

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, SEPTEMBER 30, 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. Councilwoman Kupchik arrived at 7:15 pm.

**PRESENT ALSO:** Solicitor George Botcheos, Administrator Charleen Santora, Chief of Police Michael DeLorenzo, DPW Superintendent Mark Mauger and Property Maintenance Official Robert Monahan.

**GUEST SPEAKER:**

Christopher Chekouras from Virtua hospital spoke to the governing body regarding the up-coming changes at the Berlin facility.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**DISCUSSION ITEMS:**

**DPW SUPERINTENDENT** Mark Mauger will provide a complete water report for the council meeting being held October 6<sup>th</sup>; flushing was done on Monday and there have been some water complaints from the residents, however proper notification was given. Information was posted on the borough website and notification was published in the Courier Post for two days; Friday night DPW received a call for emergency water shut off on a foreclosure and it resulted in a four hour job. Mark would like to start charging for overtime if there's a situation that was caused in a homeowners home.

**PROPERTY MAINTENANCE,** Robert Monahan provided an update on several properties throughout the borough. 69 Tansboro was a no show to court and was cited for

having more cats without an animal license (is becoming a Department of Health issue); Homeowner of 118 New Freedom Road was cited for an issue with their pool; issue at 9 Hamilton Ave has been resolved; Met with Craig Fallstick about Carbone's on the White Horse Pike (Lucien's is not buying the lot and right now there are cars in the back lot); The grass at Shuester's Shoes needs to be cut; 3 Briar Hill is in foreclosure (storm windows are out and gutters are down); 43 New Freedom Road was cited-bulk trash was removed and the pool was taken down; Mr. Monahan asked about an ordinance in regard to bulk trash. Mayor Armano informed him that Ordinance No. 2014-17 is on the October 6<sup>th</sup> agenda for introduction. Mr. Monahan also informed council that he signed up for a free computer service that allows him to enter in an address and he gets updates about the property and mortgage holder. He would like to post information and a reminder to residents about shoveling since snow season is approaching.

**CHIEF OF POLICE**, Michael DeLorenzo reported that on September 26<sup>th</sup> the police department conducted a pedestrian safety operation on the White Horse Pike to educate drivers and pedestrians on the law and to enforce safety. 27 drivers were stopped for the pedestrian violation in one hour's time. Chief DeLorenzo mentioned that the police officers volunteered their time to conduct the operation and Channel 6 was there reporting and ran the story. Also, he commended his guys for all of the hard work that they have done and accomplished being that they are a 17 man police department as opposed to a larger town like Voorhees.

**MAYOR ARMANO** discussed and explained the Securities Exchange Commission relating to continuing financial disclosure requirements in regard to the borough's outstanding bond issues (Resolution R10-11;2014 is on the agenda); Fire Prevention night is being held at the community center tomorrow night at 6:30 pm and all are encouraged to attend; Phase II will soon begin on the municipal building and we cannot occupy the building during the renovations. Court will be moved to Waterford Twp and Kelly, Court Administrator will be moved to Waterford for about a four month period. The caucus and council meetings will be held at the community center; Atlantic City Electric recently changed three street lights in front of the library. They supply lights at no charge to the borough and the only difference is that there's no cage on the lights; Fall Fest is being held October 18<sup>th</sup> and the Walt McKeever dedication is on the same day at the fire hall; A representative from the Governor's office of the Department of Transportation came to Berlin last Monday to observe the traffic on Taunton and the White Horse Pike and also Franklin Ave and the White Horse Pike. Mayor Armano is trying to set up another meeting for the future; There is a modification on the ordinance having to do with rental inspections to keep the fee at \$100.00. The Fire Marshall will not be doing rental inspections due to the fact that he does not have the manpower. An add was put out for the position of inspector and Kyle Wagner of Gloucester City submitted his resume. Everyone on council got a copy of his resume. He is very well qualified, has his certification/NJ license and has eleven years of experience. If council so chooses a resolution will need to go on the agenda to hire him as a part-time inspector at \$40.00 a unit; There was discussion about the video taping of council meetings. Mayor Armano explained that Eastern High School does not participate in the taping. If it is decided that the governing body wants to tape caucus meetings it will have to be budgeted for next

year. With that being said, the council meetings will continue to be taped and next year we will look into including the caucus meetings as well.

**BUILDINGS & GROUNDS**, Chairman Gary Knight will provide a full report at the council meeting on Monday, October 6<sup>th</sup>.

**STREETS & ROADS**, Chairman James Bilella reported that Malan Avenue will be paved by the end of next week and the sidewalks and curbs have already been completed. There is a resolution on the agenda in regard to state funding for Taunton Avenue.

**WATER & SEWER**, Chairman Lynn Kupchik will provide a full water report at the council meeting on October 6<sup>th</sup>. Resolution R10-1 is on the agenda for approval and it has to do with rehabilitation for the sewer pipes (the funds have been certified). Fall Fest is being held on October 18<sup>th</sup> from 10am-4pm and we are expecting a large crowd. There will be over 100 cars at the car show and Suitcase Murphy will be performing. This band has about a 1,000 person following.

**HEALTH & RECREATION**, Chairman Jim Pearce reported that he spoke with Debbie Simone and there was damage done at the community center. He asked that DPW call on Monday morning and make a note as to whether or not there was any noticeable damage. Right now we are short tables in conference room at the community center. Councilman Pearce wanted to know if Line Health Screenings could use the community center during the day at a reduced rate of \$200.00. The community center fee is usually \$300.00.

**PUBLIC SAFETY**, Chairman Scott Scelso is diligently working with Chief of Police Michael DeLorenzo on the Nixle notification program which keeps residents notified and is a free program. He handed out information that outlined the three tiers of the Nixle program and explained how it works. Many towns have a notification program already in place. Information will be posted on the borough website, the police department website and DPW can hand out information door to door. The police will be able to sign up residents for Nixle at the Fall Fest. A resolution will need to go on the agenda for October 6<sup>th</sup>. Councilman Scelso will give a full report on the police, fire and EMS at the council meeting being held on October 6, 2014.

**FINANCE**, Chairman Nick Maccaroni informed council that at the Fall Fest on October 18<sup>th</sup> Walt McKeever will be honored with the street sign and his family will be in attendance. He will also receive a proclamation from the President of the NJ State Fireman's Relief. Councilman Maccaroni will give a finance report at the council meeting on October 6<sup>th</sup>.

**SOLICITOR**, George Botcheos spoke to council in regard to Sensus and the new FCC regulation that requires the company to file with them. A resolution will need to be on the agenda for Monday's council meeting. Also, Solicitor Botcheos spoke to council about Ordinance No. 2015-15 in regard to rental properties and how to go about handling abandoned properties.

**ADMINISTRATOR**, Charleen Santora spoke to council about several resolutions that are on the agenda for approval for Monday's council meeting and asked if anyone had any questions about them. (Resolutions discussed were R10-5;R10-6;R10-7;R10-8 and R10-16). About four or so more resolutions will be added to the agenda and mercantile resolutions will be added as well. Paris Caterer's is on the agenda for approval; we are currently on a month to month basis with the cleaning service due to the many changes taking place with the buildings; a voice recorder was purchased to tape the meetings for when we hold the meetings at the community center; meeting with the CFO tomorrow to go over the Best Practices worksheet; the Merkley property has postponed their court date for the 6<sup>th</sup> time.

**CLOSED SESSION:**

Motion to go into closed session to obtain legal advice, Attorney/Client privilege made by Councilwoman Kupchik, seconded by Councilman Pearce. All members present were in favor.

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

**ORDINANCES:**

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

**ORDINANCE 2014-15**, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 162 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "FIRE PREVENTION" AND CHAPTER 256 ENTITLED "RENTAL PROPERTIES"

**INTRODUCTION:**

**ORDINANCE 2014-16**; AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 309 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "TRAILERS AND CAMP CARS"

**ORDINANCE 2014-17**; AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 278 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SOLID WASTE"

**RESOLUTIONS:**

**RESOLUTION R10-1; 2014**, AUTHORIZATION FROM BOROUGH COUNCIL TO AWARD THE PIPELINE REHABILITATION PROJECT AFTER COMPETITIVE BIDDING AND PER RECOMMENDATION FROM PENNON ASSOCIATES TO INSITUFORM TECHNOLOGIES, LLC OF BALTIMORE, MD. FOR THE BASE BID

AMOUNT OF \$256,315.00 AND ADD ALTERNATE # 1 IN THE AMOUNT OF \$28,026.00 (FUNDS CERTIFIED BY CFO)

**RESOLUTION R10-2; 2014**, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE PROPOSAL FROM PENNONI ASSOCIATES FOR THE NJDOT FY2015 MUNICIPAL GRANT APPLICATION IN THE AMOUNT OF \$1200.00 (FUNDS CERTIFIED BY CFO)

**RESOLUTION R10-3;2014**, AUTHORIZATION TO RELEASE PERFORMANCE BOND FOR 3 GLENVIEW COURT PER RECOMMENDATION FROM PENNONI ASSOCIATES AS THEY ARE IN COMPLIANCE WITH THE PROJECT AND HAVE ALREADY POSTED A CASH MAINTENANCE BOND AND ESCROW

**RESOLUTION R10-4;2014**, APPROVAL FROM BOROUGH COUNCIL FOR THE LIQUOR LICENSE PERSON TO PERSON TRANSFER FROM VENICE CATERERS, LLC OF BERLIN NJ TO PARIS CATERERS, LLC WHEREAS THE APPLICANT IS QUALIFIED TO BE LICENSED ACCORDING TO ALL STANDARDS ESTABLISHED BY TITLE 33 OF THE NEW JERSEY STATUES AND HAS COMPLIED WITH ALL ASPECTS OF THE APPLICATION

**RESOLUTION R10-5; 2014**, A RESOLUTION AUTHORIZING 3<sup>RD</sup> QUARTER 2014 UTILITY BILL ADJUSTMENTS FOR THE FOLLOWING PROPERTIES;

7 Holly	+235.05	non registering meter now fixed
152 Tansboro Road	- 50.32	new senior citizen deductions
39 Chestnut Ave.	-50.32 new	senior citizen deductions
17 S. White Horse Pike	-54,913.50	no consumption used as verified by

DPW. Computer billed account as a meter rollover.

**RESOLUTION R10-6; 2014**, A RESOLUTION AUTHORIZING THE RACKS REFUND FOR BLOCK 704, LOT 16IN THE AMOUNT OF \$1429.0 DUE TO SALE OF PROPERTY

**RESOLUTION R10-7;2014**, A RESOLUTION FROM BOROUGH COUNCIL AUTHORIZING THE MANDATORY DIRECT DEPOSIT OF NET PAY FOR ALL EMPLOYEES OF THE BOROUGH OF BERLIN EFFECTIVE JANUARY 1, 2015 PER PUBLIC LAW 2013, C. 28

**RESOLUTION R10-8; 2014**, COUNCIL'S AGREEMENT TO ACCEPT THE RESIGNATION OF FIRE INSPECTOR RYAN SHEPPARD EFFECTIVE SEPTEMBER 24, 2014

**RESOLUTION R10-9;2014**, APPROVAL FROM COUNCIL TO REFUND \$60.00 TO SPICE AND STUFF LOCATED IN THE BERLIN MART DUE TO A DUPLICATE PAYMENT ON A MERCANTILE LICENSE

**RESOLUTION R10-10;2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR ABDEL ASDAIRI, T/A TWIN ROADS PIZZERIA FOR A RESTAURANT BUSINESS LOCATED AT 17 CLEMENTON ROAD, BERLIN

**RESOLUTION R10-11;2014**, AUTHORIZATION TO APPROVE THE PROPOSAL FROM PHOENIX ADVISORS, LLC OF BORDENTOWN, N. J. TO CONDUCT THE CONTINUING DISCLOSURE SURVEY AND SERVE AS CONTINUING DISCLOSURE AGENT FOR THE BOROUGH OF BERLIN PER RECOMMENDATION FROM THE CFO FOR THE AMOUNT OF \$950. ALL INCLUSIVE FEE, \$150 FOR EACH ADDITIONAL ISSUE, CONTINUING DISCLOSURE AGENT, ONGOING \$650 PLUS \$100 FOR EACH ADDITIONAL ISSUE (CFO HAS CERTIFIED THE FUNDING)

**RESOLUTION R10-12; 2014**, AUTHORIZATION FROM BOROUGH COUNCIL TO RELEASE THE CASH LANDSCAPING MAINTENANCE BOND ON HAVERHILL EAST PER RECOMMENDATION FROM PENNONI ASSOCIATES IN THE AMOUNT OF \$1500.00.DUE TO THE LANDSCAPING BEING COMPLETED

**RESOLUTION R10-13;2014**, APPROVAL FROM BOROUGH COUNCIL TO HIRE APPLICANT HEATHER MUCKLEY WHO WAS INTERVIEWED BY THE BOARD OF DIRECTORS OF THE MARIE FLECHE LIBRARY EFFECTIVE OCTOBER 6, 2014 FOR A MAXIMUM OF 10 HOURS PER WEEK AT THE RATE OF \$8.25 PER HOUR

**RESOLUTION R10-14; 2014**, AUTHORIZATION TO APPROVE MERCANTILE LICENSE FOR PARIS CATERERS LOCATED AT 281 CROSS KEYS ROAD FOR A CATERING ESTABLISHMENT

**RESOLUTION R10-15;2014**, APPROVAL FROM COUNCIL TO APPOINT STACEY DIVELLO TO THE POSITION OF QUALIFIED PURCHASING AGENT FOR THE BOROUGH OF BERLIN EFFECTIVE JUNE 10, 2014

**RESOLUTION R10-16;2014**, APPROVAL FROM BOROUGH COUNCIL TO AWARD GENERAL BANKING SERVICES TO REPUBLIC BANK OF VOORHEES NEW JERSEY AFTER COMPETITIVE PROPOSALS WERE RECEIVED ON 9/24/214 BY THE CHIEF FINANCIAL OFFICER

**RESOLUTION R10-17;2014**, A RESOLUTION AMENDING RESOLUTION R8-6:2014 MUTUAL AID AND ASSISTANCE AGREEMENT BETWEEN PARTICIPATING UNITS CHANGING RESOLUTION TO ADD THE PARTICIPATION OF THE BOROUGH OF CLEMENTON AND TO CHANGE FROM ONE YEAR TO A THREE YEAR AGREEMENT

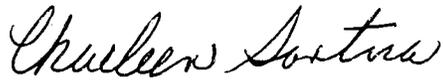
**RESOLUTION R10-18;2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR LEONARD LIPMAN, T/A BIG LEN'S RESTAURANT EQUIPMENT,

LC FOR THE SALE OF RESTAURANT EQUIPMENT AND SUPPLIES LOCATED AT 23 W WHITE HORSE PIKE, BERLIN

**RESOLUTION R10-19; 2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR ALBERTA FEREBEE, T/A AUNT BERTA'S KITCHEN FOR A RESTAURANT BUSINESS LOCATED AT 41 CLEMENTON ROAD, BERLIN NJ

**RESOLUTION R10-20; 2014**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR RYAN DIPAOLO, T/A THE COMIC CUBE FOR A COMIC BOOK BUSINESS LOCATED AT 95 WHITE HORSE PIKE, BERLIN NJ

Motion to adjourn made by Councilman Pearce, seconded by Council President Bilella. All members present were in favor.



**Charleen Santora, RMC**