

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, AUGUST 4, 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 Meeting 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 J. Armano, Council President Lynn Kupchik, Council members Bilella, Pearce, Knight, Miller and Badolato. Councilman Knight was absent.

**PRESENT ALSO:** Solicitor Howard Long, Chief of Police Michael DeLorenzo, and Administrator Charleen Santora.

**PRIVILEGE OF FLOOR:**

Jennifer Adair – 265 S. White Horse Pike – Ms. Adair asked if Ordinance 2015-16 included prohibited residents from parking their boats on their lawn. Howard Long explained that the ordinance is in effect to deter people from parking their vehicles on their front lawns because it is not esthetically pleasing and there have been several complaints.

Robert Foster – 54 A. S. White Horse Pike – Mr. Foster asked about Ordinance 2015-18 and if it is going to affect the Business Association in any way. Mayor Armano said no not at all and Councilman Miller said that the Celebration Committee has no intentions of interfering; the Celebration Committee's intent is to create new activities within the Borough of Berlin for residents to enjoy.

Michelle Silecki – 155 Sequoia Drive – Ms. Silecki said that she asked to be included in the discussion regarding 4<sup>th</sup> of July fireworks, but has not heard anything yet. Councilman Badolato said that the committee wanted to wait to get through July and then explore ideas in August. Also, Councilman Badolato said that once the Celebration Committee is formed we can explore more ways to do things with everyone's suggestions and concerns.

Jennifer Adair – 265 S. White Horse Pike – Ms. Adair asked about the Celebration Committee's role and Mayor Armano said that the committee is being formed to enhance the old with the new.

Charlene Galiano – 265 S. White Horse Pike – Ms. Galiano said she would like to consider Berlin Business owners who are not residents be a part of the Celebration Committee; the Celebration Committee should take over planning the 4<sup>th</sup> of July because the ICCA is a dead organization and they exclude new members from joining.

### **COMMITTEE REPORTS:**

**CHIEF OF POLICE**, Michael DeLorenzo said he will give a full report at the council meeting next week. He discussed that he received a quote from Berlin Glass for the lexon cells. For a quarter inch piece of lexon the cost is \$3100.00 and about 8 sheets are needed. He said he will work on getting another estimate. Also, he said that there is not \$3100.00 in the budget so he would like to ask finance what can be done. The lexon preferably should be put on the outside and is required by the DOC. Charleen said to work on getting another quote, get the funds certified by the CFO and bring it to council as a resolution. There was more discussion between Michael and the governing body. Michael also discussed the police department can start to move forward with the body cameras and he talked about this with the Director of Public Safety and they will look into it and see which unit falls best with the guidelines. Councilwoman Kupchik mentioned grant money that may be available for the cameras and he should look into applying for the grant.

**BUILDINGS & GROUNDS**, Chairman Len Badoloto reported in regard to the elevator in the municipal building that everything is on track and work will get started next week. Also, there are drainage problems at the ball fields and he got in touch with Rob Dwyer to set up a meeting with him, Mark Mauger and Michael DePalma. Once they meet they will decide what to do. Councilman Badoloto said he is working on getting a logo designed for the main entrance to Borough Hall. He discussed purchasing trash cans for the White Horse Pike; there are some designs that he looked at and that he and Mark Mauger liked. They are not as expensive and he said that about 27 new ones are needed and we can utilize the old ones by placing them in different locations. Councilman Badoloto talked about trash that is getting into the storm drains due to the gap being so big and suggested purchasing plates to cover that would cost around \$160.00 a piece. He wanted to know if council could come up with a plan for this; figure out an estimated number of how many plates needed and where to place them. The Main Street Committee had their third meeting this month and it was positive; things are moving slowly, but that is to be expected. There is still discussion about fireworks for the 4<sup>th</sup> of July for 2016. Also, on the borough website property maintenance's email needs to be added.

**STREETS & ROADS**, Chairman Gary Knight was not present.

**WATER & SEWER**, Chairman Lynn Kupchik will provide a full report at the council meeting next week on August 13, 2015. The bid opening took place today for Phase II for the remediation of the sewers and Councilwoman Kupchik would like to go out for a re-bid so she will talk with the engineer about that. Also, she thanked the clerk's office for preparing labels that she requested in regard to mercantile licenses.

**PUBLIC SAFETY**, Chairman James Pearce reported on the letter received from the State of New Jersey relative to the Volunteer Fire assistance Program. The fire chief received a voucher in the amount of \$5500.00. Councilman Pearce will provide a full report at the council meeting on August 13, 2015.

**HEALTH & RECREATION**, Chairman Rick Miller will provide a full report at the council meeting on August 13, 2015 and did mention that Camp-Long-A-Coming is over now and it was successful.

**FINANCE**, Chairman Jim Bilella will provide a full report at the council meeting on August 13, 2015. Councilman Bilella mentioned that the Nexus Property application will be heard before the Planning Board on August 10, 2015 at 7:00 pm in the municipal building.

**MAYOR**, John Armano reported that Camden County Parks is going to be cleaning up the brush on Park Drive from the June 23<sup>rd</sup> storm because it is their responsibility; Park Drive will be closed off while the county is there cleaning up. The New Jersey Department of Agriculture is requesting to conduct a survey of gypsy moth egg masses for fall 2015 and will spray the borough at no cost.

**SOLICITOR**, Howard Long did not have anything to report.

**ADMINISTRATOR**, Charleen Santora reported that about four more resolutions are going to be added to the agenda for the August 13<sup>th</sup> council meeting; the corrective action plan resolution is necessary due to the audit and she will advertise in the newspaper as well. Anytime the borough receives grant money and we put it in the budget there is a Chapter 159 insertion resolution that has to be done. Mark Mauger is purchasing a Ford F250 pickup truck out of the capital budget and since it is a state contract we do not have to go out to bid. There will be a resolution waiving the \$3.00 yard sale permit fee for the community wide yard sale on October 3, 2015 for those who participate. Charleen also discussed possibly putting a resolution on the agenda to purchase a tub grinder from a company in Absecon for the price of \$15,000 and the borough will get that money back from FEMA. She would like to schedule a finance meeting next week if possible in regard to placing an ad for the DPW Superintendent position. She also discussed the sign that is on Tansboro Road that has become an unsafe structure and asked about putting a lien on that property. Solicitor, Howard Long will look into it. Charleen talked about a letter written in regard the Fire Prevention Chief requesting to amend the ordinance currently in place so that fees can be increased.

**ORDINANCES:**

**2<sup>nd</sup> Reading**

**ORDINANCE NO. 2015-17**, AN ORDINANCE OF THE BOROUGH OF BERLIN 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

**ORDINANCE NO. 2015-18**, AN ORDINANCE CREATING A CELEBRATION ADVISORY COMMITTEE WITHIN THE BOROUGH OF BERLIN

**RESOLUTIONS:**

**RESOLUTION R8-1;2015**, AUTHORIZATION FROM BOROUGH COUNCIL TO AWARD CONTRACT TO OTIS ELEVATOR OF MOORESTOWN NJ, THE ONLY BIDDER FOR THE REPLACEMENT OF THE EXISTING ELEVATOR IN THE MUNICIPAL BUILDING IN THE AMOUNT OF \$140,000 (Funds certified by CFO)

**RESOLUTION R8-2; 2015**, APPROVAL FROM COUNCIL TO MOVE FORWARD WITH THE PURCHASE OF A 2016 POLICE INTERCEPTOR UTILITY, ALL WHEEL DRIVE FROM THE CAPITAL BUDGET IN THE AMOUNT OF \$36,296.00 AND FOR THE PURCHASE OF A POLICE INTERCEPTOR VEHICLE UNDER A THREE YEAR LEASE AGREEMENT IN THE AMOUNT OF \$34,549.00 ALL PURCHASED FROM CHERRY HILL WINNER FORD OF CHERRY HILL N J STATE CONTRACT #88728

**RESOLUTION R8-3;2015**, AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF CAMDEN IN CONJUNCTION WITH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE WITH THE TOWNSHIP OF VOORHEES, BOROUGH AND THE BOROUGH OF GIBBSBORO

**RESOLUTION R8-4;2015**, APPROVAL FROM BOROUGH COUNCIL TO HIRE DAVID GILBERT FROM WEST BERLIN, NJ FOR THE DEPARTMENT OF PUBLIC WORKS AS A STARTING LABORER EFFECTIVE JULY 27, 2015

**RESOLUTION R8-5;2015**, AUTHORIZING THE REFUND OF DEVELOPER ESCROW FOR; BLOCK 304, LOT 1.01 IN THE AMOUNT OF \$866.50, BLOCK 401, LOT 4 IN THE AMOUNT OF \$242.50, BLOCK 304, LOT 1.01 IN THE AMOUNT OF \$750.00 AND BLOCK (BERLIN TOWNSHIP) IN THE AMOUNT OF \$70.08

**RESOLUTION R8-6;2015**, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR TODD WOJTOWICZ ,T/A MOON JUMP PRESS LOCATED AT 44 CANYON DRIVE FOR A PUBLISHING BUSINESS

**RESOLUTION R8-7;2015, A RESOLUTION FROM THE BOROUGH OF BERLIN AUTHORIZING THE OVERRIDE OF THE MAYOR'S VETO ON ORDINANCE NO. 2015-15**

**QUESTIONS/COMMENTS FROM GOVERNING BODY:**

Councilman Pearce asked whether or not there is a social media process for the borough that is in place and/or what is the status. He also asked what social media sites are out there and are there any departments within the borough that would like to utilize a social media site; is there an approved list? He also discussed that he will not be able to attend the council meeting next week at 7:00 pm due to a prior commitment, but will arrive to the meeting around 8:00 pm or 8:15 pm.

Mayor Armano commented on Resolution R8-7;2015. He referred to several sets of minutes in which the governing body did not comment on anything relative to Ordinance No. 2015-15.

**PRIVILEGE OF FLOOR:**

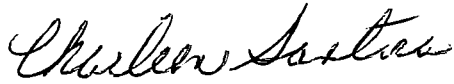
Jennifer Adair – 265 S. White Horse Pike – Ms. Adair asked about the estimate of 60,000 people who attended the 2014 4<sup>th</sup> of July fireworks in Berlin Borough that was given by the Emergency Management Coordinator. She wanted to know if that is the number that is staying on record. There was discussion between the governing body and Ms. Adair and the governing body said that there was no accurate count and a metric was not done. Ms. Adair also asked about the FEMA guidelines and requirements; she said a plan must be in place in order to get the grant money in the event that an emergency occurs. Mayor Armano said that she can get in touch with the NJ State Police OEM to get more information.

John Mitchard – 10 Canyon Drive – Mr. Mitchard spoke in regard to the front doors of the municipal building; he suggested keeping the front doors locked due to safety reasons and not to confuse people.

Michelle Silecki – 155 Sequoia Drive – Ms. Silecki asked if all the brush from the storm on June 3<sup>rd</sup> has been picked up because on Park Drive it looks like a mess. Mayor Armano said that Park Drive is Camden County's responsibility and DPW is in touch with them to get the area cleaned up. She also said that Cross Keys Road is an eye sore to Berlin. She asked about resolution R8-2;2015. Mayor Armano explained that they are two different cars; one is an SUV and the money is coming out of the capital budget and the other vehicle is a car and is being leased.

Charlene Galiano – 265 S. White Horse Pike – Ms. Galiano said there needs to be a plan put in place prior to an emergency situation. She said if she has 250 disabled kids who does she contact if there is an emergency and where should she go.

**Motion to adjourn made by Pearce, seconded by Bilella. All members present were in favor.**

A handwritten signature in cursive script, appearing to read "Charleen Santora".

**Charleen Santora, RMC  
Borough Clerk**