

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, OCTOBER 28, 2014
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ 08009
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, CFO Adriane McKendry and Superintendent Mark Mauger.

PRIVILEGE OF FLOOR:

There was no public comment.

DISCUSSION ITEMS FROM DEPARTMENT HEADS AND COUNCIL:

- **CFO** Adriane McKendry discussed the best practices worksheet as well as budget transfers. Attached to these minutes is a copy of the best practices worksheet in full detail. She also discussed the resolution on the agenda about the Dedication to Rider for snow removal. Ambulance budget was discussed as well.
- **SUPERINTENDENT** Mark Mauger will provide a full water and sewer report to Lynn for the council meeting on Monday. The leaflet that was ordered on August 8th is scheduled to be delivered on November 17th. DPW is down one leaflet until then. DPW will be dumping at the Axten's Tree Farm at no charge. Today there was a pre-construction meeting for the I&I study with Pennoni Associates which will begin on December 8th and will take about 2 weeks to complete.
- **MAYOR** John Armano reported that he had a meeting with Judge Larson in regard to a letter received from the AOC. The letter referred to installing new switches in the court room, lock in chairs and passing an ordinance to change the procedure for animal license citations. Mayor Armano also discussed the resolution on the agenda relating to the county salt program which may be tabled

due to some language changes. He attended a meeting Monday night at the Fire Company to learn about preparedness for Ebola.

- **BUILDINGS & GROUNDS**, Chairman Gary Knight will provide a full report at the council meeting on Monday. He thanked Mark Mauger and DPW for the nice decorations along the White Horse Pike.
- **STREETS & ROADS**, Chairman James Bilella reported that a state grant was received to pay for the design fees for Taunton Avenue. He also discussed resolutions on the agenda having to do with change orders for the work being done at borough hall and the police station. Electrical service has been installed and the project is on track.
- **WATER & SEWER**, Chairman Lynn Kupchik will provide a full report at the council meeting on Monday.
- **HEALTH & RECREATION**, Chairman Jim Pearce will provide a full report at the council meeting on Monday.
- **PUBLIC SAFETY**, Chairman Scott Scelso will provide a full report at the council meeting on Monday. Councilman Scelso asked if a report on the Camp-Long-A-Coming was ever given.
- **FINANCE**, Chairman Nick Maccaroni will provide a full report at the council meeting on Monday. There was discussion on Mr. Finley's (1 Mason Drive, Berlin, NJ) water usage issue. The meter is showing a usage of 62,000 gallons and the normal usage should only be about 26,000. Right now the consumption is being monitored and Mark is waiting to hear back from Sensus. Mark will swap out the meter and run it for a quarter and check on it.
- **SOLICITOR**, George Botcheos discussed that the case has been closed in regard to CarMart Automotive Group.
- **ADMINISTRATOR**, Charleen Santora was not present.

ORDINANCES

2ND READINGS

ORDINANCE NO. 2014-16, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 309 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "TRAILERS AND CAMP CARS"

ORDINANCE NO. 2014-17, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 278 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "SOLID WASTE"

ORDINANCE NO. 2014-18, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 246 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "PROPERTY MAINTENANCE"

ORDINANCE NO 2014-19, AN ORDINANCE TO RELINQUISH, VACATE AND EXTINGUISH PUBLIC RIGHTS IN AND TO CERTAIN PORTIONS OF PUBLIC STREETS OR ROADWAYS KNOWN AS PARK AVENUE AND NELSON AVENUE IN THE BOROUGH OF BERLIN

RESOLUTIONS

R11-1; 2014, A RESOLUTION APPROVING THE PLACEMENT OF ROADWAY SIGNAGE "STAY ALIVE, DON'T TEXT & DRIVE"

R11-2; 2014, APPROVAL TO AMEND RESOLUTION R10-3; 2014 TO CORRECTLY READ THAT THE CASH PERFORMANCE BOND CAN BE RELEASED IN THE AMOUNT \$3,600.00 AS THE MAINTENANCE BOND AND ESCROW HAS ALREADY BEEN POSTED

R11-3;2014, APPROVAL FROM COUNCIL TO RELEASE THE CASH MAINTENANCE BOND IN THE AMOUNT OF \$1,607.70 TO T MOBILE, NORTHEAST, LLC PER RECOMMENDATION FROM PENNONI ASSOCIATES

R11-4;2014, AUTHORIZATION FROM COUNCIL TO APPROVE CHANGE ORDER # 1 FOR DRISCOL MECHANICAL OF MT EPHRAIM NJ FOR AN INCREASE AMOUNT OF \$10,332.12 FOR THE INSTALLATION OF ADDITIONAL RETURN DUCTWORK IN THE NEW POLICE STATION (CFO HAS CERTIFIED THE FUNDS)

R11-5; 2014, RESOLUTION OF THE BOROUGH OF BERLIN REQUESTING APPROVAL FOR THE DEDICATION BY RIDER OF REVENUES FOR SNOW REMOVAL RESERVE TRUST FUND REQUIRED BY N.J.S.A. 40A:4-62.1

R11-6; 2014, RESOLUTION OF THE BOROUGH OF BERLIN REQUESTING APPROVAL FOR THE DEDICATION BY RIDER OF REVENUES FOR ACCUMULATED LEAVE LIABILITY TRUST FUND REQUIRED BY N.J.A.C. 5:30-15

R11-7; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 8, FOR FASOLINO CONTRACTING DEDUCTING \$3,896.00 FROM THE CONTRACT AMOUNT FOR THE CHANGING OF INSULATION IN TRUSSES, SITE WORK CHANGES AND CARPET SELECTION CHANGES

R11-8; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 9 FOR FASOLINO CONTRACTING DEDUCTING \$2,356.00 FROM THE ORIGINAL

CONTRACT AMOUNT DUE TO THE SELECTING OF PORCELAIN MOSAICS
TILE

R11-9; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 10 FOR FASOLINO CONTRACTING FOR AN INCREASE AMOUNT OF \$9,900.00 FOR ADDITIONAL CONTRACT WORK IN THE POLICE STATION

R11-10; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 11 FOR FASOLINO CONTRACTING FOR AN INCREASE AMOUNT OF \$2,064.00 DUE TO FLOORING CHANGES

R11-11; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 12 FOR FASOLINO CONTRACTING FOR AN INCREASE AMOUNT OF \$1,320.00 DUE TO 3" ASPHALT OVER 5 ½ "of DGA

R11-12; 2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER NO. 13 FOR FASOLINO CONTRACTING FOR AN INCREASE AMOUNT OF \$482.40 DUE TO INCREASING THE CONCRETE WALK WIDTH

R11-13; 2014, AUTHORIZATION TO APPROVE CHANGE ORDER NO. 1 FOR THE MALAN AVENUE RECONSTRUCTION PROJECT PER RECOMMENDATION FROM PENNONI ASSOCIATES FOR A DECREASE IN THE AMOUNT OF \$9,000.00 DUE TO QUANTITY ADJUSTMENTS

R11-14; 2014, APPROVAL FROM BOROUGH COUNCIL TO ENTER INTO A SHARED SERVICE AGREEMENT BETWEEN THE BOROUGH AND CAMDEN COUNTY FOR THE REIMBURSEMENT FOR A MUNICIPALITY PARTICIPATING IN THE AGREEMENT OF \$250 OF SALT PER LINEAR MILE IN EXCHANGE FOR THE PLOWING OF ALL COUNTY ROADS DURING AND IMMEDIATELY AFTER EACH WINTER STORM OF THE 2014-2015 STORM SEASON

R11-15; 2014, A RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 2507, LOT 15 IN THE AMOUNT OF \$1,200.00

R11-16; 2014, APPROVAL FROM COUNCIL TO APPOINT AN INDEPENDENT INVESTIGATOR

R11-17; 2014, AUTHORIZATION FROM COUNCIL TO ACCEPT THE RESIGNATION OF NANCY GEISER-TOMKO FROM THE POSITION OF PART TIME POLICE DATA CLERK EFFECTIVE OCTOBER 15, 2014

R11-18; 2014, RESOLUTION OF THE BOROUGH OF BERLIN REQUESTING APPROVAL FOR THE DEDICATION BY RIDER OF REVENUES FOR MUNICIPAL ALLIANCE TRSUT FUND REQUIRED BY N.J.S.A. 40A:5-29

R11-19;2014, RESOLUTION TO AUTHORIZE THE APPROVAL OF BUDGET TRANSFERS

R11-20;2014, RESOLUTION AMENDING THE CASH MANAGEMENT PLAN FOR THE YEAR 2014

R11-21;2014, AUTHORIZATION TO AWARD A CONTRACT FOR COMMUNICATIONS WIRING AT THE BERLIN POLICE STATION TO TRICOMM OF MOORESTOWN, NJ IN THE AMOUNT OF \$11,518.00, THE LOWEST OF THREE QUOTES (CFO HAS CERTIFIED THE FUNDS)

R11-22;2014, APPROVAL FROM COUNCIL FOR CHANGE ORDER #14 TO FASOLINO CONTRACTING OF SEWELL, NJ FOR AN INCREASED AMOUNT OF \$3,480.00 FOR CANOPY HAND RAILS (CFO HAS CERTIFIED THE FUNDS)

R11-23;2014, AUTHORIZING THE WAVING OF \$.80 FOR AN OVERCHARGE TO WATER/SEWER ACCOUNT BLOCK 609/LOT 14

Motion to adjourn made by Councilman Scelso, seconded by Councilman Knight. All members present were in favor.

The Council Meeting is scheduled for Monday, November 3, 2014 at 7:00 pm in the municipal building.



Charleen Santora, RMC