

**BOROUGH OF BERLIN  
RE-ORGANIZATION MEETING MINUTES  
SATURDAY, JANUARY 7, 2012  
BERLIN MUNICIPAL BUILDING  
59 SOUTH WHITE HORSE PIKE  
BERLIN, NJ 08009  
1:00 pm**

Meeting from December 27, 2011 resumed by Mayor Armano.

No unfinished business was discussed.

**APPROVAL OF MINUTES:**

Council meeting of December 27, 2011.

Closed session meeting of December 27, 2011.

Motion made by Pearce seconded by Bilella. All were in favor.

**DEPARTMENT HEAD REPORTS FOR THE MONTH OF DECEMBER, 2011;**

Tax Collector's report \$509,722.11

Tax Collector's utility report \$66,808.23

Municipal Clerk's report \$3,177.55

Construction report \$3,265.00

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

**PAYMENT OF BILLS FOR THE END OF THE YEAR, 2011 IN THE AMOUNT OF \$1,937,038.91. (Includes both school payments)**

Motion by Maccaroni seconded by Bilella. All were in favor.

Motion to adjourn meeting of December 27, 2011 made by Pearce seconded by Chance. All were in favor.

**RE-ORGANIZATION 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 and posted on the Borough Hall Bulletin Board at the Berlin Hotel showing the date, place and time of said meeting.

**INVOCATION:**

Invocation was given by Father Jose Manjakunnel from St. Simon Stock Parish, Berlin, N. J.

#### MAYOR ARMANO ACKNOWLEDGED DISTINGUISHED GUESTS

Those distinguished guests were State Senator Dawn Addiego, Assemblyman Scott Rudder, Former Mayor Millard Wilkinson, Former Mayor of Magnolia Joe Adolf, Former Waterford Township Mayor Stephen Miller, Former Councilwoman Shelly Lovett, Former Councilman Bill Toy, Former Councilman Richard Crain, Camden County Republican Chairman Tom Booth. Mayor thanks all for attending.

#### OATHS OF OFFICE:

Mayor Armano was sworn in by his son John Armano Esq., daughter Susan Forte and son Patrick and wife Micki held the Bible.

Councilman Scelso was sworn in by Mark A. Rinaldi, Esq. His wife Debbie with sons Nicholas and Vincent held the Bible.

Councilman Maccaroni was sworn in by State Senator Dawn Marie Addiego. Wife Debbie and daughter Megan held the Bible.

#### ROLL CALL:

Mayor John Armano, Council members Scelso, Maccaroni, Chance, Bilella, Kupchik and Pearce were present.

RESOLUTION R1-1; 2012, Approval from Borough Council to appoint Attorney

George Botcheos as Borough Solicitor for Berlin Borough for year 2012.

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

#### PRIVILEGE OF FLOOR

Millard Wilkinson, 9 Tavistock Drive, Berlin congratulates Mayor Armano and both Councilmen Scelso and Maccaroni. He stated he is thankful that he has attended all reorganization meetings since 1968 and will help if and when needed as he is still involved in County and State affairs.

Joe Adolf, 8 Laurel Hill Court, Berlin congratulates Mayor Armano, Councilman Scelso and Maccaroni stating he knows they will do a great job along with the rest of the council.

#### APPOINTMENT OF COUNCIL PRESIDENT

Motion to appoint Councilman Scott Scelso as Council President, 2012 made by Maccaroni seconded by Pearce. Ayes, Maccaroni, Chance, Bilella, Kupchik and Pearce. Councilman Scelso abstained.

#### MAYOR'S APPOINTMENTS

#### PLANNING BOARD

## NEW APPOINTMENTS

Mayor John Armano	Class I	1/1/2012 – 12/31/2015
Councilman Nick Maccaroni	Class III	1/1/2012 – 12/31/2012
Jack Gangluff	Class IV	1/1/2012 – 12/31/2015
Joe Adolf	Class II	1/1/2012 – 12/31/2012
Ron Katkocin	Alternate 1	12/31/2012
John McCall	Alternate 2	12/31/2013

## PLANNING BOARD MEMBER'S RECOGNITIONS

Richard Crain	Class IV	12/31/2014
Jack Hall	Class IV	12/31/2013
Carl Canfield	Class IV	12/31/2012
Dan Pomponio	Class IV	12/31/2014
Ken Clegg	Class IV	12/31/2014

## PLANNING BOARD COUNCIL REPRESENTATIVE

Councilman Nick Maccaroni

Class I Mayor's term corresponds to time in office.

Class II Official of Municipality other than a member of the Governing Body, 1-year term.

Class III Member of the Governing Body. 1-year term.

Class IV Other citizens of Municipality appointed by the Mayor. 4-year Term. N.J.S.A. 40A:55D-23.

## COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL:

BUILDINGS & GROUNDS	Chairman Scelso & Co-Chairman Kupchik
HEALTH & RECREATION	Chairman Pearce & Co-Chairman Scelso
PUBLIC SAFETY	Chairman Chance & Co-Chairman Maccaroni
WATER & SEWER	Chairman Kupchik & Co-Chairman Pearce
STREETS & ROADS	Chairman Bilella & Co-Chairman Chance
FINANCE	Chairman Maccaroni & Co-Chairman Bilella

Motion made by Scelso seconded by Bilella. All were in favor.

MAYOR'S APPOINTMENTS OF OFFICIALS WITH THE CONFIRMATION OF COUNCIL:

CFO	Stephen Miller	1/1/12 – 12/31/15
Treasurer	Stacey DiVello	1/1/12 – 12/31/12
Borough Historian	Jack Straub	1/1/12 – 12/31/12
Fire Official	William Behnke	1/1/12 – 12/31/12
Emergency Mgt.	William Behnke	1/1/12 - 12/31/12
Coordinator		
Fire Safety Inspector	Tony Ambricco	1/1/12 – 12/31/12
Fire Safety Inspector	Joseph Cornforth	1/1/12 – 12/31/12
License & Inspection	Michael DePalma	1/1/12 – 12/31/12
Consultant		
Zoning Officer	Michael DePalma	1/1/12 – 12/31/12

Motion made by Scelso seconded by Bilella. All were in favor.

DEPARTMENT HEAD RECOGNITIONS FOR OFFICIALS AND SUB-OFFICIALS FOR THE BOROUGH OF BERLIN

Administrator	Charleen Santora
Municipal Clerk	Charleen Santora
Certified Registrar	Charleen Santora
Assistant to Clerk	Mary Ann Cecick
Tax Assessor	Theresa Stagliano
Tax Collector	Lisa Eggert
Chief of Police	Robert Carrara
Superintendent of DPW	Mark Mauger
Fire Chief	Paul Miller
Ambulance Captain	Lou DeMarco
Construction Official	Michael DePalma

Fire Sub Code Inspector	Rick Napier
Librarian	Mary Rencic
Plumbing Inspector	Stephen Buckhofer
Electrical Inspector	Ken Snuffin

**HISTORIC PRESERVATION COMMISSION APPOINTMENTS:**

Jack Gangluff	Class C	4 yr	1/1/2012 – 12/31/2015
Millard Wilkinson	Class B	2 yr	1/1/2012 – 12/31/2013
Dan Pomponio	Class C	4 yr	1/1/2012 – 12/31/2015
Betty Scelso	Alternate 1	2 yr	1/1/2012 – 12/31/2013
Dolores Motluck	Alternate 2	2 yr	1/1/2012 – 12/31/2013

Motion to approve made by Chance seconded by Kupchik. All were in favor.

**HISTORIC PRESERVATION COMMISSION RECOGNITION OF MEMBERS:**

Alan Blair	Class A	4 yr	12/31/2014
John Schetter	Class A	4 yr	12/31/2014
Roy Schmidt	Class C	4 yr	12/31/2013
Micki Armano	Class C	4 yr	12/31/2013

**Class A**                    A person who is knowledgeable in building design and construction or architectural history who may reside in borough.

**Class B**                    A person who is knowledgeable or with a demonstrated interest in local history who may reside outside the borough.

**Class C**                    Members who must be residents of the Municipality who hold no other Municipal position except they may be members of the Planning or Zoning Boards.

**BOARD OF HEALTH MEMBERS APPOINTMENTS WITH CONFIRMATION OF COUNCIL**

Liaison Councilwoman Lynn Kupchik	1 yr	1/1/2012 – 12/31/2012
Dan Molnar	3 yr	1/1/2012 – 12/31/2014

Motion made by Scelso seconded by Bilella. All were in favor.

BOARD OF HEALTH MEMBERS RECOGNITIONS:

Dawn Lattanzi	3 yr	12/31/13
Jodi Wilhelm	3 yr	12/31/13
Debbie Scelso	3 yr	12/31/13
Selma Rose	3 yr	12/31/13
Kelly Foster	3 yr	12/31/12
Dan Cleary	3 yr	12/31/12

COURT APPOINTMENTS:

Municipal Prosecutor 1 yr George Singley 1/1/12 – 12/31/12

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

Municipal Public Defender 1 yr Thomas Shusted, Jr. 1/1/12 – 12/31/12

Motion made by Bilella seconded by Kupchik. All were in favor.

Court Administrator 1 yr Kelly Foster 1/1/12 – 12/31/12

Motion made by Scelso seconded by Kupchik. All were in favor.

COURT RECOGNITION:

Municipal Judge 3 yr Craig Larsen 12/31/12

Mayor Armano states Judge does an outstanding judge who has been with the borough for over 25 years.

APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR'S APPOINTMENT)

Daniel Molnar

PROPERTY MAINTENANCE BOARD APPOINTMENTS:

Council Representative Dennis Chance

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

Planning Board Representative Jack Gangluff

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

Zoning Officer Michael DePalma

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

Department of Health Dan Cleary

Motion made by Scelso seconded by Bilella. All were in favor.

Community Representative Gary Knight

Motion made by Scelso seconded by Bilella. All were in favor.

Zoning Code Enforcement Officer Michael DePalma

Motion made by Scelso seconded by Kupchik. All were in favor.

#### ECONOMIC RE-DEVELOPMENT COMMITTEE APPOINTMENTS

Nick Maccaroni	3 yr	1/1/2012 – 12/31/2014
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Jim Bilella	3 yr	1/1/2012 – 12/31/2014
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Nick Guerere	Alternate 1	1 yr	1/1/2012 – 12/31/2012
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Gary Knight	Alternate 2	1 yr	1/1/2012 – 12/31/2012
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Motion made by Scelso seconded by Chance. Councilman Scelso, Chance Kupchik and Pearce. Councilman Maccaroni and Bilella abstained.

#### ECONOMIC RE-DEVELOPMENT COMMITTEE RECOGNITIONS

Rita Christenson	3 yr	12/31/12
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Mike Mrvica	3 yr	12/31/12
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Joe Adolf	3 yr	12/31/12
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James Knight	3 yr	12/31/13
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Drew Straub	3 yr	12/31/13
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Bob Suchowierski	3 yr	12/31/13
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Kevin McHugh	3 yr	12/31/12
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#### RESOLUTIONS:

Resolutions R1-2; 2012 through R1-21; 2012 open to the public.

Meeting closed to the public by Mayor Armano.

RESOLUTION R1-2; 2012, AUTHORIZATION TO ADOPT A TEMPORARY BUDGET FOR YEAR 2012.

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

RESOLUTION R1-3; 2012, APPOINTMENT OF JOSEPH HOFFMANN, CPA, RMA, OF BOWMAN & COMPANY, LLP AS AUDITOR FOR BERLIN BOROUGH FOR YEAR 2012.

Motion Bilella seconded by Kupchik. All were in favor.

RESOLUTION R1-4;2012, A RESOLUTION APPOINTING BRIAN SLAUGH FROM THE FIRM OF CLARKE-CANTON-HINTZ, TRENTON, NJ PLANNING CONSULTANT FOR BERLIN BOROUGH FOR YEAR 2012.

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

RESOLUTION R1-5;2012, A RESOLUTION APPOINTING BIRDSALL SERVICES GROUP OF BARNEGAT, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR BERLIN BOROUGH YEAR 2012.

Motion made by Pearce seconded by Bilella. All were in favor.

RESOLUTION R1-6;2012, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEER'S FOR BERLIN BOROUGH YEAR 2012.

Motion made by Kupchik seconded by Bilella. All were in favor.

RESOLUTION R1-7;2012, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR BERLIN BOROUGH YEAR 2012.

Motion made by Pearce seconded by Scelso. All were in favor.

RESOLUTION R1-8; 2012, APPOINTMENT OF CAPEHART SCATCHARD FROM MT. LAUREL, NJ AS BOND COUNSEL FOR BERLIN BOROUGH YEAR 2012.

Motion made by Scelso seconded by Pearce. All were in favor.

RESOLUTION R1-9; 2012, APPOINTMENT OF ALAN BLAIR AS ARCHITECT OF RECORD FOR BERLIN BOROUGH YEAR 2012.

Motion made by Kupchik seconded by Bilella. All were in favor.

RESOLUTION R1-10; 2012 APPOINTMENT OF STUART PLATT AS SPECIAL COAH COUNSEL FOR BERLIN BOROUGH YEAR 2012.

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

RESOLUTION R1-11; 2012, A RESOLUTION DESIGNATING THE COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVE TO BE COUNCILMAN JAMES BILELLA AND ALTERNATE COUNCILMAN NICK MACCARONI.



Motion made by Chance seconded by Pearce. Ayes, Scelso, Chance, Kupchik and Pearce. Councilmen Maccaroni and Bilella abstained.

RESOLUTION R1-12; 2012, A RESOLUTION DESIGNATING THE FUND COMMISSIONER TO BE MILLARD WILKINSON AND ALTERNATE FUND COMMISSIONER COUNCILMAN SCOTT SCELSO.

Motion made by Kupchik seconded by Bilella. Ayes, Maccaroni, Chance, Bilella, Kupchik and Pearce. Councilman Scelso abstained.

RESOLUTION R1-13; 2012, A RESOLUTION DESIGNATING THE SAFETY COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD WILKINSON.

Motion made by Pearce seconded by Bilella. All were in favor.

RESOLUTION R1-14; 2012, APPOINTMENT OF CHRIS NORMAN FROM THE LAW FIRM OF NORMAN & KINGSBURY FOR WELL # 12 LITIGATION.

Motion made by Kupchik seconded by Bilella. All were in favor.

RESOLUTION R1-15; 2012, A RESOLUTION AUTHORIZING THE BOROUGH CLERK/AND OR ADMINISTRATOR TO ADVERTISE, RECEIVE AND OPEN BIDS.

RESOLUTION R1-16; 2012, A RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES, WATER, SEWER AND ALL OTHER APPLICABLE MUNICIPAL CHARGES.

RESOLUTION R1-17; 2012, A RESOLUTION ESTABLISHING THE COURIER POST AND PHILADELPHIA INQUIRER AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2012.

RESOLUTION R1-18; 2012, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2012.

RESOLUTION R1-19; 2012, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:

Meeting called to order

Salute to the flag

Roll Call

Privilege of floor

Committee reports, department head reports, discussion items

Ordinances

Public hearing on Resolutions

Resolutions

Payment of bills

Adjournment

RESOLUTION R1-20; 2012, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS FOR THE YEAR 2012 TO BE AS FOLLOWS: THE CAUCUS MEETING WILL BE HELD TUESDAY PRECEDING THE FIRST MONDAY OF EACH MONTH. THE COUNCIL MEETINGS WILL BE THE FIRST MONDAY OF EACH MONTH WITH SOME HOLIDAY EXCEPTIONS. THE CAUCUS AND COUNCIL MEETINGS WILL START AT 7:00 PM.

7:00 pm

7:00 pm

Caucus Meeting

Council Meeting

January 31, 2012

February 6, 2012

February 28, 2012

March 5, 2012

March 27, 2012

April 2, 2012

May 1, 2012

May 7, 2012

May 29, 2012

June 4, 2012

June 26, 2012

July 2, 2012

July 31, 2012

August 6, 2012

August 28, 2012

September 4, 2012

September 25, 2012

October 1, 2012

October 30, 2012

November 12, 2012

November 27, 2012

December 3, 2012

December 27, 2012

Meetings subject to change.

RESOLUTION R1-21;2012, AUTHORIZATION TO APPROVE CONTRACT AWARD FOR GASOLINE AND DIESEL FUEL TO FLEET SERVICES, SUNOCO OIL CO./SUN TRACK, BOX 3440, BOSTON, MA. UNDER STATE CONTRACT NUMBER T 0394 (58886).

Motion to adopt Resolutions R1-15 through R1-21; 2012 made by Pearce seconded by Bilella. All were in favor.

COMMENTS FROM MAYOR AND GOVERNING BODY.

Council President Scott Scelso thanked everyone for coming to this meeting. States he is humbled to get re-elected and the position is rewarding. Wishes all a Happy New Year.

Councilman Maccaroni mentioned his father who served three terms as councilman and that he himself will be beginning his forth term as councilman stating he is having too much fun to stop. Councilman Maccaroni sincerely thanked all of the employees along with the fire department for the outstanding job they are doing for the Borough of Berlin stating it is a privilege to work with all of them. Thanked the Clerk/Administrator for a good job putting the agenda together. Thanked his family for their support.

Councilman Chance thanked Millard Wilkinson and also all borough employees including fire and ambulance. Stated the engineer did a good job on Franklin Avenue along with the Mayor and Councilman Bilella including Haines Avenue and South Arlington Avenue. Thanks all of the elected officials who attended this meeting along with Shelly Lovett and his family for attending.

Councilman Bilella wished all a happy new and prosperous New Year stating the borough has experience difficult times noting that everyone who is working for the borough is committed in looking for more efficient ways to get business done to continue providing services and keeping taxes in check. Thanks the staff and council.

Councilwoman Kupchik thanks everyone from Borough Administrator Charleen to the part time employee for doing an outstanding job for the borough starting with the mayor and council. States the taxpayer is number one priority and will continue to be keeping their interest at the forefront. Wished all a happy New Year.

Councilman Pearce congratulates the mayor and council for their re-elections. Thanks all who came out for this meeting and ask they continue their support at meetings. Happy New Year to all.

Mayor Armano thanks all for coming out to this meeting. Copy of his statement is attached to these minutes as they were read.

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

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Charleen Santora, RMC

Mayor Armano's Statement:

Thank you all for coming out today. I want to wish everyone a very happy and healthy New Year. I would also like to thank everyone for the privilege of serving as your mayor. I feel blessed to have a super wife and great family that support me in all my efforts.

I would like to thank my two running mates this year. They are an awesome pair and real asset to our community. I would like to thank council for their service to the community at a sacrifice to their personal lives.

I can't forget to thank our employees, Charleen and the office staff. Chief Carrara and all our police officers and our court office. Mark Mauger, DPW Superintendent and the awesome group of people in his department.

All these employees are finding ways to do more with less and getting the job done. Thank you to a great team.

Our volunteers, Chief Miller and fire department, Bill Behnke and the fire marshal's office, Captain Lou DeMarco and the EMS, our library staff, all our boards and committees that are staffed with volunteers. Volunteers are a necessary part of municipal government. We could not operate without them. Thank you all.

The challenges that we are facing today is to provide the same services as we always have in a more economical way. Trenton continues to move forward with bill that push more down to the municipalities that we have to deal with. Over the past year we have made inroads with shared services in our police department with our detectives, fire department and public works and are working to expand. I, along with council, will continue to do everything possible by looking into every line item in our budget as we did last year to control our expenses and also continue to look for shared service opportunities to keep Berlin a great community for people to live and work. Thank you.