

BOROUGH OF BERLIN
CAUCUS MEETING AGENDA
TUESDAY, OCTOBER 6, 2015
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ
7:00 PM

MEETING CALLED TO ORDER:

FLAG SALUTE:

SUNSHINE NOTICE: Adequate notice of this meeting has been given in accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231. Said notice has been advertised in the Courier Post and posted on the Borough Hall Bulletin Board showing the date, place and time of said meeting.

ROLL CALL: Mayor John J. Armano, Council President Lynn Kupchik, Council members Bilella, Pearce, Knight, Miller and Badolato.

PRESENT ALSO: Solicitor Howard Long, Tax Assessor Theresa Stagliano, Property Maintenance Bob Monahan and Bill Bansch and Administrator Charleen Santora.

PRIVILEGE OF FLOOR INCLUDING QUESTIONS & COMMENTS ON RESOLUTION:

RESOLUTION:

R10-1-2015, RESOLUTION AUTHORIZING THE BOROUGH OF BERLIN TO JOIN THE NATIONAL COOPERATIVE – HOUSTON GALVESTON AREA COUNSEL (H-GAC)

Motion to approve Resolution R10-1-2015 made by _____;Sec _____

Questions:

RCV_____

CAUCUS MEETING:

COMMITTEE REPORTS:

- **TAX ASSESSOR, Theresa Stagliano**

- **PROPERTY MAINTENANCE, Bob Monahan and Bill Bansch**

- **BUILDINGS & GROUNDS**, Chairman Len Badoloto
- **STREETS & ROADS**, Chairman Gary Knight
- **WATER & SEWER**, Chairman Lynn Kupchik
- **PUBLIC SAFETY**, Chairman James Pearce
- **HEALTH & RECREATION**, Chairman Rick Miller
- **FINANCE**, Chairman Jim Bilella
Discussion on Amusement License Fees
Discussion on Mercantile License Ordinance
- **MAYOR**, John Armano
- **SOLICITOR**, Howard Long
- **ADMINISTRATOR**, Charleen Santora
Trick or Treat hours for Halloween

ORDINANCES:

- **1ST READING**

ORDINANCE NO. 2015-21, AN ORDINANCE AMENDING CHAPTER 315, SECTION 48 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED VEHICLES AND TRAFFIC

- **2ND READING**

ORDINANCE NO. 2015-20, AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF BERLIN MODIFYING THE FEES RELATING TO NEW JERSEY UNIFORM FIRE CODE INSPECTIONS AND FEES

RESOLUTIONS:

R10-2-2015, A RESOLUTION AUTHORIZING THIRD QUARTER 2015 UTILITY BILL ADJUSTMENTS AS FOLLOWS:

14 Constitution Blvd	meter in backwards	-53,600.60
10 Day Avenue	new meter account	+250.50
6 Harmony Lane	new meter account	+55.00
115 Piedmont Blvd	new meter account	+309.50
4 Vienna Lane	new meter account	-524.00
30 S. Rose Lane	meter frozen	+106.00

121 Franklin Ave	meter frozen	+359.00
200 First Ave	meter frozen	+274.50
299 Rte 73	broken curbstop	-1,693.50

R10-3-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR ERNEST TETTEH-OBUBI T/A GREEN LIGHTS LOGISTICS, LLC LOCATED AT 259 WATSONTOWN-NEW FREEDOM ROAD, BERLIN, NJ FOR A LOGISTICS COMPANY

R10-4-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR TINA TOWNSEND T/A THE THREE POOCHES, LLC LOCATED AT 136 S. WHITE HORSE PIKE, BERLIN, NJ FOR A PET GROOMING BUSINESS

R10-5-2015, A RESOLUTION AUTHORIZING BERLIN BOROUGH'S CONTINUED PARTICIPATION IN THE MUNICIPAL CONSORTIUM FOR THE PURPOSES OF ENGAGING AN EXPERT FOR THE PREPARATION OF STATEWIDE, REGIONAL AND MUNICIPAL FAIR SHARE NUMBERS AND RETENTION OF A NEW EXPERT CONSULTANT

R10-6-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO APPOINT BILL BANSCH TO THE POSITION OF PROPERTY MAINTENANCE OFFICIAL EFFECTIVE OCTOBER 3, 2015 FOR AN ANNUAL SALARY OF \$6030.00 PER 2015 SALARY ORDINANCE

R10-7-2015, AUTHORIZATION TO RELEASE THE MAINTENANCE BOND FOR WAWA #8310 LOCATED ON THE WHITE HORSE PIKE IN THE AMOUNT OF \$39,144.20 AS PER RECOMMENDATION FROM PENNONI ASSOCIATES

R10-8-2015, A RESOLUTION TO APPROVE THE REFUND OF OVERPAYMENTS FOR THE BERLIN BOROUGH MUNICIPAL COURT IN THE AMOUNT OF \$761.00

R10-9-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR STEVE CHALAKO T/A ELITE TAX PREP AND NOTARY SERVICE LOCATED AT 33 W. WHITE HORSE PIKE, BERLIN, NJ FOR A TAX PREPARTION AND NOTARY SERVICE BUSINESS

R10-10-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO AMEND THE CURRENT EMPLOYEE HANDBOOK SECTION FOUR, PAGE 34, PAYROLL POLICY FROM WEEKLY PAYROLL TO BI-WEEKLY PAYROLL

R10-11-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE THE BEST PRACTICES PROCEDURES IN COMPLIANCE WITH THE LOCAL FINACE BOARD

R10-12;2015, APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT

OF TRANSPORTATION FOR THE 2016 BERLIN BOROUGH ROAD
IMPROVEMENT PROGRAM

R10-13;2015, APPROVAL FROM BOROUGH COUNCIL TO AUTHORIZE
PENNONI ASSOCIATES TO AWARD MARTIN ACKLEY FOR THE TEST CORES
NEEDED ON TAUNTON AVENUE TO CLOSE OUT THE NJDOT GRANT
APPLICATION IN THE AMOUNT OF \$800; THE LOWEST OF THREE QUOTES

PRIVILEGE OF FLOOR:

**EXECUTIVE CLOSED SESSION TO DISCUSS PERSONNEL MATTERS AND
POLICE NEGOTIATIONS:**

Motion to go into closed session made by _____ Sec; _____, RCV _____.

Motion to go back into open session made by _____ Sec; _____, RCV _____.

Motion to adjourn made by _____ Sec; _____ All in favor _____.



Charleen Santora, RMC/Borough Clerk