Wizer 2023 Cyber Awareness Training needs to be completed before the year's end. Mr. Gural noted that there was one individual who has not completed the training and if not completed by the end of year their Borough of Palmyra email address will be made inactive. Mr. Gural explained the requirement of the entire governing body and Land Use Board attending the Stormwater Management Education and Training. Mr. Gural noted he would send it out to the governing body. Mr. Gural noted that the Personal Policies and Procedures Manual has been distributed to all employees.

Mr. Gural stated that we will be issuing BAN 2023-1 in the amount of \$4,679,000.00 as a Tax Callable note as follows:

\$3,746,000.00 General Capital – Bond Ordinances 2020-06, 2021-10, 2022-05, 2022-09 and 2023-14

\$ 933,000.00 Sewer Utility - Bond Ordinances 2021-11, 2022-06, and 2023-17

Interest rate is 4% Term and Maturity December 7, 2023, maturing December 6, 2024

The note will be held as an investment by the Borough, and therefore, interest in the amount of \$187,160.00 will be due and payable to the Borough at maturity. The Borough is able to hold this investment due to our available surplus. Mr. Gural explained.

Mr. Gural noted that the Request for Proposals for professional consultants has been submitted and Ms. Jackson has provided council members with a thumb drive with a listing and copies of all the proposals submitted. Mr. Gural noted that there were no proposals submitted for Municipal Prosecutor. Mr. Rosenberg indicated he would provide some names of eligible prosecutors for consideration. Mr. Gural indicated we would have to appoint any individual/company as a non-fair and open contract award when we find someone. There was some discussion regarding locating a prosecutor.

Mr. Gural stated that all borough employees now have borough email address so that we can communicate more efficiently including all police officers and crossing guards. Mr. Gural noted that we are currently working on the Fire Department.

Lt. Murphy stated they posted the information on their website for families to be to receive toys for children for the holidays, noting that they are still raffling off the bicycle to raise money for toys.

### **PUBLIC COMMENT**

**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.

President Howard asked for a motion to open to the public for comments. Dr. Cloud second the motion.

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

**Ms. Veitenheimer Rowland Street**

Ms. Veitenheimer asked why the reorganization meeting was being held at 4:00 pm on a Friday when most people are working. Mayor Tait indicated that what council decided as it was, some council members were not going to be in town on the weekend and it must be done within a specific period of time per state statute. There was some additional discussion.

Seeing no one else wishing to make a comment, Mayor Tait asked for a motion to closed to the public for comments President Howard made a motion to close the public portion for comments. Dr. Cloud second the motion.

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

**MAYOR / COUNCIL COMMITTEE REPORTS AND COMMENTS**

**Dr. Cloud** – no comment

**Mrs. McCann** – no comment

**Ms. O'Connor** – no comment

**President Howard** – no comment

**Mayor Tait** –Mayor Tait wished everyone a happy and safe holiday.

Mayor Tait asked Mr. Gural and Mr. Rosenberg if there were items for the closed session. Mr. Gural and Mr. Rosenberg indicated yes, regarding Contracts/ Personnel.

**Resolution 2023-276** 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/ Personnel

Mayor Tait asked for a motion to approve **Resolutions 2023-276**.

President Howard made a motion to approve **Resolutions 2023-276**. Dr. Cloud second the motion.

**At the call of the roll, the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Ms. O'Connor, President Howard**

**AGAINST: None**

**Motion carried. Resolution 2023-276 was approved.**

Into closed at 7:26 pm

Out of closed at 7:43 pm

Mayor Tait requested a motion to re-open to the public. President Howard made a motion to re-open to the public. Dr. Cloud second the motion.

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

Mr. Rosenberg suggested the following resolution for approval:

**Resolution 2023-277**, Consenting to the addition of Conifer Realty, LLC and Palmyra Route 73, LLC as named insureds under the Great American Insurance Premises Environmental Liability Insurance Policy for the Affordable Housing Parcel that is a part of the Rt. 73 South area of Redevelopment.

Mayor Tait requested a motion to approve Resolution 2023-277. President Howard made a motion to approve Resolution 2023-277. Mrs. McCann second the motion.

**At the call of the roll, the vote was:**

**INFAVOR: Dr. Cloud, Mrs. McCann, Ms. O'Connor, President Howard**

**AGAINST: None**

**Resolution 2023-277 was approved.**

#### **ADJOURNMENT**

Mayor Tait asked for a motion to adjourn. President Howard made a motion to adjourn the meeting. Dr. Cloud second the motion.

**All voted in favor of the motion. Motion Carried**

Meeting adjourned at 7:44 PM

Doretha R Jackson, RMC

Municipal Clerk

Approved: February 5<sup>th</sup>, 2024