

**BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JULY 26, 2011
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ**

MEETING CALLED TO ORDER BY MAYOR ARMANO.

FLAG SALUTE LED BY MAYOR ARMANO.

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 Armano, Council President Scott Scelso, Council members Maccaroni, Chance, Bilella, Kupchik and Pearce were all present.

PRESENT ALSO: Solicitor George Botcheos.

DEPARTMENT HEAD REPORTS AND DISCUSSION ITEMS:

MAYOR ARMANO Post office lease has a stipulation that makes the borough paint their building inside when needed that is in the lease terms. First five year term is \$12,000, second five year term is \$15,000 and third five year term is \$20,000. Adds up to a 6% increase each five year term of the lease. Old lease was from 1960. Lease reads the post office will be renting the existing property. /Solicitor states that PNC bank has countered with the borough' request of \$1000.00 per month for that lease that is coming due with a proposal for \$500. per month. After much discussion from council they directed solicitor to offer \$800. per month plus 3% annual increase with a five year duration. /Berlin Business Association will hold fall fest in Sept. asking if the borough will allow banners to be put on our poles if they make them. Council agreed. /Gave all of council information on cost of re-cycling cans. Charging residents \$65.00 and the cost to date for these cans is around \$60.88 per can. (report attached to minutes) Initial cost for containers was \$152,000. Picking up recycling every week would be approximately \$72,000. He suggests we pick up anyone's recyclable's that calls if needed between weeks. This will be advertised on web page. Councilwoman feels this would be an added expense to send a truck out for this. Mayor states truck is already out on the road. Recycling is up from last month \$3800. and if tipping fees added back in it comes to \$10,000. Kupchik would like every means of encouraging residents to recycle. Mayor adds that no loads have been rejected as of yet. Question from Bilella is how the recycling truck is out during the week when it is not a recycling week. Kupchik feels it may be more cost effective by giving out an extra recycling can. /Mayor states that the Carriage Stop Association put out a flyer stating that he and Councilman Maccaroni had reneged on their agreement in regards to the three streets the association is turning over to the borough. Mayor explained that the association came to borough council in September of 2010 asking the borough to take over the private roads. These streets originally

met the standards. In meetings it was agreed they would bring the streets up to standards. We suggesting doing this by borough ordinance with just a legal description. We supplied them with the drawings of the streets. The borough plowed the streets all winter at no cost to the association, normally paying themselves. Carriage Stop hired an engineer paying \$10,000. and going to a planning board site plan review committee per instructions from their engineer. Escrow was figured out to be about \$10,000. Carriage stop asked the borough to lower the escrow and it was lowered to \$5000. Planning board agreed. Carriage Stop attorney reached out to him to see if it could be lowered more. It was then lowered to \$3400. (Mark Ranaldi was waiving his fees.) Association did not contact anyone after this and then the flyer was sent out. Mayor Armano was told that the association would be coming to the next meeting to complain. The borough was only requesting a legal description from the beginning. Solicitor states a plot plan was done by the engineer that was hired but that was their decision. There was no discussion on waiving the fees when they went to planning board. Bilella asks that if we accept a legal description could this be done by ordinance with the only cost being \$1500. Solicitor feels the borough is better off them getting the plan and having it recorded. The total cost, according to the council would be \$3400. Bilella would like to have the borough absorb the \$1500. we spent just for our due diligence part as we would have had to pay the cost to our engineer. Armano states our hard cost at this point \$3085. The amount council agreed to cap the cost to Carriage Stop is \$2500. and if they are not willing to pay then we do not take the streets over.

BUILDINGS & GROUNDS, Chairman Scott Scelso reported that there is no company so far that has been able to remove the white streaks from the municipal building. /Parking lot lines have been finished at \$600. /No asbestos found at 131 So. White Horse Pike that the DPW is gutting.

STREETS & ROADS, Chairman Jim Bilella met with Birdsall in regards to Haines Avenue repaving. Taunton to Garwood will be paved as it is less expensive. This will go through the Broad Street intersection. Gas line is underneath the proposed curb line that has to be worked out with the utility company. Approximate cost is roughly \$260,000., \$50,000. of this cost being sidewalks. The sidewalks will be bid as an add alternate. Flyers will be put out to the residents before the project is started.

Mayor Armano had two meetings with Camden County in regards to Franklin Avenue from the White Horse Pike to Clementon Road (repaving). County pays 54.10 per hour for policing. Borough Ordinance pays \$65.00. Chief went to union and they agreed to lower their hourly rate to \$50.00 per hour. Construction will start in September. Franklin Avenue will be closed to all traffic telling locals to use Dover Avenue. Main issue is school walkers. Children will be directed to cross at Franklin, walk to Cedar and up to Franklin and cross there. Superintendent of Berlin Community School has been advised and he will inform the parents whose children walk. Policing will be enforced.

WATER & SEWER, Chairman Lynn Kupchik. No report.

HEALTH & RECREATION, Chairman Jim Pearce states the floor sweeper for the community center is in. /Spare tile for the floor at the community center is missing. We will get more. /School has first usage of the field where the sprinkler system is that Glory Day Sports has been

using. /Glory Day Sports is interested in renting the center for volley ball. /A letter has been sent by our Solicitor to a user of the sports fields stating that there is a fee who in the past has not paid./He would like to talk about food on the center floor in the future./Ordinance is still being worked on for community usage versus rental usage and on residents versus non residents. Original ordinance states recognized borough organizations who must apply for borough status that has been given to Debbie Simone. He questions whether the associations should be permitted to use the center at no cost. /He questions "banquet facilities" meaning that is in the ordinance. /New ordinance for 10 hours has to be clarified that 10 free hours is a combination of usage.

PUBLIC SAFETY, Chairman Dennis Chance Is requesting that the Police Chief's salary be added to the July 4 expense report./Is requesting that the meetings start for the up coming police contract that expires December 31, 2011./

VFW is asking if the borough would like to entertain the traveling wall that Washington DC has for Vietnam Veterans suggesting it be placed at the community center areas. Dennis will scope out the area. /There is a coin drop ordinance if the VFW is interested but a resolution will have to be done to approve. Dennis will check with the clerk./He will be setting up a public safety meeting./He asked if there is any funding cuts for police at this time./Police vehicles are in and are being worked on.

FINANCE, Chairman Nick Maccaroni states there are no recommendations in the audit to be addressed. /July 4th. numbers so far is \$10,241. for both police and fireworks with an added adjustment when the chief's salary is calculated. DPW is paid out of water as they have to be on that day for the water department. Finances are being watched closely now coming to the end of the year. Surplus will not be as much as anticipated. Tax bills going out next year with a total of \$.11 increase. Berlin Borough is .01, County is .05, schools are a total of .05.

SOLICITOR, George Botcheos talked about the community center ordinance again questioning the non profit Berlin organizations 10 hour usage.

ADMINISTRATOR, Charleen Santora Three quotes were obtained for a part of the library floor that had to be replaced. /Scrubber for community floor is in. /Basketball hoop pricing is being sought. /Requesting the dog license fee be raised per ordinance a flat \$10.00./Halogen lights are being put up at the memorial./Audit is complete with certification back to the DCA and synopsis has been published./Best practices are out from the DCA adding that 100% will never be able to be obtained.

Councilman Chance questions Identify Theft Ordinance on agenda. Solicitor explains he found it to be in compliance and order after he read the 25 page report. He and Lynn question the budget insertion resolutions on agenda with clerk explaining.

ORDINANCES:

ORDINANCE 2011-08, AN ORDINANCE ESTABLISHING A TRAFFIC CONTROL SIGNAL MONITORING SYSTEM.

ORDINANCE 2011-09, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 335 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "ZONING AND LAND USE".

RESOLUTIONS:

RESOLUTION R8-1; 2011, APPROVING THE COMPLIANCE WITH N.J.A.C. 5:30-6.5 COMPLYING WITH THE PERFORMING OF THE ANNUAL AUDIT FOR THE YEAR 2010.

RESOLUTION R8-2; 2011, A RESOLUTION AUTHORIZING THE DUE DATE FOR TAX BILLS TO BE EXTENDED TO AUGUST 23, 2011.

RESOLUTION R8-3; 2011, A RESOLUTION ADOPTING AN IDENTITY THEFT POLICY FOR THE BOROUGH OF BERLIN.

RESOLUTION R8-4; 2011, A RESOLUTION APPROVING A LEASE AGREEMENT BETWEEN THE BOROUGH OF BERLIN AND THE UNITED STATES POSTAL SERVICE ON HARKER AVENUE IN BERLIN NJ EFFECTIVE EFFECT NOVEMBER 1, 2011 THROUGH OCTOBER 31, 2016 AT AN ANNUAL RENTAL FEE OF \$12,000 PAID IN EQUAL MONTHLY INSTALLMENTS WITH RENEWAL OPTIONS FOR TWO ADDITIONAL FIVE YEAR LEASES INCREASING TO \$15,000 FOR THE 2ND. FIVE YEARS AND \$20,000. FOR THE THIRD FIVE YEARS.

RESOLUTION R8-5;2011, AUTHORIZATION FOR BIRDSALL ENGINEERS TO GO OUT TO BID FOR THE SOUTH ARLINGTON ROAD PROJECT FUNDED BY THE DEPARTMENT OF TRANSPORTATION GRANT.

RESOLUTION R8-6; 2011 AUTHORIZATION TO GO OUT TO BID FOR THE 2011 MUNICIPAL ROAD PROGRAM.

RESOLUTION R8-7;2011, APPROVAL TO RELEASE MAINTENANCE BONDS ON HAVERHILL PHASES III, V, AND VI PER RECOMMENDATION FROM BIRDSALL ENGINEERS AS ALL ITEMS LISTED HAVE BEEN ADDRESSED IN A SATISFACTORY MANNER.

RESOLUTION R8-8; 2011, AUTHORIZATION TO APPROVE A BUDGET INSERTION (CHAPTER 159) INTO THE 2011 BUDGET FOR VOLUNTEER FIRE ASSISTANT GRANT IN THE AMOUNT OF \$7336.00.

RESOLUTION R8-9; 2011, AUTHORIZATION TO APPROVE A BUDGET INSERTION (CHAPTER 159) INTO THE 2011 BUDGET FOR 2010 BODY ARMOR GRANT IN THE AMOUNT OF \$1919.25.

RESOLUTION R8-10; 2011, AUTHORIZATION TO APPROVE A BUDGET INSERTION (CHAPTER 159) INTO THE 2011 BUDGET FOR CLEAN COMMUNITIES GRANT IN THE AMOUNT OF \$12,340.02.

RESOLUTION R8-11;2011, APPROVAL FROM BOROUGH COUNCIL TO PURCHASE A 2012 GMC SIERRA 4WD PICKUP TRUCK, STATE OF NEW JERSEY CONTRACT A78847 T2754

FROM FLEMINGTON CHEVY BUICK GMC, FLEMINGTON, NJ FOR AN AMOUNT NOT TO EXCEED \$30,000. (CFO HAS CERTIFIED THE FUNDS FROM ORDINANCE 2011-05.)

RESOLUTION R8-12; 2011, AUTHORIZATION FOR THE BOROUGH SOLICITOR TO INSTITUTE THE APPROPRIATE LEGAL ACTION TO FORECLOSE IN REM ON THE TAX SALE CERTIFICATES FOR CERTIFICATE NO. 2006-0013, 10-00029, 10-0030, 10-0031 AND 09-00010.

RESOLUTION R8-13;2011, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE CHANGE ORDER REDUCTION # 3 FOR THE 2010 ROAD IMPROVEMENT PROJECT IN THE AMOUNT OF \$14,934.15.

RESOLUTION R8-14; 2011, A RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE IN THE AMOUNT OF \$2077.25. TO LUCIEN'S DUE TO THE RELEASING OF THE PERFORMANCE BOND AND THE AMOUNT OF ESCROW NEEDED TO COMPLETE THE PROJECT WHILE IN MAINTENANCE.

RESOLUTION R8-15; 2011, A RESOLUTION AUTHORIZING THE CANCELLATION OF OUTSTANDING CHECKS TOTALING \$130.59.

Motion to adjourn_____, Sec.; _____ RCV_____.

Charleen Santora, RMC