

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, JULY 29, 2014**  
**MUNICIPAL BUILDING**  
**59 SO. WHITE HORSE PIKE**  
**BERLIN NJ**  
**7:00 PM**

**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 James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight.

**PRESENT ALSO:** Solicitor George Botcheos, Police Chief Michael DeLorenzo, Administrator Charleen Santora, Superintendent Mark Mauger, Construction Official Michael DePalma and Construction/Planning/Zoning Secretary Debbie Simone.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**DISCUSSION ITEMS AND DEPARTMENT HEAD REPORTS:**

**DPW SUPERINTENDENT,** Mark Mauger reported that the NJDEP is still sitting on the paperwork for Well 15; the I & I videoing is now complete; cave in's due to storm water have been repaired at the Kmart and soon patchwork will be done; the steps at the municipal building are going to be fixed next week; and recently ten (10) lawns have been cut by DPW and those properties will get billed.

**CONSTRUCTION OFFICIAL & SECRETARY** Michael DePalma & Debbie Simone discussed the rental inspection process and fees for new apartments and apartment renewals. The process for inspections on apartments currently includes inspecting the outside perimeter, sidewalk and yard. If there is a deficiency then it will be written up and the property owner is notified and must rectify the problem in a timely fashion. The inside of the apartments are not being inspected by the Construction Official. As far as renewals go, Debbie obtains a list of apartments from the clerk's office in August. She sends out a letter to the property owner in September and a fee has to be paid by the property owner by the end of October. There was also some discussion about Bill

Behnke's (Fire Chief/Marshall) process for inspections for multiple units (an explanation is attached to these minutes). After much discussion between council, Michael, Debbie and Charleen it was determined that someone will need to be hired to cover the inspections of the inside of the apartments for the 389 units in the borough.

**CHIEF OF POLICE**, Michael DeLorenzo spoke about hiring a part-time data clerk for the police department. He would like authorization from borough council to advertise for the position. A part-time clerk would be paid \$10.50 an hour, 29 hours a week maximum, about three days a week. After some discussion, council agreed to move forward with advertising for a part-time data clerk for the police department. Michael will give a full statistical report at the council meeting being held Monday, August 4, 2014.

**MAYOR**, John Armano said that he thought the 4<sup>th</sup> of July festivities went off very well. He said that the police department did a great job and emergency management put together a good, effective and thought out plan. Mayor Armano thanked Berlin Township, Waterford and the fire department for all of their help and efforts as well./A new bid for tipping fees will be in effect shortly. Also there is a resolution (R8-6;2014) on the agenda for a shared service agreement between three towns (Berlin Twp, Waterford and Pine Hill) for DPW services in the event of an emergency (storm).

**BUILDINGS & GROUNDS**, Chairman Gary Knight reported that recently DPW made sure that the air conditioning units at 41. S. White Horse Pike (Hotel) and the community center were maintained. Councilman Knight will provide a full report at the council meeting being held Monday, August 4, 2014.

**STREETS & ROADS**, Chairman Jim Bilella spoke about the spreadsheet prepared and emailed to council in regard to the bond ordinance that is on the agenda for introduction (Ordinance No. 2014-12). Council President Bilella also spoke about change orders totaling \$3,000.00. Every change order is coming to council for approval. He also provided an explanation about reasoning for additional funding for costs. Of the two million dollars (\$2,000,000.00) that the borough has expended, \$36,000.00 is of unexpected costs./A resolution is on the agenda (R8-3;2014) awarding the Malan Avenue reconstruction project in the amount of \$353,283.00 and the 2015 Road Program will be for Taunton Avenue and Laurel Avenue (\$30,000-\$40,000). Only grant money from the state will be used for the 2015 Road Program.

**WATER & SEWER**, Chairman Lynn Kupchik discussed increasing the fees on road opening permits. Solicitor Botcheos said that the borough can increase the fee. It will be called a connection fee and the cost will be \$1,400.00. Chapter 67 of the code will be amended and the change will go on the agenda for Monday, August 4<sup>th</sup>'s meeting. Councilwoman Kupchik also reported that "Fall Fest" is scheduled for October 18, 2014 and the Business Professional Association is hosting. Meetings relative to the "Fall Fest" are taking place about every two weeks if anyone is interested. Volunteers are welcome. Sahara Sam's has already committed to participate in the "Fall Fest" and they will also be bringing over equipment from Diggerland.

**HEALTH & RECREATION**, Chairman Jim Pearce will provide a full report at the council meeting being held on Monday, August 4, 2014. Councilman Pearce briefly spoke about Barrington Borough's policy relative to selling your home; inspections are done and if a sidewalk needs to be repaired the property owner is responsible.

**PUBLIC SAFETY**, Chairman Scott Scelso will provide a full report at the council meeting being held on Monday, August 4, 2014.

**FINANCE**, Chairman Nick Maccaroni will provide a full report at the council meeting being held on Monday, August 4, 2014.

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

**ADMINISTRATOR**, Charleen Santora informed council that the amount of fees collected for apartment licenses is about \$19,450.00 There are approximately 389 units registered and the clerk's office charges \$50.00 a unit. There is also a late fee assessed if the apartment license is not renewed by the end of January./Charleen also reported research that she has done relative to videotaping the council meetings. There is a company that Winslow and Waterford uses which is hired by Comcast and they cost \$320.00 a month (Chews Crews Production, LLC out of Egg Harbor, NJ). The company has all the necessary equipment, but a cord will be needed for audio. Only council meetings can be taped due to scheduling. Once the DVD is burned it is given to Eastern High School and they will air it on Channel 19.

### **ORDINANCES 2<sup>ND</sup> READING**

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

**ORDINANCE NO. 2014-10**, AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF BERLIN CREATING A NEW CHAPTER 150, ENTITLED, "DISTURBING THE PEACE"

**ORDINANCE NO. 2014-11**, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 8 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "COMMUNITY CENTER, USE OF"

### **BOND ORDINANCE INTRODUCTION:**

**ORDINANCE NO. 2014-12**, 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 AND APPROPRIATING \$300,000 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$285,000 PRINCIPAL AMOUNT OF SAID

OBLIGATIONS OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO

**RESOLUTIONS:**

**RESOLUTION R8-1;2014**, A RESOLUTION AMENDING RESOLUTION R6-9;2014 AUTHORIZING EMPLOYEES FOR THIS YEAR'S CAMP LONG A COMING TO REFLECT THE CORRECT SALARY ORDINANCE THAT RESOLUTION READ 21.25 PER HOUR TO 21.00 PER HOUR FOR TWO CERTIFIED CAMP COUNSELORS

**RESOLUTION R8-2;2014**, A RESOLUTION AUTHORIZING THE SECURITY DEPOSIT REFUND OF \$331.00 FOR HYDRANT METER RENTAL TO MARK PERLMAN OF MILLSTONE TWP., NJ

**RESOLUTION R8-3;2014**, AUTHORIZATION TO AWARD THE MALAN AVENUE RECONSTRUCTION PROJECT TO DAUNORAS CONSTRUCTION CO, INC. OF CEDAR BROOK N J FOR THE BASE BIDS PLUS ADD ALTERNATE NO. 2, THE LOWEST BIDDER FOR THE LOW BID AMOUNT OF \$353,283.00 (CFO HAS CERTIFIED THE FUNDS)

**RESOLUTION R8-4;2014**, MERCANTILE LICENSE APPROVAL FOR SUN WONG AND JUSTIN PRICE, T/A SHOESTER'S SHOES FOR AN ORTHOPEDIC SHOE RETAIL STORE LOCATED AT 69 CLEMENTON ROAD, SUITE 1, BERLIN

**RESOLUTION R8-5;2014**, MERCANTILE LICENSE APPROVAL FOR LARRY BONFIGLIO, T/A LARRY'S USED APPLIANCE FOR A USED APPLIANCE RETAIL STORE LOCATED AT 69CLEMENTON ROAD, SUITE 2, BERLIN

**RESOLUTION R8-6;2014**, A RESOLUTION AUTHORIZING THE ENTERING OF A SHARED SERVICE AGREEMENT WITH BERLIN TOWNSHIP, WATERFORD TOWNSHIP AND PINE HILL FOR THE SHARING OF PUBLIC WORKS PERSONNEL AND EQUIPMENT IN THE EVENT OF A MAJOR STORM FOR A THREE YEAR TERM

**RESOLUTION R8-7;2014**, AUTHORIZATION FROM COUNCIL TO GO OUT ON GOV BIDS TO SELL BOROUGH EQUIPMENT AS FOLLOWS;  
1994, 1995, 1999 AND 2000 CROWN VICTORIA'S, 2000 STERLING STREET SWEEPER AND 1994 GIANT VAC LEAF MACHINE

**RESOLUTION R8-8;2014**, APPROVAL FROM BOROUGH COUNCIL TO APPROVE LIQUOR LICENSE FOR YEAR 2014-2015 FOR THE VFW POST 6253 DUE TO ALL QUALIFICATIONS BEING MET BY THE DIVISION OF ALCOHOLIC BEVERAGE CONTROL

**RESOLUTION R8-9;2014**, A RESOLUTION SUPPORTING THE DRIVE SOBER OR GET PULLED OVER 2014 STATEWIDE CRACKDOWN

**RESOLUTION R8-10;2014**, APPROVAL FOR A CHANGE ORDER FOR RUSSELL REID WASTE HAULING AND DISPOSAL FOR THE PIPELINE AND TELEVISIONING PROJECT FOR A DEDUCT OF \$217.87 FROM ORIGINAL CONTRACT AMOUNT OF \$26,998.50

**RESOLUTION R8-11;2014**, BID OPENING FOR LEAF VACUUM 7/31/2014  
POSSIBLE RESOLUTION ON AGENDA TO AWARD BID ON 8/4/2014

**PRIVILEGE OF FLOOR:**

There was no public comment.

- CLOSED SESSION TO DISCUSS PENDING LITIGATION REGARDING CAR MART AUTOMOTIVE GROUP, NEXUS LITIGATION AND POLICE INTERVIEWS

Motion to go into closed session made by Councilman Maccaroni, seconded by Council President Bilella. All members present were in favor.

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

Motion to adjourn made by Councilman Pearce. All members present were in favor.

  
Charleen Santora, RMC