

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, NOVEMBER 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 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 Jim Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight.

PRESENT ALSO: Solicitor George Botcheos, Administrator Charleen Santora, and Tax Collector Lisa Eggert

ORDINANCE INTRODUCTION:

ORDINANCE NO. 2013-13, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 315 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "VEHICLES AND TRAFFIC"

Motion to introduce made by Councilman Scelso, seconded by Council President Bilella. Motion carried. All members present voted in favor.

CAUCUS MEETING:

DEPARTMENT HEAD REPORTS, DISCUSSION ITEMS:

- **TAX COLLECTOR,** Lisa Eggert provided October's monthly report. Tax collection was \$14,461,746.50 and Utility collection was \$237,282.50. State visited the tax office and assessor's office on October 25th and audited the senior and veteran applications for tax deductions to make sure applicants are eligible. Offices will be audited about every five years in all the municipalities in NJ. So far 94 percent of property taxes have been collected for this year and it is estimated that the percent will increase. Tax sale will be held on November 14, 2014 for 2013 delinquencies. Water and sewer billings will go out December 1st. 269 properties were disconnected in the Township and the Borough (small portion) during water shutoffs which ran from November 12th to November 21st.

- **MAYOR**, John Armano congratulated Nick Maccaroni on the birth of his first granddaughter Claire Noelle and wishes the family well. Also, wished everyone a Happy Thanksgiving. Discussed the request for a street light at the intersection of Canyon Drive and Bryce Road. It will cost anywhere from \$1800.00 to \$2200.00 and would cost \$7.71 a month to maintain. Money is available and has been approved by the CFO so the street light will be put up./Residents who wish to bring their trailers to dump organics will now have to fill out a form in the Clerk's office and they will be issued a registration card that they will have to show before entering the site at DPW. The residents will be allowed to dump organics four times a year./Emergency Management is having a mandatory class December 10th at 7:00pm in the Municipal Building for all elected officials.
- **BUILDINGS & GROUNDS**, Chairman Gary Knight will have a full report at the council meeting on December 2nd.
- **STREETS & ROADS**, Chairman James Bilella reported that the 2013 Road Program is substantially complete. / Ironing out a discrepancy with the cost of the jail cells for the Borough Hall (Charleen will discuss the lockers). Resident in Lonaconing was in touch on behalf of all the Lonaconing residents to discuss a traffic signal on Cross Keys Road. Have been in contact with the county. County states all they need is a letter of support from the borough. Suggests passing a resolution to support the residents of Lonaconing requesting a traffic light be erected with no cost to the borough and forwarding it to the county. / Discussion in regard to the performance bond and maintenance bond having to do with the sidewalk on Cross Keys Road. Pennoni Associates will be issuing a letter.
- **WATER & SEWER**, Chairman Lynn Kupchik will have a formal water report at the next council meeting. Wishes everyone a very Happy Thanksgiving. Councilwoman Kupchik attended a conference in Washington, D.C. last week for the National Foundation of Legislatures where she was able to spend some time with some local freeholders and state legislatures. It was a three day event and was done very nicely. / Discussion on resolution 12-13;2013.
- **HEALTH & RECREATION**, Chairman Jim Pearce discussed an incident that occurred at the Community Center. Debbie Simone sent the schedule on Friday and renters were supposed to be out of the Community Center by 6:00 p.m. Saw activity in the center so he called 911, but did not have the exact address of the Community Center. The dispatcher did not call it in because the exact address was not provided. Had to call dispatcher a second time which causes a huge delay. Will be checking surveillance system. Concerned if residents were to call the county dispatcher in case of an emergency.
- **PUBLIC SAFETY**, Chairman Scott Scelso will provide a full report at the December 2nd council meeting. Recognized Steve Giberson for making a call to

the fire department allowing them to use the Berlin Mart as a location to conduct a coin drop. Wished everyone a happy Thanksgiving holiday.

- **FINANCE**, Chairman Nick Maccaroni discussed notice from CFO Steve Miller that his retirement date is set for March 2014. Steve has been with the borough for a number of years and has done an outstanding job. Will get started with the budget process for the upcoming year. Notified Joe Hoffman at Bowman & Company and also posted the opening on the NJLM website. Steve Miller will help to look for a replacement. Wished everyone a nice Thanksgiving holiday.
- **SOLICITOR**, George Botcheos discussed the resolution in regard to the Cingular Wireless agreement. Wants to make some language changes in the optimization agreement. Spoke with a representative today from Black Dot. Lease expired in December and will have to go retro-active if it carries into January.
- **ADMINISTRATOR**, Charleen Santora reported that RFQ's have been coming in for next year for professional services. / Capital budget meeting is scheduled for December 10th at 8:00 a.m. / Still waiting for the \$10,000.00 from the MEL. / In regard to the renovations and additions to the municipal building, there are specific items that need to be included such as lockers in the police department. Chief DeLorenzo has found a deal with a company Garden State Office that is offering \$1500.00 lockers to the borough for \$800.00 each. Will look into it and see if the company and lockers are legitimate. / All borough offices will be closed on Thursday for Thanksgiving and on Friday as well.

RESOLUTIONS:

RESOLUTION R12-1;2013, APPROVAL FROM THE GOVERNING BODY FOR THE ESTABLISHMENT OF A GREEN TEAM CONSISTING OF THE CLERK/ADMINISTRATOR, PUBLIC WORKS SUPERINTENDENT, A FIRE DEPARTMENT MEMBER AND A RESIDENT FROM THE BOROUGH FOR THE YEAR 2014 SUPPORTING THE SUSTAINABLE JERSEY PROGRAM

RESOLUTION R12-2;2013, APPROVAL FROM BOROUGH COUNCIL TO ENTER INTO AN AGREEMENT WITH ATLANTIC CITY ELECTRIC FOR THE INSTALLATION OF A STREET LIGHT ON CANYON DRIVE OFF BRYCE ROAD IN THE BOROUGH OF BERLIN AT A COST OF \$3041.02. (FUNDS CERTIFIED BY CFO)

RESOLUTION R12-3; 2013, APPROVAL TO REFUND \$100.00 TO THE FOLLOWING VENDORS WHO BID THE MUNICIPAL BUILDING RENOVATION/ADDITION AS PER BID SPECIFICATIONS;
STRAGA BROTHERS, INC., GLASSBORO N J , HP HOMESTEAD PLUMBING, NEWFIELD NJ, SURETY MECHANICAL SERVICES, WILLIAMSTOWN, NJ, DEC ELECTRICAL CONTRACTORS, INC., BERLIN NJ, GUADELLI BROTHERS, INC.,

MILLVILLE NJ, MJF ELECTRICAL CONTRACTING, INC, TREVOSE, PA, ACT,
INC, WEST BERLIN NJ

RESOLUTION R12-4; 2013, AUTHORIZATION TO APPROVE A MERCANTILE
LICENSE FOR LINETTE BOND, TA/ MY PET FLAG, LLC FOR A GIFT SHOP
LOCATED AT 41 CLEMENTON ROAD, BERLIN

RESOLUTION R12-5;2013, AUTHORIZATION TO APPROVE A MERCANTILE
LICENSE FOR BARBARA LAWRENCE, T/A LITTLE ANGEL CONSIGNMENT
SHOP FOR A CONSIGNMENT SHOP BUSINESS LOCATED AT 124 A SOUTH
WHITE HORSE PIKE, BERLIN

RESOLUTION R12-6; 2013, AUTHORIZATION TO REFUND OVERPAYMENT OF
PERMIT FEE FOR BLOCK 2202, LOT 35 IN THE AMOUNT OF \$30.00

RESOLUTION R12-7; 2013, A RESOLUTION ACKNOWLEDGEMENT THE
LETTER OF RESIGNATION FROM CFO STEPHEN MILLER EFFECTIVE MARCH
31, 2014

RESOLUTION R12-8;2013, A RESOLUTION OF THE BOROUGH AUTHORIZING
THE TAX REFUND IN THE AMOUNT OF \$1571.24 FOR BLOCK 2505, LOT 6 DUE
TO MORTGAGE COMPANY OVERPAYMENT

RESOLUTION R12-9;2013, A RESOLUTION AUTHORIZING THE
CANCELLATION OF TAXES IN THE AMOUNT OF \$4704.32 FOR BLOCK 1108
LOT 29 DUE TO THE APPROVAL OF A 100% TOTALLY DISABLED VETERAN

RESOLUTION R12-10;2013, APPROVAL FOR A MEMORANDUM OF
UNDERSTANDING TO TRANSFER SPECIFIC RADIO EQUIPMENT PURCHASED
FOR THE 700MHZ CONVERSION BETWEEN CAMDEN COUNTY AND THE
BOROUGH OF BERLIN

RESOLUTION R12-11;2013, AUTHORIZATION FROM BOROUGH COUNCIL TO
ENTER INTO AN AGREEMENT WITH NEW CINGULAR WIRELESS PCS, LLC
FOR AN OPTION AND STRUCTURE AGREEMENT REGARDING CINGULAR'S
EQUIPMENT LOCATED AT THE WATER PLANT AT 314 CHESTNUT AVENUE
IN THE TOWNSHIP OF BERLIN FOR A FIVE (5) YEAR TERM AT \$2500. PER
MONTH FOR THE FIRST TERM AND THEN A 10% INCREASE FOR EACH
RENEWAL TERM THEREAFTER

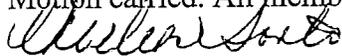
RESOLUTION R12-12;2013, A RESOLUTION AUTHORIZING THE WAIVER OF
WATER USAGE FEES IMPOSED UPON THE RECREATIONAL FACILITIES
WITHIN THE BOROUGH OF BERLIN FOR O.K. SOCCER FIELDS, BERLIN A. A.
AND BERLIN REC. CENTER AND FOR BERLIN TOWNSHIP EDGEWOOD AVE
CONCESSION STAND, EDGEWOOD AVENUE FIELDS AND BERLIN TWP AA

RESOLUTION R12-13;2013, A RESOLUTION OF THE BOROUGH OF BERLIN AUTHORIZING THE WAIVER OF WATER USAGE FEES IMPOSED ON FIRE HYDRANTS WITHIN BERLIN BOROUGH FOR A TOTAL OF 277 HYDRANTS \$16,620.00, WINSLOW TWP, ONE HYDRANT FOR \$60.00, VOORHEES, FIVE HYDRANTS AT \$300.00 AND BERLIN TOWNSHIP TOTALING 179 HYDRANTS AT \$10,740.00

RESOLUTION R12-14;2013, APPROVAL FROM COUNCIL TO CONFIRM THE INTENTIONS OF THE LONG-A-COMING HISTORICAL SOCIETY TO RELOCATE THE HISTORIC BERLIN POST OFFICE FROM ITS EXISTING LOCATION ON THE RIGHT SIDE OF THE BOROUGH HALL MAIN BUILDING TO JUST BEHIND THE HISTORIC BERLIN HOTEL BUILDING

Next regular scheduled council meeting will be held on Monday, December 2, 2013 at 7 pm in the Municipal Building.

Motion to adjourn made by Councilman Pearce, seconded by Councilman Knight.
Motion carried. All members present voted in favor.



Charleen Santora
RMC/Borough Clerk
Admin.

