

**BOROUGH OF BERLIN**  
**RE-ORGANIZATION MEETING MINUTES**  
**SATURDAY, JANUARY 4, 2014**  
**BERLIN MUNICIPAL BUILDING**  
**59 SOUTH WHITE HORSE PIKE**  
**BERLIN, NJ 08009**  
**1:00 pm**

Council meeting from December 30, 2013 was resumed by Mayor Armano.

Discussed unfinished business. There was none.

Motion to adjourn meeting of December 30, 2013 made by Councilman Pearce, seconded by Councilman Bilella. Motion carried. All members present voted in favor.

**RE-ORGANIZATION MEETING OF JANUARY 4, 2014 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 posted on the Borough Hall Bulletin Board at the Berlin Hotel showing the date, place and time of said meeting.

**INVOCATION:**

Pastor Jeff Bills from Hope Methodist Church led the invocation.

**MAYOR ARMANO ACKNOWLEDGES DISTINGUISHED GUESTS**

Senator Dawn Addiego; Former Mayor Millard Wilkinson; Joe Howard, Deputy Director of Freeholder Board in Burlington County; Past Councilman Richard Crain; Former Mayor of Magnolia Joe Adolf; Tom Booth, Chairman of the Republican Committee in Camden County.

Mayor Armano thanked everyone for being here today.

**OATHS OF OFFICE:**

Councilwoman Elect Lynn Kupchik was sworn in by son Andrew Kupchik. Sons Matthew and Christopher Kupchik held the Bible.

Councilman Elect Jim Pearce was sworn in by Senator Dawn Addiego.

His sons James and Luke held the Bible.

**ROLL CALL:**

Mayor John Armano, Council members Bilella, Maccaroni, Scelso, Kupchik, Pearce and Knight. Councilman Maccaroni was absent. Present also was Solicitor George Botcheos, Administrator Charleen Santora and Deputy Clerk Melissa Bovera.

**RESOLUTION R1-1; 2012**, Approval from Borough Council to appoint Attorney George Botcheos as Borough Solicitor for Berlin Borough year 2014

Motion made by Councilman Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

**PRIVILEGE OF FLOOR**

- **APPOINTMENT OF COUNCIL PRESIDENT**

Motion to appoint Councilman Jim Bilella as Council President for 2014 made by Councilwoman Kupchik, seconded by Councilman Pearce. All members present voted in favor.

**MAYOR'S APPOINTMENTS**

**PLANNING BOARD**

**NEW APPOINTMENTS**

- Rick Miller, Jr.            Class II                    1/1/2014 – 12/31/2014
- Jack Hall                    Class IV                    1/1/2014 - 12/31/2017
- Ron Katkocin            Class IV                    1/1/2013 – 12/31/2016
- Carl Canfield            Alternate I                1/1/2014 – 12/31/2014
- John McCall              Alternate II                1/1/2014 - 12/31/2014

Motion to approve made by Councilman Scelso, seconded by Councilman Pearce. All members present voted in favor.

**PLANNING BOARD MEMBER'S RECOGNITIONS**

- Mayor John Armano    Class I                    12/31/2015
- Jack Gangluff            Class IV                    12/31/2015
- Richard Crain            Class IV                    12/31/2014
- Dan Pomponio            Class IV                    12/31/2014
- Ken Clegg                Class IV                    12/31/2014

**PLANNING BOARD COUNCIL REPRESENTATIVE**

Councilman Nick Maccaroni

- Class I Mayor's term corresponds to time in office.
- Class II Official of Municipality other than a member of the Governing Body, 1-year term.
- Class III Member of the Governing Body. 1-year term.
- Class IV Other citizens of Municipality appointed by the Mayor. 4-year Term. N.J.S.A. 40A:55D-23.

**COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL:**

BUILDINGS & GROUNDS	Chairman Knight & Co-Chairman Scelso
HEALTH & RECREATION	Chairman Pearce & Co-Chairman Knight
PUBLIC SAFETY	Chairman Scelso & Co-Chairman Maccaroni
WATER & SEWER	Chairman Kupchik & Co-Chairman Pearce
STREETS & ROADS	Chairman Bilella & Co-Chairman Kupchik
FINANCE	Chairman Maccaroni & Co-Chairman Bilella

Motion to approve made by Councilman Scelso, seconded by Council President Bilella. All members present voted in favor.

**MAYOR'S APPOINTMENTS OF OFFICIALS WITH THE CONFIRMATION OF COUNCIL:**

- Treasurer Stacey DiVello 1/1/14 – 12/31/14
- Borough Historian Beth Pomponio 1/1/14 – 12/31/14
- Fire Official William Behnke 1/1/14 – 12/31/14
- Fire Safety Inspector Ryan Sheppard 1/1/14 – 12/31/14
- Fire Safety Inspector Joseph Cornforth 1/1/14 – 12/31/14
- Plumbing Inspector Michael DePalma 1/1/14 – 12/31/14
- Fire Chief William Behnke 1/1/14 – 12/31/14
- Zoning Official Craig Fallstick 1/1/14 – 12/31/14
- Deputy Emergency
- Management Cord Craig Fallstick 1/1/14 – 12/31/14

Motion to approve made by Councilman Scelso, seconded by Councilwoman Kupchik. All members present voted in favor.

**DEPARTMENT HEAD RECOGNITIONS FOR OFFICIALS AND SUB-OFFICIALS FOR THE BOROUGH OF BERLIN**

- Administrator Charleen Santora
- Registered Municipal Clerk Charleen Santora
- Certified Municipal Registrar Charleen Santora



Motion to approve made by Council President Bilella, seconded by Councilman Scelso. All members present voted in favor.

**BOARD OF HEALTH RECOGNITION OF MEMBERS**

- Dan Cleary 3 yr 12/31/15
- Kelly Foster 3 yr 12/31/15
- Dan Molnar 3 yr 12/31/14
- Selma Rose 3 yr 12/31/14

**COURT APPOINTMENTS:**

- Municipal Prosecutor 1 year, Law Firm of Singley & Gindele 1/1/14 – 12/31/14

Motion to approve made by Councilman Scelso, seconded by Council President Bilella. All members present voted in favor.

- Municipal Public Defender 1 year, Mark Rinaldi 1/1/14 – 12/31/14

Motion to approve made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

- Court Administrator 1 year, Kelly Foster 1/1/14 – 12/31/14

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

**MUNICIPAL JUDGE RECOGNITION:**

- Municipal Judge Craig Larsen 3 yr. 12/31/15

**APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR'S APPOINTMENT)**

Daniel Molnar

**PROPERTY MAINTENANCE BOARD APPOINTMENTS:**

- Council Representative Scott Scelso.

Motion to approve made by Councilwoman Kupchik, seconded by Councilman Knight. All members present voted in favor with the exception of Councilman Scelso who abstained.

- Planning Board Representative Jack Gangluff

Motion to approve made by Council President Bilella, seconded by Councilman Scelso. All members present voted in favor.

- Zoning Official Craig Fallstick

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

- Board of Health Dan Cleary

Motion to approve made by Councilwoman Kupchik, seconded by Councilman Pearce. All members present voted in favor.

- Community Representative Drew Straub

Motion to approve made by Council President Bilella, seconded by Councilman Knight. All members present voted in favor.

**ECONOMIC RE-DEVELOPMENT COMMITTEE APPOINTMENTS**

- James Knight 3 yr 1/1/14 – 12/31/16
- Drew Straub 3 yr 1/1/14 – 12/31/16
- Bob Suchowierski 3 yr 1/1/14 – 12/31/16
- Carl Canfield 3 yr 1/1/14 – 12/31/16
- Roger Strong, Alternate #1 1 yr 1/1/14 – 12/31/14
- Kelly Myers, Alternate # 2 2 yr 1/1/14 – 12/31/15

Motion to approve made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

**ECONOMIC RE-DEVELOPMENT COMMITTEE RECOGNITIONS**

- Rick Miller 3 yr 12/31/2015
- Nick Guerere 3 yr 12/31/2015
- Kevin McHugh 3 yr 12/31/2015
- Nick Maccaroni 3 yr 12/31/14
- Jim Bilella 3 yr 12/31/14

**RESOLUTIONS:**

Meeting open to the public on Resolutions R1-2;2014 through R1-21;2014.  
Meeting closed to the public.

**RESOLUTION R1-2; 2014, AUTHORIZATION TO ADOPT A TEMPORARY BUDGET FOR YEAR 2014**

Motion to approve made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

**RESOLUTION R1-3; 2014, APPOINTMENT OF JOSEPH HOFFMANN, CPA, RMA, AND DANIEL DIGANGI, CPA, RMA OF BOWMAN & COMPANY, LLP, VOORHEES NJ AS AUDITORS FOR THE YEAR 2014**

Motion to approve made by Councilman Pearce, seconded by Councilman Scelso. All members present voted in favor.

**RESOLUTION R1-4;2013, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR THE YEAR 2014**

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

**RESOLUTION R1-5;2014, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEER FOR THE YEAR 2014**

Motion to approve made by Councilman Kupchik, seconded by Council President Bilella. All members present voted in favor.

**RESOLUTION R1-6;2014, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR THE YEAR 2014**

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

**RESOLUTION R1-7; 2014, APPOINTMENT OF SAUL EWING FROM PRINCETON, N.J AS BOND COUNSEL FOR THE BOROUGH YEAR 2014**

Motion to approve made by Councilman Scelso, seconded by Council President Bilella. All members present voted in favor.

**RESOLUTION R1-8; 2013, APPOINTMENT OF ALAN BLAIR FROM BERLIN NJ AS ARCHITECT OF RECORD FOR THE YEAR 2014**

Motion to approve made by Council President Bilella, seconded by Councilman Knight. All members present voted in favor.

**RESOLUTION R1-9; 2014, APPOINTMENT OF STUART PLATT,  
STRATFORD, NJ AS SPECIAL COAH COUNSEL FOR THE YEAR 2014**

Motion to approve made by Council President Bilella, seconded by Kupchik. All members present voted in favor with the exception of Councilman Scelso who voted no.

**RESOLUTION R1-10; 2014, A RESOLUTION DESIGNATING THE  
COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVES TO BE  
COUNCILMAN JAMES BILELLA AND ALTERNATE COUNCILMAN NICK  
MACCARONI**

Motion to approve made by Councilman Pearce, seconded by Councilwoman Kupchik. All members present voted in favor with the exception of Council President Bilella who abstained.

**RESOLUTION R1-11; 2014, A RESOLUTION DESIGNATING THE FUND  
COMMISSIONER TO BE MILLARD WILKINSON, JR. AND ALTERNATE  
FUND COMMISSIONER COUNCILMAN GARY KNIGHT**

Motion to approve made by Councilman Pearce, seconded by Council President Bilella. All members present voted in favor with the exception of Councilman Knight who abstained.

**RESOLUTION R1-12; 2014, A RESOLUTION DESIGNATING THE SAFETY  
COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD  
WILKINSON, JR**

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

**RESOLUTION R1-13; 2014, APPOINTMENT OF CHRIS NORMAN FROM THE  
LAW FIRM OF NORMAN & KINGSBURY, MOORESTOWN, NJ FOR WELL  
NO. 12 LITIGATION**

Motion to approve made by Councilwoman Kupchik, seconded by Council President Bilella. All members present voted in favor.

**RESOLUTION R1-14; 2014, A RESOLUTION AUTHORIZING THE BOROUGH  
CLERK/AND OR ADMINISTRATOR TO ADVERTISE, RECEIVE AND OPEN  
BIDS**

**RESOLUTION R1-15; 2014, A RESOLUTION FIXING THE RATE OF  
INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES,  
WATER, SEWER AND ALL OTHER APPLICABLE MUNICIPAL CHARGES**



**RESOLUTION R1-16; 2014, A RESOLUTION ESTABLISHING THE COURIER POST AND THE PHILADELPHIA INQUIRER AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2014**

**RESOLUTION R1-17; 2014, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2014**

**RESOLUTION R1-18; 2014, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:**

1. Meeting called to order
2. Salute to the flag
3. Roll call
4. Privilege of floor
5. Committee reports, department head reports, discussion items
6. Ordinances
7. Public hearing on resolutions
8. Resolutions
9. Payment of bills
10. Adjournment

**RESOLUTION R1-19; 2014, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS FOR THE YEAR 2014 TO BE AS FOLLOWS: THE CAUCUS MEETING WILL BE HELD TUESDAY PRECEDING THE FIRST MONDAY OF EACH MONTH. THE COUNCIL MEETINGS WILL BE THE FIRST MONDAY OF EACH MONTH WITH SOME HOLIDAY EXCEPTIONS. THE CAUCUS AND COUNCIL MEETINGS WILL START AT 7:00 PM UNLESS OTHERWISE ADVERTISED**

7:00 pm

**Caucus Meeting**

January 28

February 25

April 1

April 29

May 27

July 1

July 29

August 26

September 30

October 28

November 25

December 30

December will be scheduled at later date

7:00 pm

**Council Meeting**

February 3

March 3

April 7

May 5

June 2

July 7

August 4

September 2

October 6

November 3

December 1

**RESOLUTION R1-20;2014, A RESOLUTION APPOINTING BOROUGH PLANNER CME ASSOCIATES FROM SOUTH HOWELL, NJ FOR YEAR 2014**

**RESOLUTION R1-21;2014, AUTHORIZATION TO APPROVE CONTRACT AWARD FOR GASOLINE AND DIESEL FUEL TO FLEET SERVICES, SUNOCO OIL CO./SUN TRACK, BOX 3440, BOSTON, MA. UNDER STATE CONTRACT NUMBER T 0394 (58886)**

Motion to adopt Resolutions R1-14;2014 through R1-21;2014 made by Councilman Pearce, seconded by Council President Bilella. All members present voted in favor.

**COMMENTS FROM MAYOR AND GOVERNING BODY:**

Councilwoman Lynn Kupchik thanked the public for re-appointing her again this year and she will continue to look out for all of your best interest as they are her first priority. She would also like to thank all of the borough employees for their hard work and dedication. She also thanked Administrator Charleen Santora for all of her efforts and dedication to council and the borough. Councilwoman Kupchik acknowledged the DPW for keeping the streets in Berlin safe and clean. Thanks went out to all of the many volunteers of the community. She encourages residents to become involved in the opportunities available to them. She wished everyone a happy new year.

Councilman Jim Pearce thanked everyone who came out today including his family and Senator Addiego. Councilman Pearce said that's been an honor to serve Berlin and he is grateful for the opportunity that the residents have given him. He is consistently striving to provide the residents with information and is always open to gaining knowledge about people's concerns so that Berlin can continue to be a great community.

Council President James Bilella thanked everyone for attending today. He also thanked all of the employees, volunteers and committed residents for making Berlin a unique town. He appreciates all of the hard work and efforts. 2013 was a good year and hopefully will continue approaching the new year. Some highlights include the sewer moratorium being lifted, some COAH issues have been settled which allows for the redevelopment downtown on the White Horse Pike as well as the redevelopment on Route 73. Wished everyone a happy new year and thanked everyone for being here.

Councilman Scott Scelso wished everyone a happy new year. He thanked all of the employees for their hard work and congratulated Lynn and Jim Pearce on their re-election. It has been a pleasure working together and there have been a lot of goals set that have been achieved. Councilman Scelso discussed that the Kmart parking lot center has been painted by DPW making it more eye appealing and the borough has been receiving the reimbursement for the work done there. Working closely with Zoning Officer Craig Fallstick to ensure work is being addressed and completed. Councilman Scelso also addressed the renovations and addition to the Municipal Building and Police Department. The borough offices that are now in the hotel will be moving back over to the Municipal Building after all of the construction is complete. Thanked Chief of Police

Michael DeLorenzo who was in the audience for all of his hard work as well as the police officers that work for the borough. The police department is doing an outstanding job.

Councilman Gary Knight congratulated Lynn and Jim Pearce on their re-election. He mentioned that today is a day of gratitude. Councilman Knight thanked Mark Mauger, DPW Superintendent and his crew for doing an outstanding job. Councilman Knight is consistently working with the Mayor and Charleen on the checklist of things that need to be accomplished within the town. Thanked Council President Bilella for his efforts and valuable input in regard to the renovations and addition to the Municipal Building. Councilman Knight highly respects Bilella's opinion due to the fact that he is an engineer. Thanked Charleen and Melissa; he appreciates their hard work and diligence. Stated Berlin is a special community and he thanked everyone for their participation.

Administrator Charleen Santora congratulated Councilwoman Lynn Kupchik and Councilman Jim Pearce on being re-elected this year. Charleen gave thanks to all of the employees, to council, and to the professionals who work for Berlin. Thanked Mayor and Council for their support and for allowing her to be the Administrator. Also, she will continue to work to the best of her ability for this town and for this governing body. She wished everyone a happy and healthy new year.

Deputy Clerk Melissa Bovera wished everyone a happy and healthy new year. Thanked everyone for the support and guidance. Stated that Berlin is a very nice town and she is happy to be here.

Senator Dawn Addiego thanked everyone for having her here today and allowing her to participate. Berlin is a lovely town, it's very quaint and she was delighted to be here. She wished everyone a very happy, healthy and prosperous new year.

Joe Howard, Deputy Director of Freeholder Board in Burlington County thanked the Mayor for having him here today and if there is anything that the borough needs in the future he is happy to help in any way that he can.

Mayor John J. Armano thanked everyone for coming out today. Congratulations to Councilwoman Lynn Kupchik and Councilman Jim Pearce for their re-election. Thanked council and their families for service to the community as well as their time and dedication. Thanked everyone for the privilege of serving and the governing body works together to cut the cost where they can and they keep everything in order. Mayor Armano wished everyone a happy and healthy new year. Thanked his wife and family for supporting him in all his efforts. Thanked all of the dedicated employees including Administrator Charleen and all of the office employees including Melissa, Lisa, Sharon, Dawn, Stacey, Debbie, and Evelyn. Chief of Police Mike DeLorenzo and all of the police officers do a great job especially with all of the challenges they face. Kelly Foster, Court Administrator keeps our courts running smoothly. Thanked Mark Mauger, Superintendent of DPW and his awesome group of employees in his department. Andrea Kline, Library Director and her staff are doing a fabulous job. They are working hard for a smooth transition into the municipal free library next January. All of these employees

are finding ways of doing more with less and still being able to get the job done. The expectations of our residents want more from local government than ever before. Our team is always trying to get answers they need even if it is out of the borough's jurisdiction. Mayor Armano thanked the many volunteers for their time as they serve on the boards and committees that together make the town work. Volunteers are a necessary part of municipal government and could not operate without them. Thanks to Bill Behnke Fire Chief and his team for protecting us and thank you to Captain Lou Demarco for heading up our EMS team for doing an outstanding job. Mayor Armano along with council will continue to do everything possible by looking at every line item in the budget as done in 2013 to control expenses and will continue to look for shared services opportunities in 2014 to keep Berlin a great place for people to live and keep their businesses. Discussed some shared services agreements made in 2013. In January 2014 the borough will go out to bid for the renovations and addition to the municipal building. This past year 131 S. White House Pike has been dedicated to the Berlin Senior's and they also have a new bus which replaced an eleven year old bus. Over the last three years the borough has received grant money for the road program from the state in the amount of about \$600,000.00 and Malan Avenue will be repaved in 2014. Mayor Armano was honored this past year to be elected and serve as President of the Camden County Mayors Association and was elected to the Board of Director of NJ Conference of Mayors. He also took part in a film "Berlin's Around the World" to celebrate the 50<sup>th</sup> Anniversary of President Kennedy's speech in Berlin, Germany and it is posted on the website. It was a privilege to take part in that celebration. Those are some of the highlights that took place this year and will continue to work to move the town of Berlin forward.

Solicitor Geroge Botcheos thanked Mayor and Council for the appointment and wishes everyone a happy and healthy new year.

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

Charleen Santora  
RMC/Borough Clerk  
Borough Administrator