

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, JULY 7, 2015
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ
7:00 PM

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 Meetings Act, Pursuant to Public Law 1975, Chapter 231. Said notice has been advertised in the Courier Post and posted on the Borough Hall Bulletin Board showing the date, place and time of said meeting.

ROLL CALL: Mayor John Armano, Council President Lynn Kupchik, Council members Bilella, Pearce, Knight, Miller and Badolato. Councilman Badolato was absent.

PRESENT ALSO: Solicitor Howard Long, Chief of Police Michael DeLorenzo, DPW Superintendent Mark Mauger, Property Maintenance Robert Monahan and Administrator Charleen Santora.

PRIVILEGE OF FLOOR:

There was no public comment.

COMMITTEE REPORTS:

CHIEF OF POLICE, Michael DeLorenzo will provide a full report at the council meeting on July 16, 2015. Michael talked about the storm that occurred on June 23rd and said that since the Governor did not declare Berlin a state of emergency the department may go over in the over-time budget. Some money was saved on the Fourth of July due to the officer's only working in the morning. He would like to have a discussion in closed session tonight in regard to a Class II officer. Also, Michael talked about the Junior Police Academy; the 21-22 children who participated graduated Friday night (they had a pizza party Friday) and their parents attended to see the kids get certificates, wrist bands and they each received a thumb drive with pictures. The money for the pizza party came out of the Police Association fund. He said that they are expecting a lot more kids to participate next year.

The Mayor said the police did a great job with the junior academy and thinks that it is a great thing for the community. The Mayor also mentioned that he attended a meeting in

Woolwich Twp in regard to the storm that took place on June 23rd; he called the Commissioner and is waiting to hear back about a \$9,000.00 re-imbusement.

DPW SUPERINTENDENT, Mark Mauger

PROPERTY MAINTENANCE, Robert Monohan provided a full report on property's within the borough of Berlin. Full report is attached to these minutes.

BUILDINGS & GROUNDS, Chairman Len Badolato was absent.

STREETS & ROADS, Chairman Gary Knight will provide a full report at the council meeting on July 16, 2015. He thanked Mark Mauger and his crew for always doing a great job; Mark is always available. Gary also said that the parade went well and was well attended by the community. He complimented the group that put the parade together and said that it was a great time.

WATER & SEWER, Chairman Lynn Kupchik will provide a full water and sewer report at the Council meeting on July 16, 2015. The Berlin Business Professional Association met last night and set October 17th as the date for the Oktober/Fall Fest. Also, there was discussion about an additional community wide yard sale with a tentative date of September 26th. Lynn requested a resolution waiving the permit fee for the yard sale.

HEALTH & RECREATION, Chairman Rick Miller discussed the proposal for the celebration committee; everyone on council received a rough draft/outline for the proposed celebration committee. He discussed the committee organizing about five events for Berlin next year for example having a food truck festival. He would like to get some feedback after everyone takes a look at the proposal and then will take the committee a step further. The main goal is to add to the community. Also, camp started on Monday and he spoke with the camp director who said everything is going well. There is a fan and there are picnic tables that are missing from the Community Center (Mark, DPW is aware). Rick will give a full report at the council meeting on July 16th.

PUBLIC SAFETY, Chairman Jim Pearce reported that the Junior Police Academy was a great success and he has some good ideas for next year that he will discuss with the Chief. Officer TJ Varano did a great job executing the academy. The Fire Chief got new helmets and spoke with the Jim and the Administrator and asked if the firemen can keep their old helmets; they was no problem, they can keep them. On Thursday night there will be a demo fire truck at the Kmart parking lot and everyone is welcome to go see it. Jim said everyone did a great job getting things done relative to the June 23rd storm.

FINANCE, Chairman Jim Bilella will provide a full report at the council meeting on July 16th. He mentioned some agenda items in regard to final change orders for the municipal building renovations and police station (In regard to the change orders there be some contractual issues). There is punch list work to do and then the job can be closed out and we can move forward. Jim spoke with Mary Weisman at the Superior Court and she handles the operations within the county in regard to the compliance for the chairs for the

court room. Using plastic zip ties to gang the chairs is a sufficient solution from a safety standpoint. Also, a plastic cover box is sufficient for the light switches in the court room to prevent tampering. Ms. Weisman was complimentary of our court operation and the security that is provided on court days. Also, she recommended an annual security meeting that would include the judge, court administrator, two town officials and someone from council to have a discussion. In regard to Taunton Avenue, the governing body has to decide if the three additional base bids are going to be included (3 add alternates).

MAYOR John Armano attended a meeting in Woolwich Twp and the Lt. Governor was there to discuss public assistance relative to the storm. Currently we are 1 million dollars short on the assessment to get public assistance; numbers are still coming in. 675 homes were affected by the trees; 6 of those homes were in Berlin Borough. The Lieutenant Governor was responsive and is willing to help any way she can. Also, the Solicitor will discuss and elaborate on the letter in regard COAH. The Mayor said that the ICCA did a great job with the parade on the Fourth of July and it turned out great. He also thanked DPW Superintendent Mark Mauger and his crew for doing a great job for cleaning up brush and branches due to the storm.

SOLICITOR, Howard Long spoke about the response that Planning board Attorney Mark Rinaldi wrote relative to the June 9th email. After some discussion about the response Howard will send the letter out as long as there are no objections from the governing body. Other items will be discussed in closed session.

ADMINISTRATOR, Charleen Santora discussed the elevator specs; the bids are due July 15th and the bid opening will be at 10:00 am in the municipal building. The move from the hotel to the municipal building went well and she would like to discuss ordering blinds for the municipal building as well as signs that will hang distinguishing the offices. The position for a laborer for public works is need and will get posted on the borough website and bulletin board (further discussion in closed session). The keys for the third floor of the municipal building will be done in house and she will have key fobs for everyone on council. She discussed that she went over performance bonds with Pennoni Associates; Howard will provide an explanation on how to move forward. There was discussion between the governing body about resolutions and ordinances that are on the agenda for approval. Councilman Bilella asked about Ordinance 2015-16 about parking during snow storms. Solicitor, Howard Long will make amendments to the ordinance.

ORDINANCES:

2ND READING

ORDINANCE NO. 2015-13, SALARY ORDINANCE AMENDING SALARY ORDINANCE 2014-04 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SALARIES"

**ORDINANCE NO. 2015-14, AN ORDINANCE AMENDING CHAPTER 284 –
STORM SEWERS OF THE CODE OF THE BOROUGH OF BERLIN**

**ORDINANCE NO. 2015-15, AN ORDINANCE AMENDING THE CODE OF THE
BOROUGH OF BERLIN TO MODIFY THE METHOD OF APPOINTING THE
PUBLIC OFFICER (PROPERTY MAINTENANCE INSPECTOR)**

**ORDINANCE NO. 2015-16, AN ORDINANCE AMENDING THE CODE OF THE
BOROUGH OF BERLIN TO REGULATE RESIDENTIAL PARKING**

**BOND ORDINANCE INTRODUCTION TO CANCEL OUT OLD ORDINANCE
BALANCES**

**ORDINANCE # 2015-17; AN ORDINANCE OF THE BOROUGH OF BERLIN, IN
THE COUNTY OF CAMDEN, NEW JERSEY; CANCELING CERTAIN
FUNDED AND UNFUNDED APPROPRIATION BALANCES IN THE AMOUNT
OF \$98,299.80 AND RE-APPROPRIATING SAID FUNDS FOR OTHER
CAPITAL IMPROVEMENTS, UTILITY CAPITAL IMPROVEMENTS AND
FOR OTHER PURPOSES**

RESOLUTIONS:

**RESOLUTION R7-1-2016, AUTHORIZATION FROM BOROUGH COUNCIL TO
USE THE SERVICES OF EITHER MR. OR MRS. MORT ROSE FROM BERLIN, NJ,
THE PRESENT COMMUNITY CENTER ATTENDANTS, TO BE CALLED IN BY
THE AMBULANCE CAPTAIN OR ANOTHER DESIGNATED PERSON TO SIT
WITH OR ATTEND TO ANY PERON (S) THAT MAY NEED THE COOLING
CENTER BETWEEN THE HOURS OF 9 AM AND 5 PM UNTIL SUCH TIME AS
OTHER ARRANGEMENTS ARE TO BE MADE BY THE GOVERNING BODY.**

**RESOLUTION R7-2;2015, AUTHORIZATION TO ENTER INTO A NEW
CONTRACT WITH THE PRESENT CLEANING SERVICE COMPANY JAN-PRO OF
HADDON HEIGHTS, NJ FOR THE MUNICIPAL BUILDING AND FOR THE
POLICE STATION THREE DAYS A WEEK AT THE COST OF \$975.00 OR \$225.00
PER WEEK FOR TWO BUILDINGS FROM JULY 1, 2015 TO JUNE 30, 2016.. (CFO
HAS CERTIFIED THE FUNDS).**

**RESOLUTION R7-3;2015, A RESOLUTION DECLARING THAT THE
GOVERNING BODY OF THE BOROUGH OF BERLIN STATES THAT IT HAS
COMPLIED WITH N.J.A.C. 5:30-6.5 IN REGARDS TO THE 2014 AUDIT AND
DOES HEREBY SUBMIT A CERTIFIED COPY OF THIS RESOLUTION AND THE
REQUIRED AFFIDAVIT TO SAID BOARD TO SHOW EVIDENCE OF SAID
COMPLIANCE.**

RESOLUTION R7-4; 2015, A RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 302, LOT 6 IN THE AMOUNT OF \$277.50.

RESOLUTION R7-5;2015, A RESOLUTION AUTHORIZING 2ND QUARTER 2015 UTILITY BILL ADJUSTMENTS FOR THE FOLLOWING PROPERTIES; 223 HADDON AVE, 625.00, PAYMENT MAILED TO OFFICE IN ERROR AND WATERFORD MATERIALS FOR \$337.80 USED EXCESS OF \$500 SECURITY DEPOSIT.

RESOLUTION R7-6;2015, APPROVAL FROM BOROUGH COUNCIL TO ACCEPT CHANGE ORDER # 2 DEDUCTION FOR THE MALAN AVENUE RECONSTRUCTION PROJECT FOR A DECREASED AMOUNT OF \$3395.00.

RESOLUTION R7-7; 2015, APPROVAL FROM BOROUGH COUNCIL TO AMEND RESOLUTION R6-17; 2015 ORIGINALLY APPROVED AS CHANGE ORDER # 34 FOR FASOLINO CONTRACTORS TO THE NEW AMOUNT OF \$8064.00.

RESOLUTION R7-8; 2015 AUTHORIZATION TO APPROVE CHANGE ORDER'S AS LISTED BELOW FROM FASOLINO CONTRACTING OF SEWELL NJ IN;

CHARGE ORDER # 15	\$9390.00	EXTRA PAVING & SOFT AREA REMEDIATION
CHARGE ORDER # 16	2715.60	LARGER SOFT SPOT REPAIR & CLEANOUT/VALVE BOX REPAIR/ADJUSTMENTS
CHANGE ORDER # 18	1980.00	INSTALLATION OF OWNER PROVIDED CASEWORK/TOP
CHANGE ORDER # 19	3240.00	MEN'S LOCKER ROOM RE-CONFIGURATION
CHANGE ORDER # 20	1225.80	REMOVE, DISPOSE, REPLACE EXISTING AREA OF CONCRETE DUE TO EVEN RISER, CRACKS, DISPLACEMENT AND ABANDONED DRAINAGE TROUGH AS WELL AS TO CONNECT TO NEW CANOPY WALK.
CHANGE ORDER # 21	4920.00	ADDITIONAL OF TWO ADDITIONAL LOCKERS
CHANGE ORDER # 22	360.00	Non slip VCT on 2 landings VCB in Sally port
CHANGE ORDER # 25	21,149.00	BULLET PROOF GLASS FOR CLERK/TAX/COURT CLERK OFFICES
CHANGE ORDER # 29	1846.78	INSTALL SIX WOOD DOORS
CHANGE ORDER # 33	2200.00	INSTALLATION/REMOVAL OF TEMPORARY HANDRAILS AND INSTALLATION OF PHASE 1 AND 2 FIRE EXTINGUISHERS AND CABINETS

RESOLUTION R7-9; 2015, A RESOLUTION OF THE BOROUGH OF BERLIN SUPPORTING ASSEMBLY BILL A 4235 SUPPORTING LOCAL JURISDICTION

TO PRINT SEPARATE TAX BILLS TO EACH TAXPAYER, ONE SHOWING THE AMOUNT OF PROPERTY TAXES DUE AND PAYABLE FOR MUNICIPAL TAX PURPOSES, THE OTHER SHALL STATE THE AMOUNT OF PROPERTY TAXES DUE AND PAYABLE FOR COUNTY PURPOSES, SCHOOL PURPOSES AND FOR THE PURPOSES OF ANY OTHER SPECIAL DISTRICT ON BEHALF OF WHICH THE MUNICIPALITY COLLECTS PROPERTY TAXES.

RESOLUTION R7-10; 2015, A RESOLUTION BY THE GOVERNING BODY OF THE BOROUGH OF BERLIN ADVOCATING THE SUPPORTING OF RESEARCH FOR FINDING A CURE FOR FIBRODYSPLASIA OSSIFICANS PROGRESSIVA

RESOLUTION R7-11;2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR DANIEL DELLAMARINE, TA HELPING HANDS GYM LOCATED AT 37 BERLIN CLEMENTON ROAD, BERLIN FOR A FITNESS GYM FOR SPECIAL NEEDS.

RESOLUTION R7-12; 2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR DAN LAWLER, T/A AMERICAN POOL LOCATED AT 1040 SO. ROUTE 73 BERLIN FOR A POOL MANAGEMENT COMPANY.

RESOLUTION R7-13;2015, AUTHORIZATION TO AWARD THE TAUNTON AVENUE RESURFACING CONTRACT TO GARALD A BARRETT LLC OF BERLIN NJ IN THE AMOUNT OF \$189,904.91 BASE BID PLUS-----
(FUNDS CERTIFIED)

RESOLUTION R7-14;2015, AUTHORIZATION TO APPROVE CHANGE ORDER # 4 FOR TRICOMM SERVICES OF MOORESTOWN NJ IN THE AMOUNT OF \$1766.14 FOR ADDITIONAL IT WIRING IN BASEMENT OF MUNICIPAL BUILDING. (FUNDS CERTIFIED)

RESOLUTION R7-15; 2015, AUTHORIZATION TO APPROVE THE FOLLOWING CHANGE ORDERS FOR MJF ELECTRICAL CONTRACTING OF TREVOSE, PA. FOR BOTH THE POLICE STATION AND THE MUNICIPAL BUILDING;

CHANGE ORDER # 2 \$23,748.26 TO SUPPLY AND INSTALL NEW ELECTRICAL PANEL WITH BREAKERS FOR THE ADDITIONAL RECEPTACLES REQUIRED PER SPECS

CHANGE ORDER # 3 6963.25 RECONFIGURE OUTLETS AND CIRCUITRY IN ALL OFFICES AND MEETING ROOMS. RELOCATE AND MOVE RECEPTACLE AND DATA LOCATIONS TO MEET THE CRITERIA OF POLICE DEPARTMENT. RAISE OUTLETS TO MEET CASE WORK REQUIREMENTS.

CHANGE ORDER # 13 6668.68 DEMO LIGHTING, SWITCHES,
RECEPTACLES AND MISC APPARATUS AT LOCATIONS OF 3 AREAS ON
FIRST FLOOR.

CHANGE ORDER # 14 1946.37 ADD FIRE ALARM DEVICES IN
PHASE 1 NEW ADDITION PER FIRE INSPECTOR REQUEST. INCLUDED
DEVICES AND PROGRAMMING FROM OUR FIRE ALARM VENDOR. RUN
WIRING ABOVE CEILINGS AND OLD WORK IN SHEETROCK WALLS.

CHANGE ORDER # 15 3954.85 FEED AHU FROM MDP PANEL
IN EXISTING BUILDING. INCLUDED JUNCTION BOX IN NEW
ELECTRICAL ROOM AND RUN FEEDER 200' TO MDP LOCATION. NEEDED
NEW 50/3 BREAKER.

CHANGE ORDER # 19 12,800.00 SUPPLY AND INSTALL NEW
LIGHT FIXTURES, LAMPS, SUPPORTS, AND WIRING BETWEEN FIXTURES.
SUPPLY AND INSTALL NEW SWITCHES IN EXISTING LOCATIONS FROM
EXISTING CIRCUITS.

CHANGE ORDER # 23 3200.00 SUPPLY AND INSTALL
NEW BATHROOM FIXTURES AND LAMPS CONNECTED TO EXISTING
CIRCUITS AND SWITCHING.

CHANGE ORDER # 24 1000.00 SUPPLY AND INSTALL CIRCUIT
AND WIRING FOR TIME CLOCK INSTALLED IN NEW VESTIBULE.

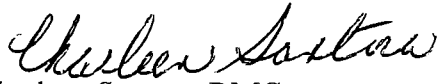
CHANGE ORDER # 25 1909.18 REMOVE AS REQUESTED ALL
EMERGENCY LIGHTS.

CHANGE ORDER # 27 3249.21 SUPPLY AND INSTALL NEW
EXIT SIGNS AT FIVE LOCATIONS ON FIRST FLOOR. REMOVE EXISTING
EXIT SIGN AND JUNCTION BOX.

PRIVILEGE OF FLOOR:

Mike Latigona – Mr. Latigona discussed the proposed Celebration Committee and he also informed the governing body that Carole Vitiello resigned from her position on the Economic Re-Development Committee and suggested Berlin Borough resident Marie Ryan replace her. Marie Ryan has her own photography business and would be a great fit for the committee. Solicitor, Howard Long stated that a formal resignation letter is needed from Carole and a resolution will be put on the agenda accepting her resignation. Also, there was discussion about the traffic and speeding on East Taunton Avenue. Mr. Latigona suggested putting an electronic speed sign to deter people from speeding to Route 73. He also suggested that the borough host a paper shredding event. The Mayor said that we used to have one in the hotel and he will look into it.

Motion to go into closed session to discuss personnel matters and any possible police negotiation information made by Councilman Knight, seconded by Pearce. All members present were in favor.

A handwritten signature in cursive script that reads "Charleen Santora".

Charleen Santora, RMC
Borough Clerk