

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, APRIL 1, 2014**  
**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 Armano, Council President Jim Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight. Council President Bilella arrived at 7:15 p.m.

**PRESENT ALSO:** Solicitor George Botcheos, Administrator Charleen Santora, Police Chief Michael DeLorenzo, DPW Superintendent Mark Mauger, Emergency Management Coordinator Richard Crain, Auditor Dan DiGangi and CFO Andi McKendry.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**DEPARTMENT HEAD REPORTS:**

**EMERGENCY MANAGEMENT COORDINATOR,** Richard Crain informed council that emergency management activated their code blue plan 19 times this winter. Also, they responded to 4 requests for assistance, two were provided shelter at no cost to the borough, one was arrested on warrants and one was transported to the hospital after falling in a parking lot. Their office has responded to two road flooding calls and one resulting in state investigation. There a more detailed report attached to these minutes.

**DPW SUPERINTENDENT,** Mark Mauger reported that he has been contacted by a contractor for Verizon because they want to change 12 antennae's and add three remotes to update the technology. Pennoni Associates informed Mark that there is no structural repair being done and there will not be any welding done. Solicitor George Botcheos suggested that the engineer take another look because some things may be added. A resolution will be on the agenda for the next meeting. Councilman Scelso asked about the lightning antennae at the school and Mark informed him that all that DPW does is clean it.

Councilwoman Kupchik asked if the salary was negotiated and if Mr. Monahan would consider working for less. Richard Crain expressed that the position of Property Maintenance Official is a big responsibility and it pays less than minimum wage. There a lot of hours dedicated to the position and there is a lot of time spent doing follow up as well. Councilman Pearce requested that a monthly report be given to council on property maintenance.

The rotary asked if they could use the old senior bus on August 4<sup>th</sup> for a charity fundraiser. They will be going to the Phillies game and will have their own driver and will provide their own gas.

Contractor started on the new building. Would like to have a ceremony for the groundbreaking possibly on April 12<sup>th</sup> at 9:00 a.m. and then after that council can attend Berlin AA's opening day. Mayor Armano attended NJ State Library meeting for trustees in Mt. Laurel which is a requirement.

**BUILDINGS & GROUNDS**, Chairman Gary Knight thanked Mark and DPW for doing a good job cleaning up during the storms that we've had this winter. Councilman Knight will have a full report at the next meeting.

**STREETS & ROADS**, Chairman James Bilella reported that Pennoni is behind schedule and there is a resolution on the agenda in regard to Ridgeview Avenue. There are problems with the drainage and the trees. The new building project is underway and is moving forward.

**WATER & SEWER**, Chairman Lynn Kupchik reported that the borough went out to bid for the completion of the I&I study and one bid was received. The bid was rejected and we will go out to bid again in two parts. Resolution R4-6;2014 is on the agenda in regard to the I&I study. There are huge problems with the water over in West Berlin especially with the rust levels which is resulting in dirty water. Met with NJ American Water on Thursday morning and there are a lot of dead ends so the water lines need to be looped. The amount for new infrastructure to resolve this problem would be about \$200,000.00. The borough is faced with a significant cost but needs to provide clear water to customers. Full flush is being done on Monday on Catharine Avenue. It is advertised for two days in the newspaper. It is a three week process and there is notification on the website.

**HEALTH & RECREATION**, Chairman Jim Pearce will have a full report at the council meeting. He attended the construction meeting this morning and discussed an issue in regard to the West Berlin Bus Service using the borough's parking lot. Solicitor George Botcheos suggested that the bus company park on the grass across the street and then the borough can decide later what to do on a permanent basis. Charleen will send the bus company a letter.

**PUBLIC SAFETY**, Chairman Scott Scelso will give a full report at the next meeting. There is a pole down at Kmart in the parking lot due to a truck hitting it. Councilman Scelso asked that Charleen send a letter to the owner asking them to discard it. The potholes need to be fixed again as well. Also, the fence is down in Kmart.

**FINANCE**, Chairman Nick Maccaroni discussed possible zoning changes for used car businesses and maybe raising the mercantile fee from \$260.00 to \$300.00 and if there are more than 25 cars raise the fee to \$500.00. Councilman Maccaroni showed council a picture showing six flags at the war memorial. Each pole would cost \$175.00 and the VFW is interested.

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

**ADMINISTRATOR**, Charleen Santora reported that the borough is waiving the permit fee for the VFW for some minor construction that is being done and the resolution is on the next agenda. Richard Napier resigned from the fire department so we will be looking for a replacement. Resident on Ridgeview Avenue who would like to purchase the borough's lot has the letter from his neighbor stating she is not interested in purchasing the lot. Title search has been completed and George will complete the deed for \$150.00 and the lot costs \$5,000.00. There is a property maintenance meeting on Thursday at 9:00 a.m. We are going back to in house payroll and will revisit other options in a few months. We are having all parties that we turn money over to come to a meeting to give council a synopsis of their spending. Brad from the AA and the ambulance are coming to the April 7<sup>th</sup> meeting. Our fire chief said he will come to a meeting in May. The deadline for filing petitions for two open seats on council is up. The animal clinic held Saturday sold about 50 licenses. So far we have sold about 550 dog tags. Last year 1200 licenses were sold. Charleen asked council if anyone wants a copy of the ordinances or resolutions to review before the April 7<sup>th</sup> meeting.

**FIRST READINGS:**

**ORDINANCE NO. 2014-05**, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 261 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SEWERS"

**ORDINANCE NO. 2014-06**, AN ORDINANCE OF THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS TO THE BOROUGH'S WATER UTILITY SYSTEM AND RELATED EXPENSES AND APPROPRIATING \$200,000 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$200,000 PRINCIPAL AMOUNT OF OBLIGATIONS OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO.

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

Motion to amend Salary Ordinance 2014-04 as introduced; \_\_\_\_, Sec.; \_\_\_\_, RCV \_\_\_\_

**ORDINANCE NO. 2014-04**, AMENDS SALARY ORDINANCE 2013-01 AND 2013-07 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED SALARIES.

Meeting open to the public.

Meeting closed to the public.

Motion to adopt as amended; \_\_\_\_, Sec.; \_\_\_\_, RCV \_\_\_\_

**RESOLUTIONS:**

**RESOLUTION R4-2; 2014**, AUTHORIZATION FROM COUNCIL TO APPROVE AN EMERGENCY TEMPORARY BUDGET

**RESOLUTION R4-3; 2014**, APPROVAL FROM COUNCIL TO TRANSFER THE RETIRED POLICE CAR UNIT 52, 2004 CROWN VICTORIA FOR EMERGENCY MANAGEMENT USAGE

**RESOLUTION R4-4; 2014**, APPROVAL FROM COUNCIL TO ACCEPT THE RESIGNATION OF PROPERTY MAINTENANCE OFFICIAL DAN MOLNAR EFFECTIVE MARCH 12, 2014

**RESOLUTION R4-6; 2014**, AUTHORIZATION FOR RECOMMENDATION FROM TOM LESSIE, ENGINEER OF PENNONI ASSOCIATES TO REJECT THE ONE BID THAT WAS RECEIVED FOR THE PIPELINE REHABILITATION PROJECT IN THE AMOUNT OF \$343,615.70 AND TO RE-BID THE SAME PROJECT SEPARATING THE BID INTO TWO CONTRACTS, ONE FOR CLEANING AND TELEVISIONING ONLY AND ONE FOR PIPELINE REHABILITATION ONLY IN AN EFFORT TO LOWER THE COST AND TO GET MORE BIDDERS

**RESOLUTION R4-7; 2014**, AUTHORIZATION FROM COUNCIL TO APPROVE A PROPOSAL FROM PENNON ASSOCIATES FOR THE RIDGEVIEW AVENUE RECONSTRUCTION PROJECT IN THE AMOUNT OF \$15,550.00 (CAF APPROVED BY CFO)

**RESOLUTION R4-8;2014**, A RESOLUTION ACCEPTING AND ADOPTING THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUNDS 2014 SAFETY AND COMPLIANCE PROGRAM

**RESOLUTION R4-9;2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JON DOWNEY, T/A AFFORDABLE COMPUTING FOR A COMPUTER RETAIL AND REPAIR BUSINESS LOCATED AT 41 CLEMENTON ROAD IN THE BERLIN MART, BERLIN NJ

**RESOLUTION R4-10, 2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JOHN AGYEMANG, T/A THE BERLIN PHARMACY, LLC FOR RETAIL DRUG STORE LOCATED AT 360 SO. WHITE HORSE PIKE, BERLIN

**RESOLUTION R4-11; 2014**, AUTHORIZING THE REFUND OF WATER FEES IN THE AMOUNT OF \$194.90 FOR BLOCK 2301LOT 1 DUE TO TENANT OVERPAYMENT

**RESOLUTION R4-12; 2014**, AUTHORIZING 1<sup>ST</sup> QUARTER 2014 UTILITY BILL ADJUSTMENTS FOR THE FOLLOWING PROPERTIES;  
6 MONTCLAIR AVENUE, -41.82, MISSING SENIOR ADJUSTMENT, 347 MAGNOLIA AVE, -20.00, INACTIVE ACCOUNT

**RESOLUTION R4-13; 2014**, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR SWIM MOOR POOLS IN THE AMOUNT OF \$27.50

**RESOLUTION R4-14; 2014**, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 1900, LOT 24.03 IN THE AMOUNT OF \$73.85

**RESOLUTION R4-15; 2014**, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR ANTHONY & SYLVAN POOLS IN THE AMOUNT OF \$298.72

**RESOLUTION R4-16; 2014**, AUTHORIZING THE SUBMISSION OF THE GRANT APPLICATION FOR RECREATION FACILITY ENHANCEMENT FUNDING FOR OUR LADY OF MOUNT CARMEL SCHOOL TO THE CAMDEN COUNTY OPEN SPACE, FARMLAND, RECREATION AND HISTORIC PRESERVATION

**RESOLUTION R4-17;2014**, A RESOLUTION AUTHORIZING THE SECURITY DEPOSIT FOR REFUND OF \$344.60 FOR HYDRANT METER RENTAL BY ARCADIS

Councilwoman Kupchik had a question in regard to Resolution R4-3;2014. She wanted to know how much the vehicle will cost a year. Council President Bilella wanted to know what the vehicle would specifically be used for. Richard Crain informed council that if there is a call for an emergency he would be using this vehicle rather than his own personal vehicle which he uses now. Also, the vehicle would be used for mandatory educational classes mostly in Atlantic City, NJ.

Councilwoman Kupchik discussed that the borough has had an increase of almost 10% from last year. She mentioned that the borough has over 10 million in the general capital bond, the \$200,000 and the \$500,000 that will be used for water and sewer. That is not counting the five million already put out on water. So right now, if the borough did not borrow one more cent, we are already 17 million in debt. Councilwoman Kupchik suggested council should start in June or July looking at the budget for next year. Also, in

regard to the vehicle for EMS, not being aware of the total cost for the year, a presentation for council would be helpful so that council can make the right decisions.

Council President Bilella asked for Richard Crain to provide a document explaining his duties as Emergency Management Coordinator.

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



Charleen Santora  
Clerk/Admin