

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, APRIL 29, 2014
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ

MEETING CALLED TO ORDER BY COUNCIL PRESIDENT BILELLA.

FLAG SALUTE LED BY COUNCIL PRESIDENT BILELLA.

SUNSHINE NOTICE: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, Pursuant to Public Law 1975, Chapter 231. Said meeting 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 James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight. Mayor Armano, Councilman Scelso and Councilwoman Kupchik were absent.

PRESENT ALSO: Solicitor George Botcheos and Administrator Charleen Santora

RESOLUTIONS FOR COMPLIANCE WITH THE JIF/MEL EMPLOYMENT PRACTICE POLICY

Meeting open to the public on Resolutions R26 and R27; 2014.
Meeting closed to the public.

RESOLUTION R4-26;2014, A RESOLUTION TO AFFIRM THE BOROUGH OF BERLIN'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

RESOLUTION R4-27; 2014, A RESOLUTION TO ADOPT THE PERSONNEL POLICIES AND PROCEDURES MANUAL REGARDING CHANGES RECOMMENDED BY THE MUNICIPAL EXCESS LIABILITY INSURANCE COMPANY

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

PRIVILEGE OF FLOOR

There was none.

Meeting closed to the public.

CAUCUS MEETING:

DEPARTMENT HEAD, DISCUSSION ITEMS:

BUILDINGS & GROUNDS, Chairman Gary Knight will give a full report at the council meeting being held May 5, 2014.

STREETS & ROADS, Chairman Jim Bilella reported that the road program is moving forward and some close out work is being done on last year's road program. Also, Pennoni Associates is doing site work relative to the new building.

WATER & SEWER, Chairman Lynn Kupchik was absent.

HEALTH & RECREATION, Chairman Jim Pearce spoke about drafting the ordinance in regard to the community center and raising the fees. Received an email from Sara McHugh and she would like to donate \$2,000.00 to the community center. Councilman Pearce would like to use that donation possibly towards partitions or chairs. Berlin Soccer Club informed Councilman Pearce that they are okay with the teachers using the soccer fields. Everything with the summer camp is on track. Community Policing Day is postponed to the fall. Attended drug awareness assembly at Berlin Community School on April 24th. It was very well done and is something that the police can build on. Next year, Mt. Carmel school should be invited as well. The Athletic Association postponed their opening day for baseball and they are going to try a new approach.

PUBLIC SAFETY, Chairman Scott Scelso was absent.

FINANCE, Chairman Nick Maccaroni discussed the ordinance relative to property maintenance. The growing season is from April 1 to October 30 and if a resident does receive a notice they will have to comply within the timeframe and will not receive a second notice. The Virtua Berlin branch will soon be a critical care center but they will still have an emergency room there. Met with Operations Manager from Armstrong Capital and visited the property to look and discuss issues.

SOLICITOR, George Botcheos reported that there will possibly be an addition to the agenda for next week. He is working on drafting the ordinance for increasing the fees for the community center.

ADMINISTRATOR, Charleen Santora reported that the new CFO is doing well and adjusting nicely. Thanked council for passing the resolution in regard to the policies and procedures manual because it is a procedure that must be done every two years in order to be in compliance. The borough will qualify for a lesser deductible. The historical society is moving the old post office on Thursday. There will be no charge for their permit. The late fee for dog licenses will be in effect May 1st. There are about 250 residents who will be receiving citations for being in violation of the code. Carbone's on the White Horse

Pike is closing. Received a letter of resignation from one the DPW workers who will be retiring in September and we will address that once it gets closer to the date. Financial Disclosure Statements are due June 13th. Everyone who is required to file has instructions and their pin number emailed to them.

ORDINANCES 2ND READING (Ordinance 2014-05 and 07 must be adopted before budget is adopted)

2ND READING

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

Meeting open to the public.

Meeting closed to the public.

Motion to adopt; _____, Sec.; _____, RCV _____.

ORDINANCE NO. 2014-07, 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)

Meeting open to the public.

Meeting closed to the public.

Motion to adopt; _____, Sec.; _____, RCV _____.

2014 GENERAL, WATER & SEWER BUDGET

RESOLUTION R5-1;2014, A RESOLUTION TO READ BUDGET BY TITLE ONLY THE 2014 GENERAL, WATER & SEWER BUDGET, Whereas, N.J.S.A 40A:4-8, as amended by Chapter 259, P. L. 1995 provides that the budget may be read by title only at the time of the public hearing if a resolution is passed by not less than a majority of the full governing body, providing that at least one week prior to the date of hearing, a complete copy of the budget has been made available for public inspection in the free public library, if any, located within our municipality and a county library. If there is no county library located within the municipality, then it must be provided to any county library in the county wherein the municipality is located. Further, the public officer delegated the responsibility for delivery of the copies to said libraries has completed a certification forwarded to the governing body that such deliveries were made and copies have been made available by the Clerk to persons requesting them; and, whereas, these two conditions have been met; NOW, THEREFORE, BE IT RESOLVED, that the budget shall be read by title only.

Motion; _____, Sec.; _____

Questions

RCV _____.

**2014 GENERAL, WATER & SEWER BUDGET APPROPRIATING \$7,240,555.76
IN GENERAL, \$2,865,528.00 IN WATER, AND \$746,000 IN SEWER**

Hearing open to the public
Hearing closed to the public.

Motion to adopt the 2014 General, Water & Sewer Budget; _____, Sec.; _____,
RCV _____.

ORDINANCES:

2ND. READING

**ORDINANCE 2014-04, SALARY ORDINANCE AMENDS SALARY ORDINANCE
2014-01 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 Salary Ordinance 2014-04 _____, Sec.; _____, RCV _____.

**ORDINANCE 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**

Meeting open to the public.
Meeting closed to the public.

Motion to adopt; _____, Sec.; _____, RCV _____.

INTRODUCTION OF ORDINANCE:

**ORDINANCE NO. 2014-08, AN ORDINANCE AMENDING AND
SUPPLEMENTING CHAPTER 246 OF THE CODE OF THE BOROUGH OF BERLIN
ENTITLED "PROPERTY MAINTENANCE"**

Motion to introduce; _____, Sec.; _____, RCV _____.

RESOLUTIONS:

Meeting open to the public on Resolutions R5-2 through R5-17;2014.

Meeting closed to the public.

RESOLUTION R5-2; 2014, AUTHORIZATION TO ACCEPT THE RESIGNATION OF FIRE SUB CODE OFFICIAL RICHARD NAPIER FROM HIS POSITION EFFECTIVE MARCH 27, 2014

RESOLUTION R5-3;2014, APPOINTMENT OF RONALD J. SNYDER TO THE POSITION OF FIRE SUB CODE OFFICIAL EFFECTIVE APRIL 14, 2014 TO FILL THE POSITION OF RICHARD NAPIER WHO RESIGNED MARCH 27, 214 FOR THE ANNUAL SALARY OF \$2,601.00

RESOLUTION R5-4;2014, A RESOLUTION AUTHORIZING THE TAX REFUND FOR BLOCK 2008 LOT IN THE AMOUNT OF \$1,582.52 DUE TO MORTGAGE COMPANY OVERPAYMENT

RESOLUTION R5-5;2014, A RESOLUTION AUTHORIZING A WATER PAYMENT REFUND IN THE AMOUNT OF \$27.90 DUE TO TITLE COMPANY OVERPAYMENT

RESOLUTION R5-6;2014, AUTHORIZATION TO WAIVE ANY FEES FOR CONSTRUCTION PERMITS AND ELECTRICAL PERMITS FOR THE FAITH UNITED CHRISTIAN CHURCH, 119 WASHINGTON AVENUE, BERLIN PER REQUEST FROM REV. WALTER A. MCDANIEL

RESOLUTION R5-7; 2014, APPROVAL FROM BOROUGH COUNCIL TO PERMIT THE VFW OF BERLIN TO USE THE 2ND SENIOR BUS FOR MEMORIAL DAY TO TRANSPORT INDIVIDUALS TO THE MEMORIAL DAY SERVICES

RESOLUTION R5-8;2014, AUTHORIZATION TO APPROVE THE COST FOR SURVEY AND DESIGN SERVICES TO DEVELOP AN ENGINEERED GRADING PLAN FOR THE AREA ASSOCIATED WITH THE LONG TERM PLAN FOR THE BOROUGH POLICE STATION ADDITION FOR THE COST OF \$7,524.00 (CFO has certified the funds)

RESOLUTION R5-9;2014, AUTHORIZATION FROM BOROUGH COUNCIL FOR CHARITABLE SOLICITATION (COIN DROPS) TO BE DONE BY THE BERLIN FIRE COMPANY # 1 IN THE BOROUGH OF BERLIN ON MAY 1, 2014 AND SEPTEMBER 20, 2014

RESOLUTION R5-10; 2014, AUTHORIZATION TO REFUND DEVELOPERS ESCROW IN THE AMOUNT OF \$37.50 FOR BLOCK 2100, LOT 2.08 DUE TO ACCOUNT BEING CLOSED

RESOLUTION R5-11; 2014, AUTHORIZATION TO REFUND DEVELOPER'S ESCROW IN THE AMOUNT OF \$261.85 FOR BLOCK 2501, LOT 8 DUE TO ACCOUNT BEING CLOSED

RESOLUTION R5-12; 2014, AUTHORIZATION TO REFUND DEVELOPER'S ESCROW IN THE AMOUNT OF \$165.00 FOR BLOCK 2503, LOT 12 DUE TO ACCOUNT BEING CLOSED

RESOLUTION R5-13;2014, AUTHORIZATION TO REFUND DEVELOPER'S ESCROW IN THE AMOUNT OF \$72.50 FOR BLOCK 700, LOT 11 DUE TO ACCOUNT BEING CLOSED

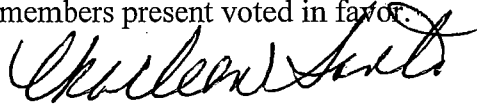
RESOLUTION R5-14;2014, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE CHANGE ORDER NO.1 FOR UNI TECH DRILLING CO, FRANKLINVILLE N J PER RECOMMENDATION FROM PENNONI FOR WORK ALREADY COMPLETED IN THE AMOUNT OF \$28,022.80 (CFO HAS CERTIFIED FUNDS)

RESOLUTION R5-15;2014, A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY FOR THE **YEAR 2013** FOR \$60,000

RESOLUTION R5-16;2014, A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY FEDERAL GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW AND PUBLIC SAFETY FOR THE **YEAR 2014** FOR \$60,000

RESOLUTION R5-17;2014, AUTHORIZATION THE TAX REFUND FOR BLOCK 2008, LOT 3 IN THE AMOUNT OF \$1,582.52 DUE TO MORTGAGE COMPANY OVERPAYMENT

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



Charleen Santora
RMC