

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, FEBRUARY 25, 2014
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ 08009

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 Mark Rinaldi, sitting in for George Botcheos, Administrator Charleen Santora, DPW Superintendent Mark Mauger and Deputy Clerk Melissa Bovera

REPORT FROM DPW SUPERINTENDENT MARK MAUGER:

Mark Mauger reported that there was a main break last month and Garrison Enterprises submitted a bill in the amount of \$3,300.00 for repairs. Also, there have been a lot of water quality issues in the Pine Crest area. DPW flushed on Monday (bi-directional) as advised by Pennoni Associates. Meeting is set up with Councilwoman Kupchik, New Jersey American Water, Mayor Armano and Waterford Township to discuss the water quality issues. Police department called DPW to replace a sign that was affected on Tansboro Road due to an accident. The police department told Mark that the county said the borough is responsible for all street signs in general. Mayor Armano stated that there is nothing in writing stating the borough is responsible for replacing signs. Mark will call the county to get clear. Council President Bilella mentioned that documentation should come from the freeholder being that they are responsible for the directive. Solicitor needs to officially notify the county about the sign that needs replacing. Administrator Charleen Santora stated that there is no money in the budget for signs.

CLOSED SESSION TO DISCUSS THE CFO POSITION AND TO DISCUSS LITIGATION MATTERS/TORT CLAIMS:

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

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

DISCUSSION ITEMS AND DEPARTMENT REPORTS:

MAYOR, John Armano did not have anything to report.

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

STREETS & ROADS, Chairman Jim Bilella reported that there is a resolution on the agenda to award Phase II at the same time that Phase I is awarded contingent upon the CFO certifying the funds. CDBG money came through and it is reduced from previous years. There is a special program in place which allows you to compete with other towns for more money, but Berlin does not have a low and moderate income section. The money received will continue to be used for senior citizen transportation.

WATER & SEWER, Chairman Lynn Kupchik reminded everyone that on Saturday at 10:00 am there is a breast cancer awareness dedication in memory of Kim Casamassima at the library and 14 family members will present. Presentation will be given by the South Jersey Breast Cancer Coalition.

HEALTH & RECREATION, Chairman Jim Pearce reported that the bill for the break in at the community center was included in the reimbursement. Councilman Pearce asked about welcome packets for new residents moving in to town. Mayor Armano informed him that the Berlin Business Association used to give them out, but they no longer do.

PUBLIC SAFETY, Chairman Scott Scelso did not have anything to report.

FINANCE, Chairman Nick Maccaroni reported that Tax Collector Lisa Eggert provided a collection rate for 2013 which was 96.57%. The auditors provided us an actual collection rate of 98.18% for 2013. This allows for \$200,000.00 more in surplus in 2014. Also, the budget worksheet does not include revenue. There is a 2.08 increase from last year and we can try to get down to \$.02 cents which would result in an average of \$37.00 on assessments. Sewer increase is from 186 a year to 220 so the quarterly payments are going from \$46.00 a month to \$55.00. Last year the total for tax appeals totaled \$764 million. There was discussion in regard to zoning issues in regard to Car Mart mercantile license.

SOLICITOR, Mark Rinaldi did not have anything to report. Mark will discuss issues in closed session.

ADMINISTRATOR, Charleen Santora will scan and email the budget worksheet to council tomorrow morning. On the agenda please note that Ordinance 2014-04 will be introduced at the March 3rd council meeting.

ORDINANCES 2ND READING:

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

ORDINANCE NO. 2014-02, 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 \$1,768,600.00 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$1,490,150.00 PRINCIPAL AMOUNT OF OBLIGATIONS 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"

INTRODUCTION:

ORDINANCE NO. 2014-04, SALARY ORDINANCE AMENDS SALARY ORDINANCE NO. 2013-01 AND 2013-07 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SALARIES"

RESOLUTIONS:

RESOLUTION R3-1; 2014, A RESOLUTION TO RESCIND THE SECTION OF RESOLUTION **R2-8; 2014** THAT AWARDED THE ELECTRICAL CONTRACT AWARD FOR PHASE I FOR THE POLICE STATION TO MJF ELECTRICAL CONTRACTING OF TREVOS, PA IN THE AMOUNT OF \$207,500.00

RESOLUTION R3-2; 2014, A RESOLUTION TO AWARD PHASE II FOR GENERAL CONTRACTING TO THE MUNICIPAL BUILDING TO FASOLINO CONTRACTING CORP. OF SEWELL NJ IN THE AMOUNT OF \$251,000.00 (CONTINGENT UPON THE CFO CERTIFYING THE FUNDING), ELECTRICAL CONTRACT FOR THE POLICE STATION, TO MJF ELECTRICAL CONTRACTING OF TREVOS, PA. FOR PHASE I AND PHASE II. PHASE I IN THE AMOUNT OF \$207,500.00 (FUNDING CERTIFIED) AND PHASE II FOR RENOVATIONS TO MUNICIPAL BUILDING IN THE AMOUNT OF \$ 33, 800.00, (CONTINGENT UPON CFO CERTIFYING THE FUNDS), HVAC, PHASE II TO DRISCOLL MECHANICAL LLC, 19 MAIN ST, MT EPHRAIM NJ IN THE AMOUNT OF \$76,000.00 (CONTINGENT UPON CFO CERTIFYING FUNDING), AND THE AWARDED OF PLUMBING FOR PHASE II TO C J SCHMIDT & SONS INC OF PENNSAUKEN NJ IN THE AMOUNT OF \$8,000.00 (CONTINGENT UPON CFO CERTIFYING FUNDING)

RESOLUTION R3-3;2014; AUTHORIZATION TO APPROVE THE RECOMMENDATION OF MASER CONSULTING LLC TO RELEASE CASH BOND FOR WAWA STORE # 956, ROUTE 73 IN THE AMOUNT OF \$7,317.20 DUE TO PROJECT COMPLETION

RESOLUTION R3-4; 2014, A RESOLUTION APPROVING THE CDBG GRANT FUNDING IN THE AMOUNT OF \$18,100.00 TO BE USED FOR SENIOR TRANSPORTATION

RESOLUTION R3-5; 2014, A RESOLUTION OF THE BOROUGH OF BERLIN AUTHORIZING THE TAX REFUND FOR BLOCK 101, LOT 3.03 AND BLOCK 2106, LOT 5 IN THE AMOUNT OF \$3,254.00 DUE TO MORTGAGE COMPANY OVERPAYMENT

RESOLUTION R3-6;2014, A RESOLUTION AUTHORIZING THE REFUND OF ANY PLANNING BOARD FEES AND PERMIT FEES THAT WERE NOT NEEDED DUE TO NOT HAVING TO APPEAR IN FRONT OF BOARD AND PERMIT NOT NEEDED DUE TO TYPE OF WORK

RESOLUTION R3-7;2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JEAN SCHNEIDER, T/A WHITE HORSE BARTENDING SCHOOL LOCATED AT 409 SOUTH WHITE HORSE PIKE BERLIN NJ

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

Charleen Santora, RMC