

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, MAY 27, 2014**  
**MUNICIPAL BUILDING**  
**59 SOUTH WHITE HORSE PIKE**  
**BERLIN, NJ 08009**

**MEETING WAS CALLED TO ORDER BY MAYOR ARMANO.**

**FLAG SALUTE WAS 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 James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight. Councilwoman Kupchik was absent and Councilman Pearce arrived at 7:05 p.m.

**PRESENT ALSO:** Solicitor Mark Rinaldi, DPW Superintendent Mark Mauger, Emergency Management Coordinator Richard Crain and Administrator Charleen Santora.

➤ **DISCUSSION ITEMS AND DEPARTMENT HEAD REPORTS:**

**DPW SUPERINTENDENT,** Mark Mauger reported that as of this week the tank is back online. The base and the 16 inch valve was bought and replaced for a total cost of \$9,500.00. All of the labor was done in house and around July or August an insulated frame will be built. This will be kept in a 12x4 room which will heat the piping area. Atlantic City Electric is working on fixing 15 street lights. Has been going back and forth with Mr. Finklestein, Operations Manager for Armstrong Capital making sure the Kmart property is being taken care of. At first, Mr. Finklestein had informed Mark that the original price for the work was too high so Mark will price for one less day of work. Councilman Pearce informed council and Mark that there is water bubbling up at the community center in the corner of the gym near the storage area. Mark will check the gutter and said it may be due to the humidity.

**MAYOR,** John Armano informed council that the dedication to Ottie Grimmie Avenue will be held on June 4<sup>th</sup> at 3:00 pm and the Grimmie family will be in attendance. Mayor Armano attended a Camden County Emergency Management meeting last week. The meeting was in reference to establishing shelters in the event that a catastrophic incident occurs like Hurricane Sandy. Emergency Management Coordinator Richard Crain explained that there will be three locations designated including Audubon High School, Cherry Hill East High School and Camden County College (which will include 15 towns). As emergency management coordinator, Rich and his team will be in charge of the scheduling and the requirements put forth from the state. These shelters can hold up

to 500 people and are considered a last resort option because they are expected to be very rugged including Megans Law people and other criminals. An EMT and police officer will be on site 24 hours and the Red Cross is involved as well. Sam Spino from the county is visiting other shelters and will report back to inform us how it is working out. Mayor Armano also reported Eastern High School enrollment is down and has the capacity to bring in 200 more students. Students can come to Eastern to play sports and their parents can pay the tuition.

**BUILDINGS & GROUNDS**, Chairman Gary Knight will give a full report at the council meeting being held on Monday, June 2, 2014.

**STREETS & ROADS**, Chairman Jim Bilella requested that a resolution be added to the agenda in regard to the safe routes to school grant which will provide better pedestrian and bicycle routes for students. Along with the resolution is a letter of support from the school district. The police addition is under construction and on the agenda is a resolution to change the architect's contract to expand the number due to the scope of the project. Items for the building are being purchased through direct buying such as furnishings. Quotes are being obtained for IT, security and locks. The ordinance about rental properties is being revised; currently multiple properties have only one fixed fee for inspection and Solicitor George Botcheos is also looking into the state statutes in regard to rental properties. Solicitor George Botcheos is also going to look over the CDBG three year agreement before anything is signed and agreed upon.

**WATER & SEWER**, Chairman Lynn Kupchik was absent.

**HEALTH & RECREATION**, Chairman Jim Pearce reported that the camp director Kristine Height gave Charleen a list of the camp counselor's for this year along with their salaries. So far everything is in line with the camp and Councilman Pearce and Kristine Height would like to meet with Mark Mauger before the camp starts to make sure everything is okay at the community center.

**PUBLIC SAFETY**, Chairman Scott Scelso will give a full report at the council meeting being held on Monday, June 2, 2014. Councilman Scelso did receive a letter from the police department requesting negotiations for their new contract and would like to meet with finance and then present to council.

**FINANCE**, Chairman Nick Maccaroni reported on property maintenance. He has been working closely with Bob Monahan, Property Maintenance Official making sure that the Jiffy Lube, Kmart property and Armstrong Capital are in compliance and take care of the various issues that need to be addressed.

**SOLICITOR**, Mark Rinaldi did not have anything to report.

**ADMINISTRATOR**, Charleen Santora reported that there are some additional items being added to the agenda. Added items are as follows: Architect Alan Blair's contract amount which will be \$66,869.63; increase for Heather Iannarella from \$100.00 to

\$130.00 for working in the court which was already budgeted; performance bond release resolution for Virtua Health System as per Pennoni Associates; resolution for posting generator on Gov Deal website; Ordinance for the police department regarding disorderly conduct is being worked on; Change orders will be added to the agenda showing and increase and a decrease for the new building; Merkley property was rescheduled for court on June 4<sup>th</sup>; Auditors are finished and will need to schedule an exit conference; Started working on the application for the Sustainable Jersey grant in September for \$2,000.00 and received a letter stating that Berlin did not qualify; Councilman Pearce asked Charleen about hiring someone full time for the vacancy in the DPW and Charleen informed Councilman Pearce that one of the part-time workers was hired and that it was discussed with the finance committee.

➤ **ORDINANCE, SECOND READING:**

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

➤ **ORDINANCE INTRODUCTION:**

**ORDINANCE NO. 2014-09, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 256 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "RENTAL PROPERTIES"**

➤ **RESOLUTIONS:**

**RESOLUTION R6-1;2014, A RESOLUTION TO GRANT PERMISSION TO THE INTER-COMMUNITY CELEBRATION ASSOCIATION FOR THE OPERATION OF FIREWORKS FOR THE ANNUAL 4<sup>TH</sup> OF JULY CELEBRATION 2014**

**RESOLUTION R6-2;2014, A RESOLUTION FROM THE GOVERNING BODY OF THE BOROUGH OF BERLIN AFFIRMING THAT \$.015 WAS COMMITTED TO THE 2014 OPEN SPACE BUDGET LINE**

**RESOLUTION R6-3;2014, APPROVING THE RENEWAL OF LIQUOR LICENSES FOR 2014-2015 FOR THE FOLLOWING ESTABLISHMENTS; RENAISSANCE BEVERAGES, LLC, TREAHH INC., EVINO'S CORP INC, LUCCH, LLC, AND WOODBRIAR CORP**

**RESOLUTION R6-4;2014, AUTHORIZATION TO ACCEPT THE RESIGNATION OF DPW EMPLOYEE KEN DE CLEMENT EFFECTIVE MAY 23, 2014**

**RESOLUTION R6-5;2014, A RESOLUTION TO MOVE PART TIME EMPLOYEE MICHAEL SOMERS WHO HAS BEEN WORKING FOR THE BOROUGH OVER TWO YEARS TO FULL TIME POSITION IN THE DEPARTMENT OF PUBLIC**

WORKS TO FILL THE VACANCY OF KEN DECLEMENT EFFECTIVE JUNE 2, 2014 FOR A SIX MONTH PROBATION PERIOD

**RESOLUTION R6-6;2014**, AUTHORIZATION FROM BOROUGH COUNCIL TO OFFICIALLY ACCEPT THE RESIGNATION OF POLICE MATRON EVELYN PEREZ EFFECTIVE FOR DECEMBER 1, 2014 BUT OFFICIALLY LEAVING JULY 10, 2014

**RESOLUTION R6-7;2014**, AUTHORIZATION FROM BOROUGH COUNCIL TO OFFICIALLY APPOINT DAWN LATTANZI AS POLICE MATRON TO FILL THE POSITION OF EVELYN PEREZ IN THE BERLIN POLICE DEPARTMENT AT THE RATE OF POLICE MATRON EFFECTIVE JULY 7, 2014

**RESOLUTION R6-8;2014**, A RESOLUTION AUTHORIZING THE TAX REFUND FOR BLOCK 2503, LOT 24 & BLOCK 2306, LOT 11 TOTALING \$4,432.91 DUE TO MORTGAGE COMPANY OVERPAYMENT

**RESOLUTION R6-9;2014**, AUTHORIZATION FROM COUNCIL TO APPROVE THE EMPLOYEES FOR THIS YEAR'S CAMP LONG A COMING PER RECOMMENDATION FROM CAMP DIRECTOR KRISTINE HEIGHT AS FOLLOWS;

Sara Fallon	21.25	per hour
Jen Cardamone	18.25	per hour
Erin Maloney	21.25	per hour
Jessica McGowen	20.00	per hour
Amanda Cirillo	10.00	per hour
Kit Rose	10.00	per hour
Ashley Philip	10.00	per hour
Rylee Jacobs	8.50	per hour
Jake Caruso	7.50	per hour
Lillian Chen	7.50	per hour
Sarah Chiumento	7.50	per hour
Chase Finnigan	7.50	per hour
Kevin Henley	7.50	per hour
Haley Reese	7.50	per hour
Victoria Robinson	7.50	per hour
Sean Colins	6.00	(new hire)
Brett Cooper	6.00	(new hire)
Armen Mardinkan	6.00	(new hire)
Brianna Strassle	6.00	(new hire)

Sub list;

Janet Finnigan  
Jaime Brown  
Matt Jenkins

Debbie Mansis new hire  
Tim Caruso new hire

**RESOLUTION R6-10;2014**, A RESOLUTION ADOPTING THE 3 YEAR  
COOPERATION AGREEMENT WITH THE COUNTY OF CAMDEN FOR THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEARS 2015, 2016  
AND 2017

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



Charleen Santora  
RMC