

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
MONDAY, FEBRUARY 3, 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, Fire Chief Bill Behnke and Deputy Clerk Melissa Bovera

- **PRESENTATION OF CHECK TO THE BERLIN FIRE COMPANY FROM BERLIN RESIDENT JOHN MITCHARD WHO PROMOTED HIS COMPANY NUCLEAR ELECTRIC INSURANCE LIMITED FOR THIS DONATION**

Mr. Mitchard's company designates \$500.00 every year for employees to choose a charity to donate to and plans on continuing to donate to the Berlin Fire Company.

Fire Chief Bill Behnke accepted the check from Mr. Mitchard. He thanked him for the generous contribution to the fire department and is honored to be recognized. On behalf of himself and the rest of the fire department Mr. Behnke appreciates the support.

APPROVAL OF MINUTES:

- Caucus meeting minutes from November 26, 2013.
- Council meeting minutes from December 30, 2013
- Re-organization meeting minutes from January 4, 2014
- Special council meeting minutes from January 17, 2014

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

DEPARTMENT HEAD REPORTS FOR THE MONTH OF DECEMBER 2013:

Tax Collector's report	\$682,372.67
Utility report	662,160.06
Community Center	775.00
Zoning Fees	125.00
Construction permit fees	7,808.00
Municipal clerk's report	10,541.60
Municipal court	18,414.91
Fire Prevention report	10,227.20

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

PRIVILEGE OF FLOOR:

Fire Chief Bill Behnke thanked council for attending the annual installation dinner last weekend. He thanked everyone for their support and looks forward to next year.

COUNCIL REPORTS:

MAYOR, John Armano reported that he had a meeting with Voorhees Twp in reference to the search for a new CFO. Since Mayor Armano had the meeting he did receive an email in reference to a financial spreadsheet with Voorhees Twp and Waterford Twp. Candidate currently has a full time position with another municipality. Currently Berlin Borough is paying \$46,851.00 for a CFO and if we decide to go into a shared services agreement we will pay \$34,124.00 with health benefits and pension. This is a savings to the borough and since Voorhees Twp is a civil service township they will take the lead. Solicitor George Botcheos explained the difference between civil and no civil service requirements for hiring new employees. There was discussion between the governing body about the specific days and hours that the potential candidate would be working in Berlin Borough. There was also discussion about the four year statutory appointment and the breakdown of cost and how the figures came to be for a half day more of work than Voorhees. Mayor Armano and the governing body came to the determination that the money needs to be clarified at a four year deal and the candidates resume needs to be reviewed. Also an interview should take place with the finance committee and governing body before there is a decision made about entering into a shared services agreement.

BUILDINGS & GROUNDS, Chairman Gary Knight reported that the Berlin Senior's building located at 131 S. White Horse Pike had an issue with the pipes freezing. DPW went over there and put heating tape on the pipes to prevent any freezing in the future.

STREETS & ROADS, Chairman Jim Bilella discussed the summary of bid results from Architect Alan Blair in reference to the police building and municipal building renovations. \$1.5 million was set aside for the project in 2013 and \$500,000.00 has been set aside in 2014. There is a total of \$2 million set aside for the project. The pricing bids from the contracts are fairly tight which demonstrates that contractors know the job. The

price for the asphalt on the parking lot can be tied into the road program. Phase II includes the renovations and conversion of the offices for administration to come over and occupy the building once the police move out. As of right now it is recommended to move forward with Phase I and award Phase II later as you can wait to award 60 days from the day the bids were received. Councilman Scelso and Councilman Pearce both are in favor of doing the roof on the municipal building. The cost would be \$980,295.00 if the work for the roof is added and if the cost for the parking lot is taken out.

Motion to award base bid Phase I including Alternate #1 (reroof) and deducting Alt #2 (parking lot) to Fasolino Contracting Corporation (Contract #1 General Construction), CJ Schmidt and Sons, Inc. (Contract #2 Plumbing), Guadelli Bros, Inc. (Contract #3 HVAC) and Hatzel and Beuhler, Inc. (Contract #4 Electrical) made by Councilman Bilella, seconded by Councilman Pearce. All members present voted in favor.

WATER & SEWER, Chairman Lynn Kupchik reported there was a water main break last week. Water appeared cloudy due to air in the lines. Also the Well at DPW is down for maintenance. DPW workers will be getting paid overtime for the water main break that happened on the White Horse Pike. The DPW men worked for 24 hours continuously.

HEALTH & RECREATION, Chairman Jim Pearce would like to discuss council's opinions in regard to the Berlin Community School's usage of the community center. Council agreed to allow the school to use the community center for 60 hours a year without storage and can use the center for emergency evacuation purposes. Also, they are exempt from borough ordinances. Councilman Pearce reported that Debbie Simone suggested raising the fees for the community center this year. Pearce attended court last week for the break-in that occurred at the community center. Two people were charged and will pay for the cost of the damage to the door. It was stated that he will need to double check if the cost to the security system is included as well. There was also discussion on lowering the speed limit on the White Horse Pike from 35mph to 25mph.

PUBLIC SAFETY, Chairman Scott Scelso reported that to date the ambulance has had a total of 2,264 calls. The fire department had 2,267 calls for the month of December and the number of fire/rescue calls for the month of December was 61. The police department handled 1,709 calls for service. 291 summonses were issued along with 29 arrests, 5 DWI arrests, 15 warrant arrests and 9 drug arrests. 8,180 miles were put on the police vehicles during patrol and other duties. 27 motor vehicle accidents were reported with 4 resulting in injuries. Four additional court dates have been added to the schedule for this year due to the high volume of tickets.

FINANCE, Chairman Nick Maccaroni discussed the JIF qualifications. April 1st is when the new year kicks in and all requirements/procedures need to be met in order to be in compliance. If you qualify by April 1st the cost is \$70,000.00 as opposed to \$400,000.00 if you do not qualify.

SOLICITOR, George Botcheos did not have anything to report.

ADMINISTRATOR, Charleen Santora reported that at the Re-organization meeting Fire Safety Inspector was named Robert King. He resigned and our new appointment is Ryan Sheppard. A motion was made by Scelso seconded by Kupchik. A motion to accept the change was made by Councilman Scelso, seconded by Councilman Knight. All members present voted in favor. NJ American Water is serving a public notice of the filing of a petition to change the levels of the purchased water and purchased wastewater treatment adjustment clauses which could result in an increase or decrease to existing water and sewer rates. Letter posted with dates and times of these hearings. SJ Gas is petitioning for an increase to the cost recovery charge associated with energy efficiency programs and other matters. This notice will also be posted showing the dates and places. Effective September 1, 2014 DPW employee Kenneth DeClement will be retiring so we will have to be pro-active in hiring a replacement later on when the date gets closer.

RESOLUTIONS:

RESOLUTION R2-A 2014, APPROVAL OF 2014 TEMPORARY CAPITAL BUDGET FOR THE BOROUGH OF BERLIN FOR A TOTAL AMOUNT OF \$1,775,000.00

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

RESOLUTION R2-B 2014, APPROVAL TO AMEND THE 2014 TEMPORARY BUDGET DUE TO NEED OF A SEWER DOWN PAYMENT FOR IMPROVEMENTS IN THE AMOUNT OF \$25,000.00

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

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" (Contractual ordinance only)

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

ORDINANCE NO. 2014-02, BOND 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 \$1,490,150 PRINCIPAL AMOUNT OF OBLIGATION OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO

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

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

Motion to introduce made by Councilman Scelso, seconded by Councilman Knight. All members present voted in favor.

RESOLUTIONS:

Meeting open to the public on Resolutions R2-1 through R2-7; 2014.

Meeting closed to the public.

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. 54:5-19 & THE MAILING OF TAX SALE NOTICES PURSUANT TO N.J.S.A. 54:5-26

RESOLUTION R2-4; 2014, AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE OF \$1410.72 TO DAYSTAR CONSTRUCTION OF BERLIN NJ

RESOLUTION R2-5; 2014, A RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE IN THE AMOUNT OF \$453.75 TO DYLANS RV CENTER

RESOLUTION R2-6;2014, A RESOLUTION AUTHORIZING THE MAYOR AND ADMINISTRATOR TO EXECUTE AN INTERLOCAL SERVICES AGREEMENT BY AND BETWEEN THE COUNTY OF CAMDEN, THE TOWNSHIP OF VOORHEES, THE BOROUGH OF GIBBSBORO AND THE BOROUGH OF BERLIN TO PROVIDE THE MUNICIPAL FUNDS FROM THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE

RESOLUTION R2-7; 2014, AUTHORIZATION FOR COUNCIL TO GO OUT TO BID FOR A USED BUCKET TRUCK

Motion to adopt Resolutions R2-1 through R2-7; 2014 made by Councilman Bilella, seconded by Councilman Maccaroni. All members present voted in favor.

PAYMENT OF THE BILLS IN THE AMOUNT OF \$3,125,064.69 FOR THE MONTH OF JANUARY, 2014

Motion to approve the payment of bills for the month of January 2014 in the amount of \$3,125,064.69 made by Councilman Maccaroni, seconded by Councilman Bilella. All members present voted in favor.

Motion to go into closed session to discuss personnel contract made by Councilman Pearce, seconded by Councilman Knight. All members present voted in favor.

Motion to go back into open session made by Councilman Scelso, seconded by Councilwoman Kupchik. All members present voted in favor.

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

**Charleen Santora, RMC
Borough Clerk**