

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, MARCH 26, 2013**  
**7:00 PM**  
**MUNICIPAL BUILDING**  
**59 SO. 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 Courier Post and Philadelphia Inquirer 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

**ARCHITECT ALAN BLAIR** - Discussed the finalization of going out to bid for the new police station and for the renovation of 59 South White Horse Pike. After discussion between Alan and the governing body it was decided the project will be bid together with two different completion dates, but under the same contract. Timeline is as follows: Phase one is anticipated to be complete within ten months pending no severe weather; Phase two is anticipated to be completed within six months; Bid documents will be available May 15, 2013 allowing the bid opening to take place June 1, 2013; An award for the project will be given by June 20, 2013. Final review of plans will be ready during the first or second week of May 2013.

Councilman Gary Knight discussed the plans have been reviewed by the department heads and we are moving forward with the projected schedule. The same contractor will be used for both phases. Met with IT and exchanged good ideas for the new building.

**ZONING OFFICER,** Craig Fallstick reported that fourteen permits have been issued; four have been denied and five are going before the planning board./One trailer permit has been issued to Dunkin Donuts on the WHP./Twenty seven complaints have been filed./Three outstanding complaints have to do with CVS, Armstrong Capital and Zion and Bryce Road in the Lonaconing section./Some complaints about businesses running out of their homes./219 signs have been collected and are stored at DPW.

**DEPARTMENT HEADS/COUNCIL DISCUSSIONS**

**MAYOR ARMANO** - Discussion regarding Park Police. Mayor Armano proposed to the county that Berlin Borough Police Department take over the park and be compensated for doing so. Met with Camden County Freeholder Leonard and two attorneys at Camden city hall to discuss billing the county for policing the park. Also discussed Title 40. Waiting to hear back from the county. /Archway School is having an Autism Awareness Day on April 9<sup>th</sup> on Jackson Road at 10:00 a.m./ Berlin Blossom Flower Shop will have a grand opening and ribbon cutting ceremony April 20<sup>th</sup> at 12:00 p.m. on the White Horse Pike. Anita's Jewelry (20 Year Anniversary) and Forget Me Not Chocolates will participate in the grand opening as well./Resolution R4-13 is on the agenda Opposing Early Voting.

**BUILDINGS & GROUNDS**, Chairman Gary Knight discussed the renovation of the municipal building. Thanked council and department heads for their input and appreciates everyone's patience.

**STREETS & ROADS**, Chairman James Bilella reported the status for the 2013 Road Program, Ellis Avenue grant is currently in the process of obtaining state approval.

**WATER & SEWER**, Chairman Lynn Kupchik reported that water and sewer bills are now due and a full report will be given at the council meeting next week.

**HEALTH & RECREATION**, Chairman Jim Pearce discussed the hiring of new camp director Christine Height who is a Berlin Borough resident and teacher. The camp will no longer be held in the park; camp is being moved to the Community Center. Camp will still have outside activities; counselors will receive CPR training from EMS. More information can be found on the website about the camp.

**PUBLIC SAFETY**, Chairman Scott Scelso met with Police Chief DeLorenzo to discuss a police dog. There's an opportunity to get a police dog along with training at no cost as well as a cage for the back of the police car. One of the police officers offered to take care of the dog at their home for free. If the borough has a police dog there's a possibility of going into a shared services agreement with Berlin Twp. Mayor Armano asked for a formal presentation from Chief DeLorenzo in regard to the proposed police dog.

**Motion to go into closed session to discuss Well No. 12 Litigation and COAH made by Councilman Pearce, seconded by Kupchik. All present were in favor.**

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

**MAYOR ARMANO**, Discussed letter received from Brian Slaugh in regard to COAH. Conference call was held with Triad in regard to investigating COAH units in the Carriage Stop development. Wants to name Triad as Administrative Agent for COAH moving forward (resolution needed).

**FINANCE**, Chairman Nick Maccaroni reported that Armstrong Capital did not attend court on March 14<sup>th</sup> and is scheduled to appear in Waterford for court on March 21<sup>st</sup>.

**SOLICITOR**, George Botcheos did not have anything to report.

**ADMINISTRATOR**, Charleen Santora discussed the introduction of the COLA ordinance which must be introduced before the budget is introduced./Asked council to look over agenda to see any resolutions that they may want to look over./Reminder that the borough offices are closed on Friday, March 29<sup>th</sup> due to the Easter holiday./Wished everyone a Happy Easter.

**CHIEF OF POLICE**, Michael DeLorenzo will be giving out awards to officers at the council meeting on Monday, April 1<sup>st</sup>./Berlin Police Day will be May 19<sup>th</sup> from 10:00 a.m. to 1:00 p.m. at the Community Center./Baseball cards for the police officers will be made up soon./Discussed possibility of shared services agreement with Voorhees Twp for the use of a tag reader. Shared service agreement would mimic the policy that Voorhees Twp has in place.

### **INTRODUCTION OF 2013 COLA ORDINANCE**

ORDINANCE NO. 2013-05, AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING ALLOWANCE AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)

### **INTRODUCTION OF 2013 GENERAL, WATER & SEWER BUDGET**

#### **2<sup>ND</sup>. READING ORDINANCE**

**ORDINANCE NO. 2013-03**, AN ORDINANCE OF THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND RELATED EXPENSES IN AND FOR THE BOROUGH, APPROPRIATING \$2,839,000 THEREFORE, AND AUTHORIZING THE ISSUANCE OF \$2,516,200 IN GENERAL IMPROVEMENT BONDS OR NOTES OF THE BOROUGH TO FINANCE THE SAME

#### **INTRODUCTIONS:**

**ORDINANCE NO. 2013-04**, AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF BERLIN CREATING A NEW CHAPTER 18, ENTITLED, "EMERGENCY AND AMBULANCE SERVICES"

#### **RESOLUTIONS:**

**RESOLUTION R4-1;2013**, APPROVAL OF A PERSON TO PERSON PLENARY RETAIL CONSUMPTION LIQUOR LICENSE 0405 33 005 11 FROM BESSE

BERLIN, LLC TO LUCIANO LAMBERTI, TRADING AS LUCCH LLC AS THE SUBMITTED APPLICATION FORM IS COMPLETE IN ALL RESPECTS, THE TRANSFER FEES HAVE BEEN PAID, AND THE LICENSE HAS BEEN PROPERLY RENEWED FOR THE CURRENT LICENSE TERM

**RESOLUTION R4-2; 2013**, AUTHORIZATION TO APPROVE AN EMERGENCY TEMPORARY BUDGET AS FOLLOWS; \$496,732.46 FOR GENERAL BUDGET, \$812,061.00 FOR WATER UTILITY BUDGET, \$49,068.00 FOR SEWER BUDGET AND \$6470.00 FOR OPEN SPACE OPERATING BUDGET

**RESOLUTION R4-3;2013**, A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY SAFE AND SECURE COMMUNITIES PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY IN REGARDS TO THE SAFE AND SECURE GRANT

**RESOLUTION R4-4;2013**, APPROVAL FROM COUNCIL TO AWARD THE REMOVAL OF A 2000 GALLON OIL TANK SUBMERGED NEXT TO THE LOT LOCATED AT 16 HAINES AVENUE TO AQUA TEX OF HAMMONTON NJ FOR THE COST OF \$2700.00 (FUNDS HAVE BEEN SECURED)

**RESOLUTION R4-5;2013**, APPROVAL FROM COUNCIL FOR THE BERLIN FIRE COMPANY TO SELL A 1983 PIERCE CUSTOM PUMPER WITH A 1500 GP0M PUMP AND A 1000 GALLON WATER TANK AS THE TRUCK DOES NOT MEET NFPA STANDARDS AND HAS BEEN STORED FOR ALMOST ONE YEAR

**RESOLUTION R4-6; 2013**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR LANETA AND DAVID CLARK, T/A COFFEEFIRESTARTERS, LLC FOR THE SALE OF CANDLES LOCATED AT 41 CLEMENTON ROAD, BERLIN

**RESOLUTION R4-7;2013**, A RESOLUTION AUTHORIZING THE LIFE LINE SCREENING ORGANIZATION ANNUAL USE OF THE COMMUNITY CENTER FOR A FEE OF \$199.00 CONTINGENT UPON AVAILABILITY

**RESOLUTION R4-8;2013**, RESOLUTION OF THE BOROUGH AUTHORIZING THE SECURITY DEPOSIT REFUND OF \$314.00 FOR HYDRANT METER RENTAL BY ARCADIS

**RESOLUTION R4-9;2013**, AUTHORIZATION TO APPROVE THE BOROUGH OF BERLIN SELF AUDIT

**RESOLUTION R4-10;2013**, APPROVAL FROM COUNCIL FOR ARCHITECT ALAN BLAIR TO GO OUT TO BID FOR THE BUILDING OF A POLICE STATION AND THE RENOVATION OF 59 SOUTH WHITE HORSE PIKE

**RESOLUTION R4-11;2013, AUTHORIZATION FROM BOROUGH COUNCIL TO INSTRUCT BOROUGH ADMINISTRATOR TO PROCEED WITH BIDDING PROCESS FOR A 2014 AUTOMATED LABRIE TRASH TRUCK OR EQUAL**

**RESOLUTION R4-12;2013, A RESOLUTION AUTHORIZING THE MAYOR AND ADMINISTRATOR TO EXECUTE AN INTERLOCAL SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN, THE TOWNSHIP OF VOORHEES, THE BOROUGH OF GIBBSBORO AND THE BOROUGH OF BERLIN TO PROVIDE THE MUNICIPALITIES FUNDS FROM THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE**

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

Charleen Santora, RMC