

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
MONDAY, DECEMBER 2, 2013
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ
7:00 PM

MEETING CALLED TO ORDER B Y 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, Lt. Bill Beasley, Construction Official Michael DePalma and Emergency Management Coordinator Richard Crain

APPROVAL OF MINUTES:

- Caucus meeting minutes from October 29, 2013
- Closed session minutes from October 29, 2013
- Council meeting minutes from November 4, 2013

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

DEPARTMENT HEAD REPORTS FOR THE MONTH OF OCTOBER, 2013.

• Tax Collector's report	\$2,160,747.04
• Utility report	237,282.50
• Municipal Court	16,756.45
• Municipal Clerk's report	7867.50
• Community Center fees	2775.00
• Zoning Fees	310.00
• Construction Permit fees	10,668.00
• Rental Inspection fees	2,000.00

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



CLOSED SESSION TO DISCUSS CONTRACT NEGOTIATIONS FOR CWA

Motion to go into closed session made by Councilman Maccaroni, seconded by Councilwoman Kupchik. Motion carried. All members present voted in favor.

Motion to go back into open session made by Councilman Pearce, seconded

COUNCIL REPORTS:

LT. WILLIAM BEASLEY reported that the police department received new 700 MHz portable and mobile units supplied by the county. These will provide officers with clear transmission and reception at all times. Two new blue unmarked police cars will be picked up December 4th and will be assigned to TJ Varano and Ryan Marlow. Police department is dealing with complaints on Aristone Drive in reference to speeding. The Chief has emailed the residents issuing the complaints personally and the police department has initiated officers to conduct radar along the street. Also, they have deployed the sign board along the street warning drivers and displaying speed. Discussion on raising the fees for the towing companies that the borough currently uses which are RHP in Atco, NJ and Linden Tow in Lindenwold, NJ. Lt. Beasley discussed the "Willy Whistle" program for the students in grades K through 4 at the Berlin Community School for walkers on Franklin Avenue and the White Horse Pike. Police department will do the program at Mt. Carmel School and Solid Rock.

CONSTRUCTION OFFICIAL, Michael DePalma provided a report for the month of November. 315 permits have been issued so far for this year totaling an amount of \$77,854.00. Public defender is needed by Markley. There was discussion on rental units and inspection fees. When applying for an apartment license the license will be issued to the applicant as long as the inspection fee is paid.

EMS COORDINATOR, Richard Crain reported that a 402 class for senior and appointed officials will be held in the municipal building next week which is mandatory. There was a code blue that took place last week and Lt. Beasley was notified of the situation. Code Blue is when a homeless person is in distress. Ambulance took a look at the person which is mandatory and then transported them to a shelter in Camden, NJ. EMS has been going to classes for continuing education. ID maker machine is needed for next year. Mr. Crain is currently helping out Spring Oaks with their emergency evacuation plan. Put in for a grant for generators for the rec center in case of emergency situation.

Motion to go into closed session to discuss contract negotiations for CWA made by Councilman Maccaroni, seconded by Councilwoman Kupchik. All members present voted in favor.

Motion to back into open session made by Councilman Pearce, seconded by Councilman Knight. All members present voted in favor.

MAYOR ARMANO reported that Camden County JIF dividend amounts to \$9,245.03 and will be put towards next year's payment. Mayor Armano was invited to the tailgate party at the VFW for the Army/Navy game and the VFW's Christmas party is going to be held on December 15th from 2:00 pm to 6:00 pm and all are invited. Christmas parade is this Saturday at 6:00 pm and starts at the fire hall.

BUILDINGS & GROUNDS, Chairman Gary Knight reported that work is still being done on the double doors at the library and should be complete no later than Thursday. Lights for the Christmas holiday are being put up by DPW along the White Horse Pike in the center of town. Councilman Knight wished everyone a merry Christmas and a happy and healthy new year.

STREETS & ROADS, Chairman James Bilella reported that Charleen will be discussing the resolution on the agenda in regard to the purchase of the lockers for the police department. Streets and roads program is pretty well wrapped up and we are actively working on the punch list. Also on the agenda is a resolution supporting the county on installing a traffic signal on Cross Keys Road.

WATER & SEWER, Chairman Lynn Kupchik reported that Well 15 is being tested again. There were 234 water turn offs in the township and 11 in the borough this month. Councilwoman Kupchik wished everyone a merry Christmas and happy and healthy new year.

HEALTH & RECREATION, Chairman Jim Pearce discussed the break in at the community center. Thanked the mayor and Councilman Scelso for coming out. Tapes were pulled from the surveillance system and are being reviewed. Officer on duty that night is helping move the process along for pressing charges. Councilman Pearce will provide an update next month.

PUBLIC SAFETY, Chairman Scott Scelso provided the police department statistical report for the month of October, 2013. During the month of October the police department handled 1,935 calls for service; 358 summonses were issued along with 39 arrests, 5 DWI arrests, 23 warrant arrests and 12 drug arrests. 10,569 miles were put on the vehicles. 46 motor vehicle accidents were reported with 9 resulting in injury. There were 194 ambulance calls for the month of October. Councilman Scelso will provide a fire company report next month. Encourages council to be a part of the Christmas parade and wished everyone a merry Christmas and a happy new year.

FINANCE, Chairman Nick Maccaroni reported that we are starting the foundation for the 2014 budget and we saw the report from Lisa Eggert, Tax Collector the amount of unpaid taxes. We have until the end of the month to get them in. Hopefully we will be above 95% rate from last year. The rate for unreserved collected taxes was over \$500,000.00. We also have to factor in the adjustments made on tax appeals this year. Auditor will come back to us and let us know where we stand. Days of 98% tax collection are over as a sign of the economy. Councilman Maccaroni has noticed that leaf

collection has gone well. We haven't worked any overtime due to the new machine which is good. Councilman Maccaroni wished everyone a merry Christmas and happy holidays.

SOLICITOR, George Botcheos did not have anything to report.

ADMINISTRATOR, Charleen Santora discussed what has been going on with the transition in the human resources and payroll department. So far we have switched her under \$5,000.00 escrow accounts which have been moved over to the construction department. Bids will be coming in for professionals. Charleen will be out of the office for jury duty on Thursday. Employee luncheon will be held December 20th at noon in the municipal building. Resolution for lockers is not on the agenda. Still looking at prices and making sure quotes are accurate and include delivery and installation. Suggested doing a sketch of where the 28 lockers will in fact go before purchasing. There was some discussion on the lockers.

PRIVILEGE OF FLOOR:

Cynthia Jenning – 26 Glacier Drive – Lon-A-Coning East Development – Ms. Jennings spoke to council in regard to resolution R12-15;2014 which approves and supports Camden County to install a traffic signal on county road #689 known as Cross Keys Road at Olympic Drive. The residents living in the development strongly support the resolution and ask that council approves it. The development by Tim Schaeffer is completed and Ms. Jennings has been working with the borough engineer last year and this year to ensure that the development is completed as required. Still having issues with a lot of dead shrubbery and would like to be notified when the builder comes before council to re-coup his performance bond so that the homeowners association can attend that meeting. Ms. Jennings discussed some other issues in regard to the punch list and issues with the builder as well as court approved drawings.

Solicitor George Botches is currently working on the mentioned issues with the engineer. Explained the process of the release of the bond and discussed the punch list. There was discussion about the sidewalks in the development and the county requirements.

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 Pearce, seconded by Council President Bilella. Motion carried. All members present voted in favor.

RESOLUTIONS:

Meeting open to the public on Resolutions R12-1 through R12-18; 2013.

Meeting closed to the public.

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 TO ACKNOWLEDGE 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 PERCENT 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 \$2,500.00 PER MONTH FOR THE FIRST TERM AND THEN A 10 PERCENT 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 CONC. 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, 1 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

RESOLUTION R12-15;2013, A RESOLUTION BY THE MAYOR AND COUNCIL OF THE BOROUGH OF BERLIN, STATE OF NEW JERSEY, COUNTY OF CAMDEN, APPROVING AND SUPPORTING THE COUNTY OF CAMDEN TO INSTALL A TRAFFIC SIGNAL ON COUNTY ROAD # 689 KNOWN AS CROSS KEYS ROAD AT OLYMPIC DRIVE IN THE BOROUGH OF BERLIN

RESOLUTION R12-16;2013, MERCANTILE LICENSE APPROVAL FOR FAMILY DOLLAR STORES OF NJ, INC. LOCATED AT 2 SOUTH ROUTE 73, UNIT T BERLIN FOR THE SALE OF MISC MERCHANDISE

Motion to adopt Resolutions R12-1 through R12-18; 2013 made by Council President Bilella, seconded by Councilman Pearce. Motion carried. All members present voted in favor.

PAYMENT OF THE BILLS FOR THE MONTH OF NOVEMBER, 2013 IN THE AMOUNT OF \$3,129,390.37

Motion to approve made by Councilman Macaroni, seconded by Councilman Bilella. All members present voted in favor.

Next meeting for regular business will be held on Monday, December 30, 2013 at 7:00 PM in the municipal building.

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


Charleen Santora
RMC/Borough Clerk