

**BOROUGH OF BERLIN  
CAUCUS MEETING MINUTES  
TUESDAY, AUGUST 27, 2013  
6:30 PM  
MUNICIPAL BUILDING  
59 SO. WHITE HORSE PIKE  
BERLIN NJ**

**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 showing the date, place and time of said meeting. Change of start time was also advertised with the Courier Post.

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

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

Mayor Armano asked DPW Superintendent Mark Mauger to give his report before the closed session.

Mark reported that the Forte property on Route 73 was cleaned by four employees from the DPW the prior Saturday after he was advised that the property owner did not respond to the property maintenance certified letter regarding maintenance on this site. He gave the hours and equipment used so it can be billed out and then liened if need be for the cost of this clean up. Councilman Maccaroni mentioned the ordinance he would like adopted regarding the responsibility and policy of the property owners. The clerk explained the policy in place now on the billing procedure from start to finish. /Mark reported that the HVAC Chiller at 59 South was not working for two days last week and the repair was done by Bishop Mechanical at a cost of a little over \$800.00. He cannot guarantee that the air conditioner will not malfunction again for any other reason when asked by Councilman Scelso.

- At this time council went into closed session to hold interviews with potential police officer candidates. A motion was made by Pearce seconded by Scelso and all were in favor. When the council completed the closed session a motion to go back into open session was made by Pearce and seconded by Scelso. All were in favor.

A motion was made by Councilman Scelso to hire Jason Christy from Stratford, NJ as a police officer for the Borough of Berlin effective October 7, 2013 seconded by Councilman Maccaroni. All were in favor.

### CAUCUS MEETING

- DISCUSS AND COMMITTEE REPORTS:

Mayor Armano stated that the tax assessor will be at the September 3 council meeting for any council questions.

- MAYOR JOHN ARMANO

Mayor Armano presented a proclamation to Berlin Spring Oaks resident 100 year old Joseph Farelli on Tuesday of last week. /Reminds council of soccer day opening Sept. 7. /Fall festival is Oct. 12. /Informed council he may be getting a call from Jack Markley who owns 85 So. White Horse Pike to see if the borough would want to take possession of the building. Mayor states that there is a lien on property over \$12,000. and the building is condemned. Solicitor states before the borough would even consider this a title search would have to be completed, the assessor would have to value the property, plus an ordinance would have to be adopted. /The mayor discussed the ordinance he had the solicitor do in regards to hanging utility and cable wires throughout the borough that are not addressed by the companies responsible. The council is in favor of this ordinance being put on the agenda for approval.

- STREETS & ROADS, Chairman James Bilella Councilman Bilella has met with Engineer Hugh Dougherty on several issues, one of which is the company . A. E. Stone, Inc. who was awarded the Ellis road project. There is the concern of this company using sub contractors versus this company not listing any subcontractors in the bid specs. Solicitor suggests we move forward with the project as awarded to A. E. Stone, Inc. as in his opinion any subcontractors that may be used do not come under the category that would void the bid process. He also does not feel the second bidder could get a stop order on the project which is the concern of Councilman Bilella. /Bilella also discussed with engineer the possible 2014 roads that would be submitted to the State for grant money. They are Washington, McClellan and possibly Taunton. He asked council for any other suggestions for Road repair. Councilwoman Kupchik asked if Florence Avenue was a consideration. /Mayor asked Councilman Bilella where we were in bidding on the police station and renovations to 59 So. White Horse Pike municipal building. Bilella feels we should be ready for bidding sometime in the middle of September. He stated Alan Blair's engineer was not clear on some of the renovation work at 59 So. and this had to be addressed.
- WATER & SEWER, Chairman Lynn Kupchik will give report at council meeting but wanted to remind council that the Fall Festival will be October 12.

- BUILDINGS & GROUNDS, Chairman Gary Knight will give report at the council meeting but commends Superintendent Mark Mauger for the good job he does for the borough and his prompt response when there is an issue.
- HEALTH & RECREATION, Chairman Jim Pearce will give report at the council meeting. Notes two resolutions on agenda for payroll necessity and is looking into changing of a community center policy for the betterment of the borough.
- PUBLIC SAFETY, Chairman Scott Scelso is asking the council to consider adopting an ordinance limiting the amount of animals per household allowed by the residents of the borough. Scelso had the deputy clerk get information from several other towns in the surrounding area on what their restrictions were, if any. Each council member voiced their opinion in regards to this restriction and possible ordinance including the mayor. Councilman Bilella read the ordinance the borough already has in place that indicates animals that cause any type or sort of nuisance to any other property owner has the ability to file a complaint. It was discussed that property owners from South Cedar Avenue who came to a council meeting several months ago should be made aware of this. These same residents from Cedar had asked the council to consider restricting the amount of animals. Councilwoman Kupchik, Councilman Bilella and Councilman Knight feel that the ordinance in place now should cover any dog nuisance problems. Councilman Scelso, Maccaroni and Pearce would like to see a limit on the amount of animals in a household. Mayor Armano has concerns about this type of ordinance, who would administer it and points out that anyone who now has more than 3 or 4 animals would be grandfathered in. It was determined that the ordinance would not be approved if it were to be voted upon so the ordinance will not be placed on the agenda.

Councilman Pearce suggests that an ordinance committee be formed including two members of council and possibly two members of the public to review every ordinance that is in the borough code to see if there is any updating or amending needed.

The council asked the administrator to write to the home owners at 21 South Arlington Avenue explaining to them the recourse they should be made aware of and take on their neighbors who have animals and to advise them the borough will not be not entertaining any reduction of animals in households at this time.

- FINANCE, Chairman Nick Maccaroni discusses an ordinance he would like to see adopted that addresses property maintenance in the borough. He suggests that the vacant property registration fee schedule be removed from the ordinance if the borough is able to lien the properties without this fee. Maccaroni reminds the council that the borough just did a clean up on Route 73 that took 6 ½ hours after the property owner was notified by certified letter that the borough would do this after a certain amount of days. His concern is the habitual offenders who have to be notified several times a year and suggests that somehow they only have to be

notified once no matter how many times the property has to be maintained by our own DPW employees. Solicitor feels there is some confusion regarding this ordinance and how it is now written. Solicitor feels there are two issues trying to be addressed with the ordinance but that may not be necessary because borough personnel is already handling the billing out of property maintenance and getting payment. Solicitor asks that he revisit this ordinance and see how it has to be re-written to comply with what is the issue.

- SOLICITOR, George Botcheos No report.
- ADMINISTRATOR, Charleen Santora Explains that Ordinance No. 2013-01 and 2013-02 that were introduced in February of this year and adopted in March of this year will be put back on the agenda for council to re-introduce and adopt as the introduction of these two ordinances was not sent to the newspaper for publication. /Asks that council consider placing a late fee on the trailer ordinance the borough has in place to try and see if the collecting of the fees would help with getting vendors to pay on time.

#### **ORDINANCES:**

##### **2<sup>nd</sup>. reading.**

**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:**

**R9-1;2013, AUTHORIZATION TO APPROVE TAX COLLECTOR TO LIEN BLOCK 1102, LOT 1, 1 JEFFERSON AVENUE IN THE AMOUNT OF \$720.00 FOR PROPERTY MAINTENANCE WORK DONE BY THE DPW ON 8/16/2013 AND 8/17/2013 CONTINGENT UPON PAYMENT NOT BEING RECEIVED WITHIN 30 DAYS FROM BILLING.**

**R9-2;2013, AUTHORIZATION TO APPROVE TAX COLLECTOR TO LIEN BLOCK 1400, LOT 7, 14 E. TAUNTON AVENUE IN THE AMOUNT OF \$720.00 FOR PROPERTY MAINTENANCE WORK DONE BY THE DPW ON 8/16/2013 AND 8/17/2013 CONTINGENT UPON PAYMENT NOT BEING RECEIVED WITHIN 30 DAYS FROM BILLING.**

**R9-3;2013, AUTHORIZATION TO APPROVE TAX COLLECTOR TO LIEN BLOCK 2100, LOT 10.02, 184 TANSBORO ROAD IN THE AMOUNT OF \$720.00 FOR PROPERTY MAINTENANCE WORK DONE BY THE DPW ON 8/16/2013 AND 8/17/2013 CONTINGENT UPON PAYMENT NOT BEING RECEIVED WITHIN 30 DAYS FROM BILLING.**

**R9-4;2013, AUTHORIZATION TO APPROVE TAX COLLECTOR TO LIEN BLOCK 1003, LOT 13, 31 HARKER AVENUE IN THE AMOUNT OF \$995.00 FOR PROPERTY MAINTENANCE WORK DONE BY THE DPW ON 8/16/2013 AND 8/17/2013 CONTINGENT UPON PAYMENT NOT BEING RECEIVED WITHIN 30 DAYS FROM BILLING.**

**R9-5;2013, AUTHORIZATION TO APPROVE TAX COLLECTOR TO LIEN BLOCK 1401, LOT 4, 12 WASHINGTON AVENUE IN THE AMOUNT OF \$995.00 FOR PROPERTY MAINTENANCE WORK DONE BY THE DPW ON 8/16/2013 AND 8/17/2013 CONTINGENT UPON PAYMENT NOT BEING RECEIVED WITH 30 DAYS FROM BILLING.**

**R9-6;2013, A RESOLUTION AUTHORIZING THE TAX REFUND OF \$563.82 FOR BLOCK 2106 LOT 10 DUE TO TITLE CO OVERPAYMENT.**

**R9-7;2013, A RESOLUTION AUTHORIZING THE TAX REFUNDS IN THE AMOUNT OF \$4653.52 FOR BLOCK & LOTS LISTED DUE TO CORE LOGIC OVERPAYMENT;**

Block 1302, lot 6	10 W. Broad Ave.	\$1378.20
Block 2208/ Lot 10	10 Winding Way	1881.15
Block 2201.01/40	3 Glacier Drive	1394.17

**RESOLUTION R9-8;2013, A RESOLUTION AUTHORIZING THE TAX REFUND OF \$2527.06 FOR BLOCK 2306 LOT 1 DUE TO MTG. CO OVERPAYMENT.**

**RESOLUTION R9-9;2013, A RESOLUTION CONFIRMING MATT JENKINS AND JANET FINNEGAN WORKED FOR CAMP LONG A COMING AS BOTH CAMP TEACHER AND CAMP COUNSELOR FOR 2013 CAMP AND WERE APPROVED BY BOROUGH COUNCIL.**

**RESOLUTION R9-10;2013, A RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND THAT TERMINATES 12/31/2013 FROM JANUARY 1, 2014 THROUGH DECEMBER 31, 2016.**

**Motion to adjourn was made by Councilman Pearce seconded by Councilman Knight. All were in favor.**

  
Charleen Santora  
RMC

**BOROUGH OF BERLIN**  
**COUNCIL MEETING MINUTES**  
**TUESDAY, SEPTEMBER 3, 2013**  
**7:00 PM**  
**MUNICIPAL BUILDING**  
**59 SO. WHITE HORSE PIKE**  
**BERLIN, NJ 08009**

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

**ROLL CALL:** Mayor John J. Armano, Council President James Bilella (arrived at 7:05pm), Council members Maccaroni, Scelso, Kupchik, Pearce and Knight.

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

**APPROVAL OF MINUTES:**

Closed session minutes from 7/30/2013

Motion to approve made by Councilman Scelso, seconded by Kupchik. All members present were in favor with the exception of Councilman Pearce who abstained.

**DEPARTMENT HEAD REPORTS FOR JULY, 2013:**

Municipal Clerk's report	\$14,259.00
Construction permit fees	11,938.00
Zoning fees	185.00
Community rental fees	4,625.00
Tax Collector's report	2,213,126.01
Utility report	213,075.00
Municipal Court	19,709.87

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

**PRIVILEGE OF FLOOR:**