

**BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JANURAY 29, 2013
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ
7:00 PM**

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 published in the Courier Post and Philadelphia Inquirer showing the date, place and time of said meeting.

ROLL CALL: Mayor John J. Armano, Council President Jim Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight were all present.

PRESENT ALSO: Solicitor George Botcheos

· MAYOR ARMANO

Asked the council what their thoughts were in regards to turning over 131 So. White Horse Pike to the Senior Citizens organization. This site was been listed with a realtor and several businesses were interested, however, parking is a problem. One doctor was interested in renting but would have wanted some changes and a possible rent reduction. Seniors are interested in having this site for their senior center. Mayor asked council for their input. Councilman Pearce had several ideas suggesting that it may not just be used by the seniors and consider renting out on Saturdays and Sundays due to so many people wanting to rent facilities. Councilman Maccaroni reminds council there is no parking at this site and the seniors will take care and will have usage of the building whenever they desire. Councilwoman Kupchik suggests the senior organization be given a certain amount of money from the borough and run the organization with their own funds comparing to what Waterford Township does. The mayor will work on putting an agreement together that will clarify what the borough will be responsible for and what the senior organization will be responsible for. A motion was made by Pearce to move forward with agreement with senior citizens spelling everything out in full as to who is responsible for what for 131 So. White Horse Pike seconded by Knight. All were in favor. /Met with Library Trustees of Marie Fleche Library for interviews for a library director. The position was for a candidate who would work part time, or 20 hours per week with the intention of taking over full time when it becomes a Municipal Free Library. /Mutual Aid agreement to share resources with Berlin Township, Pine Hill and Waterford needs tweaking. /Salary ordinance on agenda that has been reviewed to consolidate the position of Zoning Officer. Both salaries combined. Removed the consultant for license and inspections that falls under the clerk's office. Plumbing inspector's salary was cut in half and will be done by Michael DePalma. / Overall

general insurance from the JIF has gone down but in order to have a smaller deductible on excess insurance coverage, we will need to spend an additional \$1700./All information has been sent to council on when department heads will attend the caucus meetings so council can arrange for any questions.

STREETS & ROADS, Chairman James Bilella Met with engineer Pennoni in regards to moving forward with road program for 2013. Birdsall will finish up the roadway design for Ellis Avenue and then Pennoni will take over the construction/administration for same. No grant information as of yet for Malan Avenue. /Met with the director of Community Development for Camden County in regards to changes. The county states the funding has been dwindling. The allocation program has been changed. A revision is in the future for a possible three year basis of granting the funding allocated based on an as needed basis. The borough would have to come with a program and submit it. Mayor spoke with Lou DiAngelo voicing his concern about this new program and how it may hurt the borough and towns like ours. He suggests that we may have to consider changing the way we budget senior money as far as operational. He states most towns use the CDBG money for services. Possibility that the senior bus just purchased can go towards project or even for work needed at the new senior center location.

WATER & SEWER, Chairman Lynn Kupchik Had favorable meeting with representative from Pennoni and Andy Cricket from the CCMUA in regards to additional sewer capacity for the borough. Agreement to moving forward with this will be made up. The borough has to commit to starting an I & I study that funds have been put into the capital budget for this project.

HEALTH & RECREATION, Chairman Jim Pearce He will discuss security camera system for the community center at the council meeting after he and the mayor meet with the vendor./He asks the solicitor to clarify the difference between 501 and non profits for the usage of the community center. Solicitor states that not every non profit qualifies for a 501 exemption. It depends on the organization and what it does. There are 26 exceptions, he states.

PUBLIC SAFETY, Chairman Scott Scelso He and finance chairman met with the Fire Chief and the Chief of Police stating that all departments are happy.

FINANCE, Chairman Nick Maccaroni 2012 tax rate collection is 95. 53, lowest since year 2000 due to Armstrong Capital not paying their taxes which makes us down almost one point since last year. Once auditors give us our revenue numbers, we will be able to work on budget and get our new tax rate. A lien can be put on Armstrong rentals if no one picks up their lien. This will be put on by resolution that that has to be approved the tax sale is Feb. 27. This rental could be collected until we receive the amount owed to the borough. Armstrong property is up for sale and he explains that if the property is sold, a new owner does not have to comply with the Armstrong agreement. /Capital budget worked on and all capital items have been gone over. Our down payment is coming from left over money from last year's budgets and from what will be put into this year's budget. Capital ordinance will be introduced at March meeting. /Nick thanks all who went to Bowman's budget seminar.

BUILDINGS AND GROUNDS, Chairman Gary Knight. He met with the architect regarding the new police building. He has a revised set of design work for the building asking that all of council to review the plans and see him with questions prior to next week's council meeting. If necessary, he will have the architect at that meeting. /Heater at the post office is 40 years old and has needed constant repair. Prices are being looked into by the administrator. /Thanks Jim for his help regarding the review work with the contract with the architect. He thanks clerk/admin. for keeping him informed of the issues regarding his department. / He encourages all to look at the plans. /Mayor asks him to hand out the paper of time lines and dates towards the new addition.

SOLICITOR, George Botcheos. Solicitor recommends that council adopt the resolution regarding the collections of rents for Armstrong Capital in the event no one purchases the lien on Feb. 27. /Agreement on agenda allowing Boy Scouts to tie into our sewer system being responsible for all costs. /Sent the annual planning board report's recommendation to the entire council. He does not feel this is ready for discussion.

Mayor states that the DCA has requested a COAH report submitted by the end of March. Meeting set with TRIAD to go over their doing the report. An administrative agent is needed to administrator these properties. Information handed out to see what is needed for this position. He states we will talk with TRIAD to see if they can also cover this administrative part.

ADMINISTRATOR, Charleen Santora Change order will be on the council agenda for the Chlorination System for the amount of \$25,000. that will be explained at the next meeting after councilwoman Kupchik called the contractor. /Spoke about the company being used to upgrade the WEB page at \$75.00 per month. New web page design will follow.

Mayor asks is there are any questions on the ordinances or resolutions. Councilman Scelso questions the police salary for first year patrolmen. Mayor Armano and Maccaroni explain that this was agreed to with the police contract.

INTRO TO ORDINANCES:

ORDINANCE NO. 2013-01, AN ORDINANCE AMENDING SALARY ORDINANCE 2012-01 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SALARIES"

ORDINANCE NO. 2013-02, AN ORDINANCE AMENDING ORDINANCE NO. 2012-21 SUPPLEMENTING CHAPTER 129 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "CONSTRUCTION CODES, UNIFORM"

RESOLUTIONS:

RESOLUTION R2-1;2013, INTER-MUNICIPAL SERVICE AGREEMENT BETWEEN THE BOROUGH OF BERLIN, PINE HILL BOROUGH MUNICIPAL UTILITIES AUTHORITY, AND

THE SOUTHERN NEW JERSEY COUNCIL BOY SCOUTS OF AMERICA, INC. REGARDING THE COLLECTION OF SEWAGE.

RESOLUTION R2-2; 2013, RESOLUTION APPOINTING CARL CANFIELD AS ALTERNATE NO. 1 FOR THE ECONOMIC REDEVELOPMENT COMMITTEE AND ROGER STRONG AS ALTERNATE NO. 2 EFFECTIVE JANUARY, 2013 THROUGH DECEMBER 31, 2013.

RESOLUTION R2-3;2013, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING A TAX SALE PURSUANT TO N.J.S.A. 54:5-19 & THE MAILING OF TAX SALE NOTICES PURSUANT TO N.J.S.A. 54:5-26

RESOLUTION R2-4;2013, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF CERTAIN TAXES WITH DELINQUENT AND CREDIT BALANCES UNDER FIVE DOLLARS.

RESOLUTION R2-5;2013, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE TAX REFUND FOR BLOCK 2101, LOT 5 DUE TO MORTGAGE CO. OVERPAYMENT IN THE AMOUNT OF \$2650.79.

RESOLUTION R2-6;2013, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE REFUND OF CONSTRUCTION PERMIT #2012-00252 FOR BLOCK 2505 LOT 24 IN THE AMOUNT OF \$172.00

RESOLUTION R2-7;2013, AUTHORIZATION TO REFUND PAYMENT OF \$220.00 TO CHRIST THE KING REGIONAL SCHOOL DUE TO ERROR IN REGARD TO RAFFLE/BINGO FEE

RESOLUTION R2-8;2013, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE WATER REFUND FOR BLOCK 2501 LOT 72 & 73 DUE TO OVERESTIMATED 3RD QUARTER WATER BILLING FOR BLOCK 2501, LOT 72 IN THE AMOUNT OF \$946.60 AND BLOCK 2501, LOT 73 IN THE AMOUNT OF \$1239.70

RESOLUTION R2-9; 2013, RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE IN THE AMOUNT OF \$500.00, BLOCK 2007, LOT 12.

RESOLUTION R2-10;2013, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JOSEPH NELSON T/A STREAMLINE CUSTOMS FOR THE BUSINESS OF AUTO REPAIR LOCATED AT 31 EGG HARBOR ROAD, BERLIN NJ

RESOLUTION R2-11;2013, AUTHORIZATION TO ENTER INTO AGREEMENT WITH THE BOROUGH OF PINE HILL, THE TOWNSHIP OF WEST BERLIN, AND THE TOWNSHIP OF WATERFORD FOR MUTUAL AID IN REGARDS TO PUBLIC WORKS.

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

Charleen Santora, RMC

Borough Clerk