

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JULY 30, 2013
7:00 PM
MUNICIPAL BUILDING
59 SO WHITE HORSE PIKE
BERLIN N J

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

ROLL CALL: Mayor John J. Armano, Council President James Bilella (arrived at 7:20 pm), Council members Maccaroni, Scelso, Kupchik, Pearce (absent) and Knight.

PRESENT ALSO: Solicitor George Botcheos, Construction Official Michael DePalma and DPW Superintendent Mark Mauger.

DEPARTMENT & COMMITTEE DISCUSSIONS:

- **CONSTRUCTION OFFICIAL**, Michael DePalma reported there have been 190 permits issued to date compared to 192 from last year. The total amount is approximately \$53,637.00. As of today there have been about 481 inspections. All violations issued have been taken care of. Armstrong Capital is scheduled to appear in court in Waterford Township this week.
- **SUPERINTENDENT**, Mark Mauger discussed that due to the recent rainfall the water consumption is off about 16 million gallons for the month of June which is about \$54,000.00 and the month of July is about the same. CFO, Steve Miller was made aware. / No action has been taken in regard to the damaged poles down at DPW near the well house; Unitex is responsible for repairing. / Pump at DPW is not complete as of today.
- **MAYOR ARMANO** discussed the business directory that is being compiled from the mercantile list and the fire marshal. List is categorized based on what the merchants sell/do. Business directory will go on the website once complete and prices for printing will be obtained. Final draft of the directory booklet will then be distributed to the businesses in town for display.
- **STREETS & ROADS**, Chairman James Bilella met with Pennoni Associates Engineer, Hugh Dougherty to discuss the Malan Avenue 2013 Road Program.

Scoped out the project and is making sure to be coordinated with the DOT in regard to paving at Route 73 and the White Horse Pike. Wants to make sure we have the drainage and proper flows so that we are not ripping into the WHP six months to a year after they have repaved. Trees will most likely be coming down as part of the project. / Discussed putting additional street lighting up at Aristone Drive and New Freedom Road. Atlantic City Electric will erect the light and the borough will cover the cost. Resolution is needed to do so. / Received approval from the juvenile division of the Department of Corrections for the modified cell for the proposed new municipal building. Meeting with Mayor and architect on Thursday to confirm plans. Going out to bid next month.

- **WATER & SEWER**, Chairman Lynn Kupchik informed council that Pennoni Associates provided the I and I study. Results have been sent to the CCMUA. Came to the conclusion that project can be done over a five year plan. Proposal for professional services will need addressing. Entire fee from Pennoni Associates comes to about \$15,420.00 which includes writing the specs and monitoring the project. Resolution will need to go on agenda to move forward.
- **BUILDINGS & GROUNDS**, Chairman Gary Knight thinks the business directory is a good thing and a good job was done working on it. Supports the idea for the lighting at Aristone Drive and New Freedom Road. Detailed report from Aqua Tex in regard to the remediation of the oil tank at the municipal building will be available on Monday at the council meeting.
- **HEALTH & RECREATION**, Chairman James Pearce was absent. Mayor Armano reported on his behalf that camp this year had 250 kids and there has been all positive feedback. Thursday is the last day for camp if anyone wants to stop by and say hello.
- **PUBLIC SAFETY**, Chairman Scott Scelso thanked Mark Mauger for 4th of July. Thanked Charleen and Melissa for being there as well. Police department did an outstanding job; there were no incidents. We had six police officers from West Berlin assisting us this year. Chief did an outstanding job recruiting. Police officer retiring September 1, 2013. Interviews will take place for replacement. Evelyn Perez will be retiring December 1, 2014. Six months out we will need to find a replacement for her. Council meeting swearing in Joshua Smith. Awards will be given out as well. Rest of the report will be given at the council meeting.
- **FINANCE**, Chairman Nick Maccaroni thanked Mark and DPW for 4th of July efforts; Curbs and sidewalks were painted, trash and recycling was picked up; Jiffy Lube property was cut and looks good. Discussed vacant property ordinance. Referenced several vacant buildings in Berlin. Money collected for properties registered as vacant will be put in an account and available if any maintenance has to be done whether it is to cut the grass or board up the building. Solicitor worked on ordinance if anyone has questions. Ordinance provisions are

designed for residential properties. Look into property maintenance ordinance as well to coordinate/go hand in hand with proposed ordinance.

Mayor Armano discussed the possibility of having to hire a full time person to support the proposed ordinance.

Mayor Armano discussed the distribution of taxes on the tax bill. School taxes for Berlin Community School and Eastern High School are 48.84%; County is 29.43% and Municipal is 21.73%. Also, the Mayor informed council that Charleen spoke to a representative from the county and Berlin Borough is responsible for speed limit signs on county roads. Mayor wrote a letter to the county about a tree limb that fell off at Agway, two emails to Freeholder Leonard, talked to Jim Rhoades at the county and has not received a reply from any of them. / On the 4th of July we had 6 Camden County Fire Police helping as opposed to three last year.

- **SOLICITOR**, George Botcheos did not have anything to report.
- **ADMINISTRATOR**, Charleen Santora discussed the mercantile application process and informed council of the mercantile renewal form that was sent out to all business owners. There is a permanent file in the clerk's office filed alphabetically according to business's name and block and lot. Computer program was updated as well. Zoning office will have a copy of all business owner information so that they can have their files updated as well. Business directory booklet is a work in progress.

Motion to go into closed session made by Councilman Scelso, seconded by Bilella. All present were in favor.

2ND READING ORDINANCE:

ORDINANCE NO. 2013-08, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "CONTRACTS, PUBLIC"

INTRODUCTION OF ORDINANCES:

ORDINANCE NO. 2013-09, AN ORDINANCE AMENDING CHAPTER 193, AFFORDABLE HOUSING, TO COMPORT WITH THE REQUIREMENTS OF N.J.A.C. 5:96-1 ET SEQ. AND N.J.A.C. 5:97-1 ET SEQ

RESOLUTIONS:

RESOLUTION R8-1;2013, AUTHORIZATION TO RELEASE MAINTENANCE BOND FOR T MOBILE, NORTHEAST, LLC PER RECOMMENDATION FROM

PENNONI ASSOCIATES DUE TO ALL REQUIREMENTS BEING MET FOR
BLOCK 1601, LOT 1

RESOLUTION R8-2;2013, A RESOLUTION AUTHORIZING THE
CANCELLATION OF TAXES IN THE AMOUNT OF \$4,779.25 FOR BLOCK 703
LOT 24 DUE TO THE APPROVAL OF A TOTALLY DISABLED VETERAN

RESOLUTION R8-3; 2013, A RESOLUTION AUTHORIZING THE SECURITY
DEPOSIT REFUND OF \$331.00 FOR HYDRANT METER RENTAL BY AC
SHULTES, INC

RESOLUTION R8-4; 2013, A RESOLUTION AUTHORIZING THE REFUND OF
DEVELOPER ESCROW BALANCE OF \$365.00 FOR BLOCK 1405, LOT 8

RESOLUTION R8-5; 2013, AUTHORIZATION TO APPROVE A MERCANTILE
LICENSE FOR THOMAS PATCH, T/A PHILLY PRETZEL FACTORY FOR THE
SALE OF PRETZELS LOCATED AT 104 SO. WHITE HORSE PIKE, BERLIN

RESOLUTION R8-6; 2013, APPROVAL OF BUDGET INSERTION FOR \$72.13
FOR MUNICIPAL ALLIANCE TO PREVENT ALCOHOLISM & DRUG ABUSE
INTO THE 2013 GENERAL BUDGET

RESOLUTION R8 -7; 2013, APPROVAL OF BUDGET INSERTION FOR \$158.32
INTO THE 2013 GENERAL BUDGET FOR ALCOHOL EDUCATION &
REHABILITATION FUND

RESOLUTION R8-8; 2013, APPROVAL OF BUDGET INSERTION FOR \$14,272.66
INTO THE 2013 GENERAL BUDGET FOR FY 2013 CLEAN COMMUNITIES
GRANT

RESOLUTION R8-9; 2013, A RESOLUTION TO TRANSFER NJDOT GRANT
RECEIVABLE FROM THE GRANT FUND TO THE GENERAL CAPITAL FUND
FOR \$190,000

RESOLUTION R8-10;2013, APPROVAL FROM BOROUGH COUNCIL TO PLACE
A LIEN IN THE AMOUNT OF \$610.00 ON PROPERTY KNOWN AS BLOCK 1400,
LOT 14 E. TAUNTON AVENUE FOR LAWN CUTTING SERVICES AND SEWER
JETTER SERVICES PERFORMED BY THE DEPARTMENT OF PUBLIC WORKS
ON MAY 16, 2013

RESOLUTION R8-11;2013, APPROVAL FROM BOROUGH COUNCIL TO PLACE
A LIEN IN THE AMOUNT OF \$665.00 ON PROPERTY KNOWN AS BLOCK 505,
LOT 32, 136 S. FRANKLIN AVENUE FOR LAWN CUTTING SERVICES AND
SEWER JETTER SERVICES PERFORMED BY THE DEPARTMENT OF PUBLIC
WORKS ON MAY 23, 2013

Motion to adjourn made by Councilwoman Kupchik, seconded by Maccaroni. All members present were in favor.



Charleen Santora, RMC
Borough Clerk

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
MONDAY, AUGUST 5, 2013
7:00 PM
MUNICIPAL BUILDING
59 S. 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 Philadelphia Inquirer and Courier Post showing the date, place and time of said meeting.

ROLL CALL: Mayor John J. Armano, Council President James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight.

PRESENT ALSO: Solicitor George Botcheos and Police Chief Michael DeLorenzo.

RESOLUTION:

A RESOLUTION APPROVING PRESENT CLASS II OFFICER JOSHUA SMITH TO THE POSITION OF BERLIN BOROUGH POLICE OFFICER EFFECTIVE AUGUST 5, 2013.

Motion to approve made by Councilman Scelso, seconded by Maccaroni. All members present were in favor.

Mayor Armano swore in Joshua Smith for the position of police officer for the Berlin Borough Police Department. Joshua's father held the Bible.

Police Chief Michael DeLorenzo presented awards to TJ Varano and Ryan Marlow in regards to awards issued by MADD for their DWI enforcement.

CHIEF MICHAEL DELORENZO'S REPORT:

Chief DeLorenzo discussed the statistical report for the month of June 2013. He also discussed a comparison of yearly statistics from 2009 to 2013 to show council the difference in performance with the present officers. / Al Clements will be retiring on September 1, 2013 after 20 years of service. Application process has been completed for his replacement. A full report is attached to these minutes.

APPROVAL OF MINUTES:

- Caucus meeting of June 25, 2013
- Closed session minutes of July 1, 2013
- Council meeting minutes of July 1, 2013

Motion to approve made by Councilman Scelso, seconded by Bilella. All members present were in favor.

DEPARTMENT HEAD REPORTS FOR THE MONTH OF JUNE 2013:

Tax Collector's report	\$166,383.85
Utilities	510,325.45
Construction permits	8,969.00
Community Center rental	4,250.00
Municipal Clerk's report	13,550.50
Court Admin	20,989.55
Zoning Permits	295.00
Fire Prevention	2,263.00
EMS calls	180
Fire/Rescue calls	58

Motion to approve made by Councilman Maccaroni, seconded by Bilella. All members present were in favor.

PRIVILEGE OF FLOOR:

Jack Warsing – 21 S. Cedar Avenue – Wants to limit the number of pets registered to one household to 2 or 3. Mayor Armano explained that council has not made any adjustment to the ordinance in place. There are currently no restrictions to the amount of pets registered to one household.

COMMITTEE REPORTS:

- **MAYOR**, John J. Armano reported that he attended a birthday party for Ruth Carnovich who turned 90 and he presented her with a proclamation. He also is delivering a proclamation to Mrs. Kernan on Arlington Avenue who turned 100 years old this year. / Property Maintenance sent out three letters. Kmart Plaza (Armstrong Capital), Lamberti's and Fortes properties have ten days to clean up their property. If they do not comply within the ten day period the borough will do the cleaning and put a lien on their taxes. / Discussed Washington Watch fax from NJLM about a bill in front of senate and congress not to cut the CDGB money. A resolution is on the agenda to support the FY2014 to keep funding levels at same state they are at now.
- **STREETS & ROADS**, Chairman Jim Bilella went over the CDGB money which is at \$18,000.00 which is used for the Berlin Senior's busing. CDBG needs to be

budgeted for the upcoming years as a necessity. / Resolution on agenda awarding the Ellis Avenue Road Program to AE Stone. Confirmed AE Stone will not be using subcontractors. / Met with architect regarding new building. Still waiting on engineering plans. Moving forward with plans.

- **WATER & SEWER**, Chairman Lynn Kupchik discussed water reports for the months of June and July. July's decrease was not as severe as June's. We haven't had any turn offs in the last several months; there have been a few turn on's. Uni Tec has not been doing any work at Well 10 at the Public Works property so the next step is to contact Pennoni Engineer's.
- **BUILDINGS & GROUNDS**, Chairman Gary Knight discussed the cost for 16 Haines Avenue oil tank removal/remediation is being finalized. / The library's second and third floor side will get painted and windows will be scalped and painted as well sometime next year. A commercial door for the front of the library has been ordered.
- **HEALTH & RECREATION**, Chairman Jim Pearce reported Camp-Long-A-Coming wrapped up last Thursday and was a huge success. Would like the Mayor to write a letter of appreciation to the General Manager of the AMC Movie Theater in Marlton. AMC Movie Theater showed Smurf movie to campers before anyone else was able to see it and they worked with the camp to stay within the budget. / The sign from Walter's Signs in Berlin will go in at the Community Center sometime next week. Debbie Simone emails the schedule for the Community Center every week which is a big help so that there is not any overbooking. Fencing has been installed in the storage room. / Question for Administrator about preparing a resolution for two substitute camp counselors. A resolution will go on the agenda for the next meeting.
- **PUBLIC SAFETY**, Chairman Scott Scelso provided the EMS report for the month of July. There were 211 calls; Berlin Borough received 109 calls and Berlin Township had 72. Bureau of Fire Preventions revenue for the month of June was \$2,263.00.
- **FINANCE**, Chairman Nick Maccaroni reported that invoices from the Nexus/COAH litigation are still coming in. Should get a total this year to make a settlement. / Solicitor is working on the ordinance for vacant properties. Should come back next month. / Discussion on the letters that are still being sent to Armstrong Capital from property maintenance. Does not think Judge in Waterford Township understands severity of the issue.
- **SOLICITOR**, George Botcheos did not have anything to report.
- **ADMINISTRATOR**, Charleen Santora reported that Atlantic City Electric did a great job repairing about eight lights that were out between Broad and Rich Avenue. Tomorrow is Election Day; Melissa will be working in Audubon to help

out because they were in need of a clerk. State of NJ is paying overtime to clerk's who are working tomorrow as well as on the election in October. / In regard to discussion about restricting the number of animals registered to one household - only about 9% of animals are 2 to a household. Cats will always be a problem in the County.

2nd READING ORDINANCE:

ORDINANCE NO. 2013-08, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 9 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "CONTRACTS, PUBLIC"

Meeting open to the public.
Meeting closed to the public.

Motion to adopt Ordinance No. 2013-08 made by Councilman Scelso, seconded by Pearce. All present were in favor.

ORDINANCES:

Motion to rescind Ordinance 2013-09 originally introduced by title only on May 6, 2013 amending Chapter 193, Affordable Housing, to comport with the requirements of N.J.A.C. 5:96 Et. Seq. and N.J.A.C. 5:97 -1 Et. Seq. made by Councilman Bilella, seconded by Pearce. All members present were in favor.

ORDINANCE NO. 2013-09, AN ORDINANCE AMENDING CHAPTER 193, AFFORDABLE HOUSING, TO COMPORT WITH THE REQUIREMENTS OF N.J.A.C. 5:96-1 ET SEQ. AND N.J.A.C. 5:97-1 ET SEQ.

Motion to introduce made by Councilman Bilella, seconded by Knight. All present were in favor.

RESOLUTIONS:

Meeting open to the public on Resolutions R8-1; 2013 through R8-19; 2013

Meeting closed to the public on Resolutions.

RESOLUTION R8-1;2013, AUTHORIZATION TO RELEASE MAINTENANCE BOND FOR T MOBILE, NORTHEAST, LLC PER RECOMMENDATION FROM PENNONI ASSOCIATES DUE TO ALL REQUIREMENTS BEING MET FOR BLOCK 1601, LOT 1

RESOLUTION R8-2;2013, A RESOLUTION AUTHORIZING THE CANCELLATION OF TAXES IN THE AMOUNT OF \$4,779.25 FOR BLOCK 703 LOT 24 DUE TO THE APPROVAL OF A TOTALLY DISABLED VETERAN

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RESOLUTION R8-6; 2013, APPROVAL OF BUDGET INSERTION FOR 72.13 FOR MUNICIPAL ALLIANCE TO PREVENT ALCOHOLISM & DRUG ABUSE INTO THE 2013 GENERAL BUDGET

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RESOLUTION R8-8; 2013, APPROVAL OF BUDGET INSERTION FOR \$14,272.66 INTO THE 2013 GENERAL BUDGET FOR FY 2013 CLEAN COMMUNITIES GRANT

RESOLUTION R8-9; 2013, A RESOLUTION TO TRANSFER NJDOT GRANT RECEIVABLE FROM THE GRANT FUND TO THE GENERAL CAPITAL FUND FOR \$190,000

RESOLUTION R8-10;2013, APPROVAL FROM BOROUGH COUNCIL TO PLACE A LIEN IN THE AMOUNT OF \$610.00 ON PROPERTY KNOWN AS BLOCK 1400, LOT 14 E. TAUNTON AVENUE FOR LAWN CUTTING SERVICES AND SEWER JETTER SERVICES PERFORMED BY THE DEPARTMENT OF PUBLIC WORKS ON MAY 16, 2013

RESOLUTION R8-11;2013, APPROVAL FROM BOROUGH COUNCIL TO PLACE A LIEN IN THE AMOUNT OF \$665.00 ON PROPERTY KNOWN AS BLOCK 505, LOT 32, 136 S. FRANKLIN AVENUE FOR LAWN CUTTING SERVICES AND SEWER JETTER SERVICES PERFORMED BY THE DEPARTMENT OF PUBLIC WORKS ON MAY 23, 2013

RESOLUTION R8-12;2013, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE PROPOSAL FOR PROFESSIONAL SERVICES FROM PENNONI ASSOCIATES FOR THE PIPELINE REHABILITATION PROJECT IN REGARDS TO

THE I & I STUDY AT THE COST OF \$15,420.00. (CFO HAS CERTIFIED THE FUNDS)

RESOLUTION R8-13;2013, AUTHORIZATION TO AWARD THE BID FOR THE ELLIS AVENUE NJDOT FUNDED PROJECT FOR 2013 TO THE LOWEST RESPONSIBLE BIDDER, AE STONE FOR THE BASE BID AMOUNT OF \$175,200 AND THE ALTERNATE FOR \$43,800 TOTALING \$219,000.00. (CFO HAS CERTIFIED THE FUNDS)

RESOLUTION R8-14;2013, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE ATLANTIC CITY ELECTRIC TO PLACE A STREET LIGHT AT ARISTONE DRIVE AND NEW FREEDOM ROAD DUE TO SAFETY ISSUES FUNDED BY THE BOROUGH

RESOLUTION R8-15;2013, AUTHORIZATION FOR MAYOR TO SIGN APPLICATION FOR TWA ENDORSEMENT, FORMER OWENS CORNING FACILITY, BLOCK 1600, LOTS 4 – 6

RESOLUTION R8-16, AUTHORIZATION FROM BOROUGH COUNCIL TO PLACE A LIEN ON THE PROPERTY AT 328 S. WHITE HORSE PIKE BERLIN OWNED BY ARMSTRONG CAPITAL MANAGEMENT, NEW YORK NY FOR PROPERTY MAINTENANCE THE BOROUGH WILL CORRECT CONTINGENT UPON ARMSTRONG CAPITAL NOT ADHERING TO THE PROPERTY OFFICIAL'S REQUEST FOR THE PROPERTY TO BE CLEANED WITHIN 10 DAYS OF HIS CERTIFIED REQUEST IN AN AMOUNT TO BE DETERMINED FOR TIME, MATERIAL AND EQUIPMENT USED BY THE DPW OR AN OUTSIDE SOURCE

RESOLUTION R8-17, AUTHORIZATION FROM BOROUGH COUNCIL TO PLACE A LIEN ON THE PROPERTY AT 110 ROUTE 73 BERLIN OWNED BY LAMBERTISTA FINANCIAL FOR PROPERTY MAINTENANCE THE BOROUGH WILL CORRECT CONTINGENT UPON LAMBERTISTA NOT ADHERING TO THE PROPERTY OFFICIAL'S REQUEST FOR THE PROPERTY TO BE CLEANED WITHIN 10 DAYS OF HIS CERTIFIED LETTER IN AN AMOUNT TO BE DETERMINED FOR TIME, MATERIAL AND EQUIPMENT USED BY THE DPW OR AN OUTSIDE SOURCE

RESOLUTION R8-18, AUTHORIZATION FROM BOROUGH COUNCIL TO PLACE A LIEN ON THE PROPERTY AT 130 ROUTE 73 BERLIN OWNED BY ALTMAN MANAGEMENT, FT. WASHINGTON PA. FOR PROPERTY MAINTENANCE THE BOROUGH WILL CORRECT CONTINGENT UPON ALTMAN MANAGEMENT NOT ADHERING TO THE PROPERTY OFFICIAL'S REQUEST FOR THE PROPERTY TO BE CLEANED WITHIN 10 DAYS OF HIS CERTIFIED REQUEST IN AN AMOUNT TO BE DETERMINED FOR TIME, MATERIAL AND EQUIPMENT USED BY THE DPW OR AN OUTSIDE SOURCE.

RESOLUTION R8-19, APPROVAL FROM COUNCIL TO ENTER INTO AGREEMENT WITH CAMDEN COUNTY IMPROVEMENT AUTHORITY FOR CDBG FROM JULY 1 2013 TO DECEMBER 30, 2014 FOR SENIOR TRANSPORTATION

Motion to adopt Resolutions R8-1 through R8-19; 2013 made by Councilman Bilella, seconded by Maccaroni. All present were in favor.

PAYMENT OF BILLS IN THE AMOUNT OF \$2,847,616.35 FOR THE MONTH OF JULY, 2013

Motion to approve made by Councilman Maccaroni, seconded by Bilella. All present were in favor.

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



*Charleen Santora, RMC
Borough Clerk*