

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, FEBRUARY 26, 2013**  
**MUNICIPAL BUILDING**  
**59 SO. WHITE HORSE PIKE**  
**BERLIN NJ**  
**7:00 PM**

**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 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 and Kupchik. Pearce arrived at 7:05pm and Knight arrived at 7:15 pm.

**PRESENT ALSO:** Solicitor Mark Rinaldi

**RESOLUTION R2-19;2013 AUTHORIZATION TO ENTER INTO AN AGREEMENT BETWEEN THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY AND THE BOROUGH OF BERLIN FOR A CAPACITY ALLOCATION MODIFICATION**

Motion to approve Resolution R2-19;2013 made by Councilwoman Kupchik, seconded by Council President Bilella. All present were in favor.

**RESOLUTION R2-20;2013 AUTHORIZATION TO APPROVE A PROPOSAL FROM PENNONI ASSOCIATES, INC FOR THE INFILTRATION & INFLOW STUDY IN THE AMOUNT OF \$49,690.00 (CFO HAS CERTIFIED THE FUNDS)**

Motion to approve Resolution R2-20;2013 made by Councilwoman Kupchik, seconded by Council President Bilella. All present were in favor.

**DISCUSSION ITEMS**

DPW SUPERINTENDENT, Mark Mauger discussed Resolution R3-11;2013 in regard to John Allsbrook being appointed to Recycling Coordinator. This allows for John to sign grants for the year 2013 as he has received all the required certifications./About a month ago there was a main break on Franklin Avenue. The repair will cost anywhere from \$5,000 to \$10,000; repair cannot be done in house./Motor for Well No. 15 is currently on hold.

Economic Re-Development Committee member Drew Straub talked to the governing body about a new mission charter for the committee. The committee would like to change its name to Economic Development Committee as well as create a mission statement. The committee wants to do a facade treatment on the White Horse Pike, mainly focusing on professional

businesses in an effort to stimulate more business. An ordinance will be drafted so that the name of the committee can be changed.

CFO, Stephen Miller discussed the 2013 general, water and sewer budget. After meeting with department heads and Charleen the budget was drafted to meet a status quo. The proposed budget will not generate a lot of surplus. Purchasing policies and procedures will stay in place. Spoke with auditor to go over more updates and depending on the results of the tax sale we can do some additional cutting with respect to the reserve from uncollected taxes. There will be a \$35 a year increase which is about \$3 a month for residents.

Councilman Pearce made a motion to introduce the budget at the next Caucus meeting, March 26, 2013, seconded by Knight. All present were in favor.

**Motion to go into executive session to discuss ongoing litigation made by Councilman Scelso, seconded by Councilman Pearce. All present were in favor.**

**Motion to go back into open session made by Councilman Pearce, seconded by Councilwoman Kupchik. All present were in favor.**

### **COUNCIL REPORTS**

**MAYOR ARMANO** – Provided an explanation of the Camden County Bike Sharing Program modeled after Collingswood. A resolution is on the agenda to move forward and participate in the program.

**BUILDINGS & GROUNDS** Chairman Gary Knight – Architect has provided revised plans for the municipal building and they are available to review. Plans will be signed off in the next couple of weeks.

**STREETS & ROADS**, Chairman James Bilella – Spoke about CDBG money for this year. Resolution R3-12;2013 is on the agenda.

**WATER & SEWER**, Chairman Lynn Kupchik – Discussed CCMUA agreements and briefly went over sewer itemizing.

**HEALTH & RECREATION**, Chairman Jim Pearce – Will provide a full report next week at the Council meeting on March 4<sup>th</sup>.

**PUBLIC SAFETY**, Chairman Scott Scelso – Will provide a full report next week at the Council meeting on March 4<sup>th</sup>.

**FINANCE**, Chairman Nick Maccaroni – Spoke about money that is now freed up in regard to COAH.

**SOLICITOR**, Mark Rinaldi - Discussed 79 Smokey Run Drive; Solicitor recommended that since this property was a COAH unit, deed restricted and then sold the Borough Solicitor should prepare a letter to the title company of recorded sale and have the title company clarify so that

the Borough can use the unit as a credit for COAH. In the event that a letter does not resolve the issue, Stuart Platt may proceed with litigation.

**ADMINISTRATOR**, Charleen Santora – JIF breakfast is being held in Collingswood on March 26<sup>th</sup>. All are welcome to attend. List of safety meetings for 2013 are scheduled. Web design is coming along nicely. Melissa is now a Certified Registrar after passing the exam.

## **ORDINANCES**

### **2nd Reading:**

**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 AND SUPPLEMENTING CHAPTER 129 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "CONSTRUCTION CODES, UNIFORM"

### **INTRODUCTION:**

**ORDINANCE NO. 2013-03**, AN ORDINANCE OF THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENT AND RELATED EXPENSES IN AND FOR THE BOROUGH, APPROPRIATING ISSUANCE OF \$2,516,200 IN GENERAL IMPROVEMENT BONDS OR NOTES OF THE BOROUGH TO FINANCE THE SAME

## **RESOLUTIONS**

**RESOLUTION R3-1;2013**, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE APPROPRIATION TRANSFER FROM INSIDE THE CAP TO INSIDE THE CAP IN THE AMOUNT OF \$600.00 FROM THE GENERAL BUDGET AND \$200.00 FROM SEWER UTILITY

**RESOLUTION R3-2;2013**, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 2503, LOT 3 IN THE AMOUNT OF \$80.00

**RESOLUTION R3-3;2013**, RESOLUTION OPPOSING SENATE BILL 2511 AMENDMENTS TO OPEN PUBLIC MEETINGS ACT

**RESOLUTION R3-4;2013**, RESOLUTION AUTHORIZING THE REFUND OF POLICE OUTSIDE SERVICES BALANCE IN THE AMOUNT OF \$130.00

**RESOLUTION R3-5;2013**, A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE REFUND OF KEY FOB DEPOSITS MONEY, CANCELLATION MONEY, AND SECURITY DEPOSIT MONEY FOR THE COMMUNITY CENTER PER APPROVAL FROM BOROUGH ADMINISTRATOR

**RESOLUTION R3-6;2013**, RESOLUTION TO CHANGE CUSTODIAN OF PETTY CASH FUND FROM FORMER POLICE CHIEF ROBERT CARRARA TO POLICE CHIEF MICHAEL DELORENZO WHO IS BONDED IN THE AMOUNT OF \$1,000,000.00 BY VIRTUE OF A BLANKET BOND

**RESOLUTION R3-7;2013**, AUTHORIZATION FROM BOROUGH COUNCIL TO SUPPORT THE BERLIN BOROUGH ATHLETIC ASSOCIATION FOR SEEKING CAMDEN COUNTY OPEN SPACE FUNDS FOR THE IMPROVING OF THE RECREATION FIELDS AT THE AA COMPLEX

**RESOLUTION R3-8;2013**, RESOLUTION AUTHORIZING THE TRANSFER OF BICYCLES NO LONGER NEEDED FOR USE BY BERLIN BOROUGH TO THE COUNTY OF CAMDEN

**RESOLUTION R3-9;2013**, AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH PRO COMPUTER SERVICE EFFECTIVE FEBRUARY 21, 2013 FOR BOTH POLICE AND ADMINSTRATION IT SERVICES AT A COST OF \$545.00 A MONTH (CFO HAS CERTIFIED THE FUNDS)

**RESOLUTION R3-10;2013**, AUTHORIZATION TO APPROVE THE INSTALLATION OF THE CAMDEN COUNTY 700 MHZ EMERGENCY COMMUNICATIONS RADIO SYSTEMS FOR MUNICIPAL FIRE, AND EMERGENCY MEDICAL SERVICES FREE OF CHARGE

**RESOLUTION R3-11;2013**, AUTHORIZATION TO APPOINT JOHN ALLSBROOK TO ALTERNATE RECYCLE COORDINATOR EFFECTIVE FEBRUARY 26, 2013

**RESOLUTION R3-12;2013**, A RESOLUTION TO ADOPT THE YEAR 35 COMMUNITY DEVELOPMENT GRANT AGREEMENT IN THE AMOUNT OF \$18,100.00

Motion to adjourn made by Councilman Pearce, seconded by Councilman Knight. All present were in favor.

Charleen Santora, RMC/ Borough Clerk