

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
MONDAY, APRIL 7, 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. Councilman Pearce arrived at 7:05 p.m.

PRESENT ALSO: Solicitor George Botcheos, Administrator Charleen Santora and former Mayor Millard Wilkinson

- **APPROVAL OF MINUTES**

Caucus meeting minutes from February 25, 2014
Council meeting minutes from March 5, 2014

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

- **DEPARTMENT HEAD REPORTS FOR THE MONTH OF FEBRUARY, 2014**

Tax Collector's report	\$2,845,432.81
Utility report	91,292.09
Municipal Clerk's report	3,427.00
Animal licenses	1,510.00
Construction permit fees	8,121.00
Rental inspection fees	200.00
Community center fees	4,440.00
Municipal Court	22,341.37

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

PRIVILEGE OF FLOOR

William Earl – 3 Schaffers Way - Mr. Earl expressed his concerns about the apartments being built off of Tansboro Road. His main concerns were about collateral issues and the lack of community input about the apartments being built. He requested that more information be available on the borough's website. Also, he would like to form a committee of local residents who could look over the plans and express their ideas to council. Mayor Armano informed Mr. Earl that the borough is waiting on more information from the engineer before the planning board reviews the application. Also, it is too soon to put anything on the website, but the Mayor does encourage the public to come out and they can also get in touch with him to talk and ask questions. The solicitor informed the resident that any public comment will be heard before the planning board due to the fact that the planning board receives and approves the application.

- Former Mayor Millard Wilkinson spoke to council regarding the Joint Insurance Fund. At the Annual Camden County Safety Breakfast held on March 25th Berlin Borough was given the "John A. Wagner Memorial Award" for achieving the greatest improvement during 2013. In addition the borough will also receive a check for \$900.00 on top of the \$2,000.00 premium discount received for attending training sessions. This year the CCJIF is offering a \$500.00 grant to support local safety programs. Also, every two years the Employee Practices Liability Program has to be updated and it is due by May 1, 2014. Charleen is working on getting that accomplished. A full report is attached to these minutes.
- Treasurer Brad Hoffman from the Athletic Association spoke to council regarding AA's expense reimbursement submission. Brad provided a schedule for 2014 and explained that the Athletic Association helps to elevate the kids before they go to Eastern High School. Between \$15,000.00 and \$18,000.00 is spent on uniforms and safety equipment annually; \$10,000.00 is spent on electric for the lights; \$5,000.00 is spent on insurance and it costs anywhere from \$9,000.00 to \$10,000.00 to maintain the fields. The Athletic Association is having a beef and beer to help raise money.

Councilman Pearce had a question about the scholarships given out by the Athletic Association and wanted to know how they chose the recipients. Brad explained that they gather lists from BCS and Mt. Carmel and they look at the players who have played for years and they also talk to the coaches and discuss which players have had good sportsmanship.

- Craig Fallstick and Lou Demarco from the Berlin Ambulance Association spoke to council regarding the ambulance's expense reimbursement submission. Craig and Lou discussed with council the 2014 budget as well as the audit report. They also discussed billing rates, federal law procedure and other expenses that the EMS has. Rates for EMS are set by looking at the surrounding areas in the Southern Camden County Alliance such as Waterford Twp and Winslow. Federal law states that that you must bill the same amount for everyone. If an individual

does not have insurance and they receive a bill there is a phone number available that people can call to speak with a billing agent and they have to show proof of a hardship. Medicare pays \$301.00 and Medicaid covers \$78.00. Also, claims can stay open for years depending on litigation, etc. The money that is generated covers two employees and is no cost to the tax payers. If anyone has any further questions or concerns they are encouraged to call and speak with Craig or Lou.

COUNCIL REPORTS

- **MAYOR**, John Armano reported that he attended a meeting with the NJLM and Assembly Bill 26-21 was discussed and not supported. The 2% cap is still up in the air and more information will be available at a later date. Discussed at caucus was the need for a fire code sub official. One resume was received and the person was recommended by Fire Chief Bill Behnke and Planning Board Secretary Debbie Simone. Mayor had a copy of the resume for everyone on council to review. Would like to know council's thoughts. It was decided that the mayor will move forward and meet the individual.
- **BUILDINGS & GROUNDS**, Chairman Gary Knight reported that the police department requested that the door in the basement be replaced. The boiler in the municipal building has been fixed. It has been recommended that a new motor and installation be purchased.
- **STREETS & ROADS**, Chairman James Bilella reported that the boiler in the municipal building will not be used as part of the new building. There will be some items coming up in the next couple of months and additional contracts will be issued in terms of security and IT. Also, there are some miscellaneous items that Charleen will be taking care of. Overall, the job is moving forward and doing well. Spoke with borough engineer in regard to the road program and Malan Avenue project is getting started. Trees are getting marked out so that ACE will know which trees to trim down. Discussed the performance bond for Haines Avenue sidewalk. A letter will need to be sent to the contractor based on the performance bond.
- **WATER & SEWER**, Chairman Lynn Kupchik will provide a water report at a later date. Discussed ordinance on the agenda in regard to the \$200,000.00 and the resolution having to do with the pipeline I&I study. Only one bid was received and it was rejected. Will go out to bid again. Had a meeting with NJ American Water to discuss the brown water mainly in the Township. Lisa is monitoring what is coming in and Pennoni Associates has a letter in regard to infrastructure upgrades.
- **HEALTH & RECREATION**, Chairman Jim Pearce discussed the contract with the school and will need to speak with George about putting together an ordinance for raising the fees at the community center. Has been contacted by a local

business in regard to a fundraiser and will give more information at a later date. Soccer camp is going to be using the fields so that will generate some money. The camp is starting in July and the director is getting ready to mail information. The camp will charge \$125.00 per child and \$280.00 for a family of three. It will cost \$5.00 for each field trip (there are 3 trips) and there will now be a \$25.00 late fee charged if campers are not registered by the deadline.

- **PUBLIC SAFETY**, Chairman Scott Scelso provided a report for the police department for the month of February. The department handled 1,464 calls for service. 419 summonses were issued along with 38 arrests, 8 DWI arrests, 21 warrant arrests and 12 drug arrests. 8,550 miles were put on the police vehicles during patrol and other duties. 32 motor vehicle accidents were reported with 5 resulting in injuries. For the month of February the fire department had 76 calls and in March they had 61 calls. The ladder truck is 22 years old and the cost for maintenance was \$11,000.00.
- **FINANCE**, Chairman Nick Maccaroni thanked the mayor for his efforts of getting the borough a new CFO. Held a meeting with department heads and Property Maintenance Official Bob Monahan to get everyone on the same page and working as a team. Meeting went well. If someone is rescheduled for court for a property maintenance issue everyone will be made aware. Bob will keep an eye on Kmart on a weekly basis. Would like to make a change in regard to grass cutting which is from about April 1st to September 30th. One notice will get sent out and the owner will have 10 days to be in compliance. This change will have to be done by ordinance. Wants to know councils thoughts on this. The 2014 budget has been introduced and there was a \$.02 increase this year. Spoke about the ways costs have been cut.
- **SOLICITOR**, George Botcheos did not have anything to report.
- **ADMINISTRATOR**, Charleen Santora reported that certified letter went out from property maintenance to Armstrong Capital Management notifying them that deficiencies at their property need to be corrected. In the next three weeks she has to renew MEL so that the borough can receive the deductible. The personnel manual has to be updated every two years so that is being worked on and copies of the changes have been printed out for council to review.

FIRST READINGS:

ORDINANCE NO. 2014-05, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 261 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SEWERS"

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

RESOLUTION: A RESOLUTION TO AMEND THE TEMPORARY CAPITAL BUDGET FOR WATER UTILITY IMPROVEMENTS IN THE AMOUNT OF \$200,000

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

ORDINANCE NO. 2014-06, AN ORDINANCE OF THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS TO THE BOROUGH'S WATER UTILITY SYSTEM AND RELATED EXPENSES AND APPROPRIATING \$200,000 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$200,000 PRINCIPAL AMOUNT OF OBLIGATIONS OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO

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

2ND READING

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

Motion to **amend** Salary Ordinance 2014-04 as introduced made by Councilman Maccaroni, seconded by Councilman Scelso.

Meeting open to the public.
Meeting closed to the public.

Motion to adopt as amended made by Councilman Maccaroni, seconded by Councilman Knight. All members present voted in favor.

RESOLUTIONS

Meeting open to the public on Resolutions R4-2 through R4-4 and Resolutions R4-6 through R4-25;2014

Meeting closed to the public

RESOLUTION R4-2; 2014, AUTHORIZATION FROM COUNCIL TO APPROVE AN EMERGENCY TEMPORARY BUDGET

RESOLUTION R4-3; 2014, APPROVAL FROM COUNCIL TO TRANSFER THE RETIRED POLICE CAR UNIT 52, 2004 CROWN VICTORIA FOR EMERGENCY MANAGEMENT USAGE

RESOLUTION R4-4; 2014, APPROVAL FROM COUNCIL TO ACCEPT THE RESIGNATION OF PROPERTY MAINTENANCE OFFICIAL DAN MOLNAR EFFECTIVE MARCH 12, 2014

RESOLUTION R4-5; 2014, Adopted on April 1, 2014

RESOLUTION R4-6; 2014, AUTHORIZATION FOR RECOMMENDATION FROM TOM LESSIE, ENGINEER OF PENNONI ASSOCIATES TO REJECT THE ONE BID THAT WAS RECEIVED FOR THE PIPELINE REHABILITATION PROJECT IN THE AMOUNT OF \$343,615.70 AND TO RE-BID THE SAME PROJECT SEPARATING THE BID INTO TWO CONTRACTS, ONE FOR CLEANING AND TELEVISIONING ONLY AND ONE FOR PIPELINE REHABILITATION ONLY IN AN EFFORT TO LOWER THE COST AND TO GET MORE BIDDERS

RESOLUTION R4-7; 2014, AUTHORIZATION FROM COUNCIL TO APPROVE A PROPOSAL FROM PENNONI ASSOCIATES FOR THE RIDGEVIEW AVENUE RECONSTRUCTION PROJECT IN THE AMOUNT OF \$15,550.00 (CAF APPROVED BY CFO)

RESOLUTION R4-8;2014, A RESOLUTION ACCEPTING AND ADOPTING THE CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUNDS 2014 SAFETY AND COMPLIANCE PROGRAM

RESOLUTION R4-9;2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JON DOWNEY, T/A AFFORDABLE COMPUTING FOR A COMPUTER RETAIL AND REPAIR BUSINESS LOCATED AT 41 CLEMENTON ROAD IN THE BERLIN MART, BERLIN NJ

RESOLUTION R4-10, 2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JOHN AGYEMANG, T/A THE BERLIN PHARMACY, LLC FOR RETAIL DRUG STORE LOCATED AT 360 SOUTH WHITE HORSE PIKE, BERLIN

RESOLUTION R4-11; 2014, AUTHORIZING THE REFUND OF WATER FEES IN THE AMOUNT OF \$194.90 FOR BLOCK 2301LOT 1 DUE TO TENANT OVERPAYMENT

RESOLUTION R4-12; 2014, AUTHORIZING 1ST QUARTER 2014 UTILITY BILL ADJUSTMENTS FOR THE FOLLOWING PROPERTIES;
6 MONTCLAIR AVENUE, -41.82, MISSING SENIOR ADJUSTMENT, 347 MAGNOLIA AVE, -20.00, INACTIVE ACCOUNT

RESOLUTION R4-13; 2014, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR SWIM MOOR POOLS IN THE AMOUNT OF \$27.50

RESOLUTION R4-14; 2014, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 1900, LOT 24.03 IN THE AMOUNT OF \$73.85.

RESOLUTION R4-15; 2014, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR ANTHONY & SYLVAN POOLS IN THE AMOUNT OF \$298.72

RESOLUTION R4-16; 2014, AUTHORIZING THE SUBMISSION OF THE GRANT APPLICATION FOR RECREATION FACILITY ENHANCEMENT FUNDING FOR OUR LADY OF MOUNT CARMEL SCHOOL TO THE CAMDEN COUNTY OPEN SPACE, FARMLAND, RECREATION AND HISTORIC PRESERVATION

RESOLUTION R4-17; 2014, A RESOLUTION AUTHORIZING THE SECURITY DEPOSIT FOR REFUND OF \$344.60 FOR HYDRANT METER RENTAL BY ARCADIS

RESOLUTION R4-18;2014, AUTHORIZATION TO REFUND DEVELOPERS ESCROW BALANCE FOR WAWA, BLOCK 1200, LOT 2 IN THE AMOUNT OF \$440.00

RESOLUTION R4-19;2014, APPROVAL FROM BOROUGH COUNCIL TO PERMIT THE BERLIN ROTARY TO USE THE OLDER SENIOR CITIZEN'S BUS AUGUST 4, 2014 FOR A BENEFIT AFFAIR CONTINGENT UPON THEM SUPPLYING THEIR OWN CDL DRIVER AND THE EXPENSES FOR THE BUS USAGE PAID BY THE ROTARY

RESOLUTION R4-20;2014, AUTHORIZATION FROM COUNCIL TO APPROVE THE PROPOSAL FOR A SURVEY AND DESIGN SERVICE TO INVESTIGATE A DRAINAGE ISSUE THAT EXISTS ALONG LAUREL AVENUE BETWEEN EGG HARBOR ROAD AND ATLANTIC AVENUE FROM PENNONI ASSOCIATES IN THE AMOUNT OF \$5,115.00 (CFO has certified the funds)

RESOLUTION R4-21;2014, APPROVAL OF MERCANTILE LICENSE FOR DONG WAN SEON, T/A CHILLY WILLIE ICE CREAM N MORE AT THE BERLIN FARMERS MART, 41 CLEMENTON ROAD, BERLIN

RESOLUTION R4-22; 2014. APPROVAL PER RECOMMENDATION FROM PENNONI ASSOCIATES FOR NETWORK BUILDING & CONSULTING FROM BLUE BELL, PA. TO EXCHANGE 12 ANTENNAS, ADDING 9 RH UNITS, 3 DISTRIBUTION BOXES AND 3 HYBRID CABLES AT CHESTNUT AVENUE WATER TANK AND THE SOUTH FRANKLIN AVENUE WATER TANK CONTINGENT UPON THE POSTING OF ESCROW IN THE AMOUNT OF \$1,200.00 FOR EACH SITE TO COVER ANY DAMAGES CAUSED BY THIS INSTALLATION

RESOLUTION R4-23;2014, APPROVAL PER RECOMMENDATION FROM PENNONI ASSOCIATES ALLOWING ATLANTIC CITY ELECTRIC TO MAKE

IMPROVEMENTS TO THE POLE WITHIN THE EASEMENT AT 118 CROSS KEYS ROAD, BLOCK 1311 LOT 2 CONTINGENT UPON AC ELECTRIC ACCEPTING RESPONSIBILITY FOR ANY DAMAGES THAT OCCUR AS A RESULT OF THE INSTALLATION OF THE ANCHOR

RESOLUTION R4-24;2014, APPROVAL FOR PENNONI ASSOCIATES TO APPLY TO THE NJDOT FY2014 FOR SAFE STREETS TO SCHOOL GRANT FOR AN AMOUNT NOT TO EXCEED \$1200.00

RESOLUTION R4-25;2014, APPROVAL FROM COUNCIL TO PROCEED WITH THE SALE OF BOROUGH PROPERTY BLOCK 2012, LOT 16 TO THOMAS F. REGAN, IV, 15 RIDGEWOOD AVENUE, BERLIN IN THE AMOUNT OF \$5,000.00 NOTING THAT THE ONE PROPERTY OWNER ADJACENT TO THIS PROPERTY HAS ADVISED THE BOROUGH IN WRITING THAT THEY HAD NO INTEREST

Council President Bilella had a question about Resolution R4-19. The resolution should read that the borough will provide a CDL driver at the rotary's expense.

Councilwoman Kupchik had a question about Resolution R4-24. She wanted to know if the borough is paying Pennoni Associates.

Motion to adopt Resolutions R4-2 through R4-4, and then R4-6 through R4-25 2014 made by Council President Bilella, seconded by Councilman Knight. All members present voted in favor.

PAYMENT OF THE BILLS FOR THE MONTH OF MARCH, 2014 IN THE AMOUNT OF \$2,427,415.75

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

PUBLIC COMMENT:

Ronald Rauber - 15 Tansgate Blvd & Francis Ballak – 13 Tansgate Blvd – Mr. Rauber and Mr. Ballak both spoke to council about the apartments being built in their area and said that they both are concerned because they thought that proper notice wasn't given to the residents due to the fact that it was just learned about 5 months ago. Both residents are concerned about traffic patterns and the school system (there are currently 5 kindergarten classes). They wanted to know if they could form a committee, provide more notice and schedule a special meeting to discuss this issue further.

Mayor Armano explained that this has been an issue that was in litigation for nine years and the public forum was advertised. More information will be put on the website and residents are encouraged to call or stop in to speak with him.

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


Charleen Santora
RMC/Admin.