

**BOROUGH OF BERLIN**  
**RE-ORGANIZATION MEETING MINUTES**  
**SATURDAY, JANUARY 5, 2013**  
**BERLIN MUNICIPAL BUILDING**  
**59 SOUTH WHITE HORSE PIKE**  
**BERLIN, NJ 08009**  
**1:00 pm**

Council meeting from December 27, 2012 resumed by Mayor Armano.

Discussion of unfinished business;

- APPROVAL OF MINUTES:

Council meeting of November 27, 2012

Closed session minutes of December 3, 2012

Council meeting minutes of December 27, 2012

Motion to approve made by Pearce seconded by Kupchik. AIF

**DEPARTMENT HEAD REPORTS FOR THE MONTH OF DECEMBER, 2012:**

- Municipal Clerk's report      \$12,051.00
- Construction report            6,969.00
- Community Center              1,725.00
- Zoning Permit Fees    120.00
- Municipal Court                Month not closed out
- Tax Collector's report    Month not closed out      ,
- Tax Collector's utility report    Month not closed out

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

Motion to adjourn meeting of December 27, 2012 made by Scelso seconded by Pearce. All were in favor.

**RE-ORGANIZATION MEETING OF JANUARY 5, 2013 CALLED TO ORDER:**

**FLAG SALUTE WAS 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 posted on the Borough Hall Bulletin Board at the Berlin Hotel showing the date, place and time of said meeting.

**INVOCATION:**

Reverend Jim Dabrowski from Saint Simon Stock Parish gave the invocation.

**MAYOR ARMANO ACKNOWLEDGES DISTINGUISHED GUESTS**

**OATHS OF OFFICE:**

**????????????**

Councilman Elect James Bilella was sworn in by Senator Dawn Addiego while his wife Denise and sons James, Joseph and Jonathan held the Bible.

Councilman Elect Gary Knight was sworn in by Mayor John Armano. Fiancée Dorothy Parker and son Kevin Knight held the Bible.

**ROLL CALL:**

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

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

George Botcheos as Borough Solicitor for Berlin Borough for year 2013.

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

**PRIVILEGE OF FLOOR**

Former Mayor Millard Wilkinson congratulates Councilman Bilella and Knight stating he has made every reorganization meeting since 1967 and pledges his support and help if so needed.

- **APPOINTMENT OF COUNCIL PRESIDENT**

Appointment of Councilman James Bilella for Council President for 2013. Motion made by Maccaroni seconded by Pearce. All were in favor with exception of Councilman Bilella who abstained.

**MAYOR'S APPOINTMENTS**

**PLANNING BOARD**

**NEW APPOINTMENTS**

- Rick Miller, Jr. Class II 1/1/2013 – 12/31/2013

- Ron Katkocin            Class IV                    1/1/2013 – 12/31/2016
- Carl Canfield            Alternate I                    1/1/2013 – 12/31/2013

Motioin; ???????????????

**PLANNING BOARD MEMBER’S RECOGNITIONS**

- Mayor John Armano    Class I                        12/31/2015
- Jack Gangluff            Class IV                      12/31/2015
- Richard Crain            Class IV                      12/31/2014
- Jack Hall                  Class IV                      12/31/2013
- Dan Pomponio            Class IV                      12/31/2014
- Ken Clegg                 Class IV                      12/31/2014
- John McCall              Alternate 2                    12/31/2013

**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 Knight & Co-Chairman Scelso
- HEALTH & RECREATION                    Chairman Pearce & Co-Chairman Knight
- PUBLIC SAFETY                                Chairman Scelso & Co-Chairman Maccaroni
- WATER & SEWER                              Chairman Kupchik & Co-Chairman Pearce
- STREETS & ROADS                            Chairman Bilella & Co-Chairman Kupchik
- FINANCE                                        Chairman Maccaroni & Co-Chairman Bilella

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

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

- Deputy Clerk            Melissa Bovera            1/1/13 – 12/31/15
- Treasurer                Stacey DiVello            1/1/13 – 12/31/13
- Borough Historian      Beth Pomponio            1/1/13 – 12/31/13
- Fire Official             William Behnke            1/1/13 – 12/31/13
- Emergency Mgt.        Richard Crain              1/1/13 - 12/31/15

Coordinator

- Fire Safety Inspector Robert King            1/1/13 – 12/31/13
- Fire Safety Inspector Joseph Cornforth        1/1/13 – 12/31/13
- Plumbing Inspector Michael DePalma        1/1/13 – 12/31/13
- Fire Chief                William Behnke            1/1/13 – 12/31/13
- Zoning Official         Craig Fallstick             1/1/13 – 12/31/13

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

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

- Administrator            Charleen Santora
- Registered Municipal Clerk Charleen Santora
- Certified Municipal Registrar Charleen Santora
- CFO                        Stephen Miller
- Tax Assessor             Theresa Stagliano
- Tax Collector             Lisa Eggert
- Chief of Police            Michael DeLorenzo
- Superintendent of DPW    Mark Mauger
- Fire Chief                 William Behnke
- Ambulance Captain      Lou DeMarco
- Construction Official     Michael DePalma
- Fire Sub Code Inspector Rick Napier



### **BOARD OF HEALTH RECOGNITION OF MEMBERS**

- Dan Molnar 3 yr 12/31/14
- 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 12/31/14

### **COURT APPOINTMENTS:**

- Municipal Prosecutor 1 yr Law Firm of Singley & Gindele 1/1/13 – 12/31/13

Motion; Bilella, second, Scelso. All were in favor.

- Municipal Public Defender 1 yr Mark Rinaldi 1/1/13 – 12/31/13

Motion; Kupchik, seconded, Pearce. All were in favor.

- Court Administrator 1 yr Kelly Foster 1/1/13 – 12/31/13

Motion; Kupchik, second, Scelso. All were in favor.

### **MUNICIPAL JUDGE APPOINTMENT:**

- Municipal Judge 3 yr Craig Larsen 1/1/13 - 12/31/15

Motion; Bilella, seconded by Pearce. All were in favor.

### **APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR'S APPOINTMENT)**

Daniel Molnar

### **PROPERTY MAINTENANCE BOARD APPOINTMENTS:**

- **Council Representative Scott Scelso.**

Motion; Bilella, seconded, Kupchik. All were in favor except Scelso who abstained.

- **Planning Board Representative Jack Gangluff**

Motion; Bilella, seconded by Kupchik. All were in favor.

- **Zoning Official Craig Fallstick**

Motion; Scelso, seconded by Maccaroni. All were in favor.

- **Board of Health Dan Cleary**



**RESOLUTION R1-5;2013, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR THE YEAR 2013.**

Motion; Maccaroni, Sec.; Bilella, All were in favor.

**RESOLUTION R1-6;2013, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEER FOR THE YEAR 2013.**

Motion; Kupchik, seconded; Bilella. All were in favor.

**RESOLUTION R1-7;2013, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR THE YEAR 2013.**

Motion; Pearce, Sec.; Scelso., All were in favor.

**RESOLUTION R1-8; 2013, APPOINTMENT OF CAPEHARD & SCATCHARD OF MT. LAUREL, NJ AS BOND COUNSEL FOR THE YEAR 2013.**

Motion; Scelso, Sec.; Maccaroni. All were in favor.

**RESOLUTION R1-9; 2013, APPOINTMENT OF ALAN BLAIR FROM BERLIN NJ AS ARCHITECT OF RECORD FOR THE YEAR 2013.**

Motion; Knight, Sec.; Kupchik. All were in favor.

**RESOLUTION R1-10; 2013 APPOINTMENT OF STUART PLATT, STRATFORD, NJ AS SPECIAL COAH COUNSEL FOR THE YEAR 2013.**

Motion; Maccaroni, sec., Bilella. All were in favor.

**RESOLUTION R1-11; 2013, A RESOLUTION DESIGNATING THE COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVES TO BE COUNCILMAN JAMES BILELLA AND ALTERNATE COUNCILMAN NICK MACCARONI.**

Motion; Kupchik, Sec.; Pearce. All were in favor except Bilella and Maccaroni who abstained.

**RESOLUTION R1-12: 2013, A RESOLUTION DESIGNATING THE FUND COMMISSIONER TO BE MILLARD WILKINSON, JR. AND ALTERNATE FUND COMMISSIONER COUNCILMAN GARY KNIGHT.**

Motion; Pearce, sec., Kupchik. All were in favor except Knight who abstained.

**RESOLUTION R1-13; 2013, A RESOLUTION DESIGNATING THE SAFETY COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD WILKINSON, JR.**

Motion; Pearce, sec., Bilella. All were in favor.



**RESOLUTION R1-14; 2013, APPOINTMENT OF CHRIS NORMAN FROM THE LAW FIRM OF NORMAN & KINGSBURY, MOORESTOWN, NJ FOR WELL NO. 12 LITIGATION.**

Motion; Kupchik, Sec.; Bilella. All were in favor.

**RESOLUTION R1-15; 2013, A RESOLUTION AUTHORIZING THE BOROUGH CLERK/AND OR ADMINISTRATOR TO ADVERTISE, RECEIVE AND OPEN BIDS.**

**RESOLUTION R1-16; 2013, 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; 2013, A RESOLUTION ESTABLISHING THE COURIER POST AND THE PHILADELPHIA INQUIRER AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2013.**

**RESOLUTION R1-18; 2013, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2013.**

**RESOLUTION R1-19; 2013, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:**

1. Meeting called to order
2. Salute to the flag
3. Roll call
4. Privilege of floor
5. Committee reports, department head reports, discussion items
6. Ordinances
7. Public hearing on resolutions
8. Resolutions
9. Payment of bills
10. Adjournment

**RESOLUTION R1-20; 2013, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS FOR THE YEAR 2013 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 UNLESS OTHERWISE ADVERTISED.**

7:00 pm

**Caucus Meeting**

January 29  
February 26  
March 26  
April 30  
May 28  
June 25  
July 30  
August 27  
October 1  
October 29  
November 26

7:00 pm

**Council Meeting**

February 4  
March 4  
April 1  
May 6  
June 3  
July 1  
August 5  
September 3  
October 7  
November 4  
December 2

December will be scheduled at later date

**RESOLUTION R1-21;2013, 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 Scelso, Sec.; Pearce. All were in favor.

**COMMENTS FROM MAYOR AND GOVERNING BODY.**

**Council President James Bilella**

**Councilman Knight**

**Councilman Maccaroni**

**Councilman Scelso**

**Councilwoman Kupchik**

**Councilman Pearce**

**Administrator, Charleen Santora** Thanks DPW, Police, Fire Dept., Ambulance, All department heads and department assistants, new deputy clerk for having a good working relationship and

doing a great job./Thanks council for opportunity to serve as clerk/admin. and looks forward to another good working relationship year with them and the professionals./Congratulates Councilman Bilella and Knight./Thanks the mayor for his help all through the year.

**Solicitor, George Botcheos**

**Mayor Armano;**

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

Charleen Santora

RMC/Borough Clerk

Borough Administrator