

**BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JUNE 28, 2011
7:00 PM
BERLIN MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN N J**

MEETING CALLED TO ORDER BY MAYOR ARMANO.

FLAG SALUTE LED BY THE MAYOR.

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 Philadelphia Inquirer showing the date, place and time of said meeting.

ROLL CALL: Mayor John J. Armano, Council members Maccaroni, Chance, Bilella, Kupchik and Pearce. Council President Scelso was absent.

PRESENT ALSO: Solicitor George Botcheos.

Motion to go into closed session to discuss personnel matters regarding Court Administrator Kelly Foster and to discuss pending litigation matters made by Kupchik and seconded by Chance. All were in favor.

Motion to go back into open session made by Chance seconded by Kupchik. All were in favor.

RESOLUTION R7-1; 2011, A RESOLUTION GRANTING PERMISSION TO THE INTER-COMMUNITY CELEBRATION FOR THE OPERATION OF FIREWORKS FOR THE ANNUAL 4TH OF JULY CELEBRATION 2011.

Motion made by Pearce and seconded by Kupchik. All were in favor.

RESOLUTION R7-2;2011, APPROVAL FROM BOROUGH COUNCIL TO RE-APPOINT CURRENT COURT ADMINISTRATOR KELLY FOSTER TO THE POSITION OF COURT ADMINISTRATOR EFFECTIVE JUNE 1, 2011 UNTIL DECEMBER 31, 2011.

Motion made by Maccaroni seconded by Chance. All were in favor.

DISCUSSION ITEMS FROM DEPARTMENT HEADS AND COMMITTEE CHAIRS:

MAYOR ARMANO. In regards to the straw pole taken to go out to bid with other towns to bid on incinerator costs for trash to save on tipping fees

Discussion with council on the lease for the United States Post Office that will expire October 31, 2011. /Met with the DEP in regards to well # 10 in Trenton and they have now rescinded their original letter regarding firm capacity and will now move forward with the re-drilling of # 10.

In short no additional water will have to be purchased from New Jersey American Water. /Post office lease is up Oct. 31. and they have presented the borough with a new 15 year lease with the option of renewing every five year increasing amount to \$12,000 for first five years and then \$15,000 and then \$20,000 that is approximately a 6% increase each year. He states the post office in Berlin will now only be a store front and no delivery out of the facility. He suggests council move forward with this new lease. A resolution will be put on the agenda for the Aug. council meeting.

BUILDINGS & GROUNDS, Chairman Scott Scelso was absent. Mayor Armano states that an architect is interesting in renting 131 So. White Horse Pike and Councilman Maccaroni states an accounting firm is also interested. He will check with Councilman Scelso who is working on the renovation to this building as to where we are. Mayor Armano is working on the conception of getting computers for council for meetings. Prices are being looked into computers for the council to use for council meetings. He received a letter from a resident requesting the use of 131 So. White Horse Pike to use for a dog pound but he feels it would be more conducive for professionals. The council agrees with the mayor.

STREETS & ROADS, Chairman Jim Bilella will be meeting with Birdsall for the complete plans for the road project involving Haines Avenue and Arlington so bidding can be done in August and construction started in Sept. noting that it is only a twelve week project. Clerk states that if the bids are out in August after 20 days we can possibly award at the Sept. 6 council meeting.

WATER & SEWER, Chairman Lynn Kupchik states there are a lot of crumbling curbs on the White Horse Pike and questions who can be contacted. /Water tested on Blaine Avenue and all is good. /Suggests we look into Reverse 911 so residents can be contacted quickly in cases of emergency. Chief Carrara states the school has Global Connect that we may be able to get involved in that reaches out to $\frac{3}{4}$'s of the town. He suggests we converse with the Berlin Community School and do an interlocal agreement and look into how we can connect with the other $\frac{1}{4}$ of the residents. He will look into this. Councilman Chance asks if the borough is looking into a billboard to install in front of Borough Hall with borough information and events.

HEALTH & RECREATION, Chairman Jim Pearce suggests that all school events at the community center pay a fee. / Insurance is being supplied by all users at the center. /No rentals are scheduled after July and he recommends we keep the usage for the Berlin AA and the Berlin Soccer to hold down the costs as these organizations are not paying any fees. Berlin Senior Club, Berlin AA and the Berlin Soccer Association are the Berlin organizations. Solicitor feels that someone will have to determine who the Berlin organizations. Solicitor states that an ordinance can state 51% must be Berlin residents to get priority to use the center. He will have Debbie Simone get a list of the organizations and send to the solicitor.

PUBLIC SAFETY, Chairman Dennis Chance. Resolution for the two vehicles is on agenda for approval. /Questions 4th of July and if other towns will be helping out. Chief states Waterford is not sending anyone and the township is sending four officers. Berlin will not have bicycle patrol this year due to shortage of officers. Signs have been rented for detours. County Parks is not helping per Carrara. /In reference to the Countywide Police Department that was being looked into. Carrara states the PBA may back out of the negotiations. /Carrara states two police

vehicles have been in accidents over the past month making the department down on vehicles. No injuries were reported. /Councilwoman Kupchik learns there are police cars at the dump that are being used for parts.

FINANCE, Chairman Nick Maccaroni would like to thank public works for the great job they are doing in Berlin. /Would like Jiffy Lube to be called in regards to the boarding up of their property./The Car Mart still has the same amount of cars on the lot even though it has been sited./Budget analysis will start shortly./Councilman Chance questions how the new police officer is doing.

SOLICITOR, George Botcheos questions if council is looking forward with the Pinelands Management Ordinance. Council agrees to add it to the next agenda.

ADMINISTRATOR, Charleen Santora. Floor scrubber has been ordered now that all paperwork has been received. /Animal census is complete. 1000 dog licenses being sold for 2011. /Possibly adding three resolutions on next agenda for Haverhill maintenance bonds being released.

Mayor states the parade will be assembled in West Berlin at 9 am. He states that Vic Costantino is doing an excellent job.

At this time the council moved on RESOLUTION R7-4;2011, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE THE PURCHASING OF TWO 2011 DODGE CHARGERS POLICE VEHICLES FROM ROUTE ONE JEEP/MOTORS FLEET IN OCEAN, N.J. THE MOST RESPONSIBLE BIDDER FOR A TOTAL BID AMOUNT OF \$64,628.00. (CAF from CFO received)

Motion made by Chance seconded by Maccaroni. All were in favor.

ORDINANCES:

2ND. READING

ORDINANCE NO. 2011-7, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 8 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "COMMUNITY CENTER, USE OF"

INTRODUCTION:

ORDINANCE NO. 2011-8, AN ORDINANCE ESTABLISHING A TRAFFIC CONTROL SIGNAL MONITORING SYSTEM.

RESOLUTIONS:

RESOLUTION R7-3;2011, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE THE 2011-2012 LIQUOR LICENSE FOR VENICE CATERING OF BERLIN INC. FOR THE PLENARY RETAIL CONSUMPTION LICENSE DUE TO ALL STATE REQUIREMENTS BEING MET TO BECOME EFFECTIVE JULY 1, 2011.

RESOLUTION R7-5;2011, APPROVAL OF MERCANTILE LICENSE FOR WILLIAM REYNOLDS, T/A SOUTH JERSEY CATERING LOCATED AT 105 SOUTH WHITE HORSE PIKE, BERLIN.

RESOLUTION R7-6; 2011, AUTHORIZATION TO AWARD CONTRACT TO FLEET SERVICES, SUNOCO OIL/SUNTRACK FROM BOSTON, MA (STATE CONTRACT) FOR GASOLINE FOR THE YEAR 2011. (CERTIFICATION APPROVED BY CFO)

RESOLUTION R7-7;2011, A RESOLUTION AUTHORIZING THE BOROUGH OF BERLIN TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE BOROUGH OF GIBBSBORO AND THE TOWNSHIP OF VOORHEES TO PROVIDE THE SUB GRANTEEES FUNDS PROVIDED BY THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE.

RESOLUTION R7-8:2011, AUTHORIZING THE BOROUGH OF BERLIN TO APPLY FOR THE MUNICIPAL ALLIANCE GRANT FUNDING FOR THE YEAR 2012 WITH GIBBSBORO AND VOORHEES.

RESOLUTION R7-9; 2011, APPROVAL OF A RESOLUTION TO REFUND CAMP MONEY TO APPLICANTS WHO ARE NOT ABLE TO ATTEND FOR THE 2011 CAMP YEAR.

RESOLUTION R7-10; 2011, A RESOLUTION AUTHORIZING 2ND QUARTER, 2011 UTILITY BILL ADJUSTMENTS FOR 130 KENNEDY LANE -308.50, 320 HAZEL AVE, + 48.00, 326 HAZEL AVENUE, -118.75, 331 HARRISON AVENUE, - 75.85 AND 7 HARKER AVENUE, - 89.00.

RESOLUTION R7-11; 2011, AUTHORIZATION TO APPROVE THE 2011 CAMP COUNSELORS FOR CAMP LONACONING (List attached to resolution).

RESOLUTION R7-12; 2011, AUTHORIZATION TO APPROVE THE 2011 SUMMER HELP FOR THE DEPARTMENT OF PUBLIC WORKS. (List attached to resolution).

RESOLUTION R7-13;2011, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR YHANNE BATTLE T/A HOUSE OF CHEESECAKES FOR THE SALE OF CHEESECAKES LOCATED AT 41 CLEMENTON ROAD, STORE 219, BERLIN.

RESOLUTION R7-14;2011, RELEASING OF PERFORMANCE BOND FOR LUCIEN'S IN THE AMOUNT OF \$134,487.00 UPON RECOMMENDATION FROM ENGINEER BIRDSALL GROUP CONTINGENT UPON THE POSTING OF MAINTENANCE IN AN AMOUNT OF \$22,415.00 AND ESCROW IN THE AMOUNT OF \$750.00.

RESOLUTION R7-15 2011, A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF OPENING OF BIDS FOR SOLID WASTE DISPOSAL.

Motion to adjourn was made by Pearce seconded by Chance. All were in favor.

Charleen Santora, RMC