

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JANUARY 28, 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 James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight.

PRESENT ALSO: Solicitor George Botcheos, Administrator Charleen Santora, Zoning Official Craig Fallstick, Planning Board Solicitor Mark Rinaldi, Police Chief Michael DeLorenzo, DPW Superintendent Mark Mauger and Deputy Clerk Melissa Bovera.

- **SWEARING IN OF CLASS II POLICE OFFICER RYAN HERON FOR THE POSITION OF FULL TIME POLICE OFFICER.**

Mayor John Armano swore in Ryan Heron. Ryan's brother William Heron, Pine Hill Police Officer, held the Bible.

SUPERINTENDENT OF PUBLIC WORKS, Mark Mauger discussed the havoc that the cold weather has brought. There were two main breaks and two service leaks recently on Haddon Ave and Pine Ave. This January the first storm cost \$2,783.00 in overtime and the second storm January 21st cost \$9,500.00 in overtime. Salt has been ordered and the borough is prepared for another storm. Last July council approved a new vendor for metal and DPW has cashed in eight tons and received a check in the amount of \$1,050.00. A 2006 bucket truck with about 70,000 miles is for sale for \$40,000.00. The vendor is selling the truck because its business is getting smaller. Councilman Maccaroni, John Allsbrook, Joe Lobrano, and Mayor Armano looked at the truck. Currently the borough borrows a bucket truck from Berlin Twp. Bucket truck can be used for bulb replacement, Christmas decorations, flagpoles, roofs, etc.

Mayor Armano asked that a resolution be put on the agenda to go out to bid for the bucket truck.

RESOLUTION R2-4;2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR CARL MASCARENHAS, T/A PRIMAL KICKBOXING FOR A KICKBOXING GYM LOCATED AT 33 WEST WHITE HORSE PIKE BERLIN NJ CONTINGENT UPON COUNCIL APPROVING PAYMENT PLAN FOR TAXES

Motion to approve resolution R2-4;2014 made by Councilman Scelso, seconded by Councilman Pearce. All members present voted in favor.

Motion to go into closed session to discuss personnel matters and litigation matters made by Councilman Maccaroni, seconded by Councilman Knight. All members present voted in favor.

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

DISCUSSION ITEMS:

MAYOR, John Armano reported that the Berlin Senior Citizen's Club presented a plaque to him and Councilman Pearce at the annual Christmas luncheon and the plaque will be put in the council room. On Thursday there is a meeting in Voorhees in regard to a shared services agreement with a CFO and Waterford Township is included as well. An interview will be arranged during a special meeting. Contacted governor's office about the meeting with the DOT in regard to Taunton Avenue and Hugh Dougherty is working on his part. Letter of thanks being sent to Congressman Andrews for his time spent here and at the Berlin Community School.

STREETS & ROADS, Council President Jim Bilella discussed the introduction to the bond ordinance on the agenda for next week. Bid opening for the renovations and addition to the municipal building is going to be on Thursday at 10:00 am in the court room. Councilman Bilella anticipates more bids coming in sometime next week. Last bid opening the amount was about two million and supplemental items have been added relative to the addition. About one and a half million is set aside for the borough.

WATER & SEWER, Chairman Lynn Kupchik will provide a water report at the council meeting next week. Discussed a letter received from the state in regard to penalties from a while ago for failure to monitor radiology's in the water. The penalties cost \$5,000.00 but after speaking with someone from the DEP Councilwoman Kupchik and DPW Superintendent Mark Mauger were informed that if the borough pays \$2,500.00 all penalties will be resolved. Solicitor George Botcheos suggested that meeting be set up with DEP to resolve all outstanding issues and penalties.

HEALTH & RECREATION, Chairman Jim Pearce was a guest speaker at the Berlin Rotary and has a few ideas. Would like to add a link to the Berlin Rotary on the website and will now serve as a liaison to the Rotary. Discussed the usage at the community center with Debbie Simone and discussed raising the fees. Councilman Pearce met with the Mayor, Debbie Simone and Frank Domin about an agreement between the Berlin

Community School and the borough in regard to the community center which is null and void. He had questions about the proposed salary ordinance for 2014. Camp director's salary was not listed and wanted to know why all employees were receiving two percent raises. Would like the salary ordinance to be revised and brought back to council. Councilman Pearce had an issue with the flow chart because it is not accurate and another draft should be done.

Councilwoman Kupchik asked that the salary ordinance for 2014 be revised before introduction. Non-contractual employees and part-time employees should not receive a two percent increase. Councilwoman Kupchik would like for Mayor Armano to get a raise this year.

PUBLIC SAFETY, Chairman Scott Scelso will provide full report at the council meeting.

BUILDINGS & GROUNDS, Chairman Gary Knight did not have anything to report.

FINANCE, Chairman Nick Maccaroni has been in contact with Auditor Dan DiGangi and annual financial statement is being worked on. Budget is in the process of being prepared for 2014.

SOLICITOR, George Botcheos did not have anything to report.

ADMINISTRATOR, Charleen Santora reported that meetings with payroll companies are being scheduled. Met with a company Paychex and they have provided the borough with a quote. Meeting with companies ADP and Prime Pay tomorrow and finance committee will be informed once all the numbers are in order. Prepared a letter for DPW to pass out to residents in regard to shoveling sidewalks after snow storm and would like council to review the letter. NJ State Fireman's Association membership application is asking for council's approval for Sean Spillane, Route 73 Berlin and David Garity, 26 Joans Lane, Berlin and if there is no objection she will sign off. Bid opening will be held on Thursday at 10:00 am in the court room for the renovations and addition to the municipal building. The new bid specs were handed out by the Architect Alan Blair and \$1,950.00 was turned over to us. Triad is working on the 2013 COAH trust fund monitoring. Everything has been sent to them today so that the report is in compliance with the March 31st deadline. Robert King was named Fire Safety Inspector at the re-org meeting, but he resigned and the borough's new appointment is Ryan Sheppard.

ORDINANCE INTRODUCTIONS:

ORDINANCE NO. 2014-01, SALARY ORDINANCE AMENDING ORDINANCE NO. 2013-01 AND 2013-07 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SALARIES"

ORDINANCE NO. 2014-02, BOND ORDINANCE 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 HE BOROUGH AND APPROPRIATING \$1,768,600 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$1,015,150.00 PRINCIPAL AMOUNT OF OBLIGATION OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO

ORDINANCE NO. 2014-03, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 306 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, TOWING

RESOLUTIONS:

RESOLUTION R2-1;2014, A RESOLUTION AUTHORIZING THE PAYMENT PLAN FOR TAXES IN THE AMOUNT OF \$34,673.42 FOR THE PROPERTY LOCATED AT 49 WEST WHITE HORSE PIKE OWNED BY JMP DEVELOPMENT ASSOCIATES

RESOLUTION R2-2;2014, A RESOLUTION AUTHORIZING THE CANCELLATION OF CERTAIN TAXES WITH DELINQUENT AND CREDIT BALANCES UNDER FIVE DOLLARS

RESOLUTION R2-3;2014, A RESOLUTION AUTHORIZING A TAX SALE PURSUANT TO N.J.S.A. 54:519 & THE MAILING OF TAX SALE NOTICES PURSUANT TO N.J.S.A. 54:5-26

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

Charleen Santora, RMC
Borough Clerk