

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, SEPTEMBER 1, 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 Pearce was not present.

**PRESENT ALSO:** Solicitor Howard Long, Property Maintenance Official Bob Monahan, and Administrator Charleen Santora. Howard Long arrived at 7:05 pm.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**COMMITTEE REPORTS:**

**PROPERTY MAINTENANCE OFFICIAL,** Bob Monahan provided a report about complaints received and issued for the Borough of Berlin. A full detailed report is attached to these minutes. Mr. Monahan also informed the governing body that he has accepted a full-time job elsewhere and will be resigning from his position of Property Maintenance Official for the Borough of Berlin effective this October. A formal letter of resignation will be given to the Administrator. He thanked the governing body for the opportunity to serve the town.

**BUILDINGS & GROUNDS,** Chairman Len Badoloto reported that the elevator is on track; the contract with Otis Elevator has been signed and the parts have been ordered. Hugh Dougherty, Pennoni Associates Engineer took a look at the drainage issue at the ballfields and he will report back with some ideas on how to resolve the issue. Also, Councilman Badolato said he is meeting with a sign company about getting a logo made for the municipal building. He is working on getting a proposal for the new trash cans for the White Horse Pike and sewer drain plates which will be considered in next year's budget; he has had discussions with Mark Mauger about different types and styles.

Coastal Communications is company that is going to give the borough a price for video-taping the meetings; the company has been busy, but will schedule a date and time to meet with the Administrator in the very near future.

**STREETS & ROADS**, Chairman Gary Knight reported he met with Pennoni Associates about the Taunton Avenue Road Project; Phase I is going to start and the project consists of concrete, milling and paving. It is scheduled to begin on September 8<sup>th</sup> and should last about 45 days. Also, Councilman Knight informed everyone that Day Avenue by the cemetery is being paved on Thursday.

**WATER & SEWER**, Chairman Lynn Kupchik discussed the Engineer's report from Pennoni Associates in regard to the water and sewer projects. A copy of the report was distributed to the governing body. Phase one of the I & I study has been completed and we recently went out to bid for Phase two. The bids came in much higher than estimated so we will go out to bid again. Councilwoman Kupchik also discussed the water infrastructure, sanitary sewer system and the storm water management. Pennoni Associates has recommended flushing the system twice a year to eliminate the "dirty water" complaints, but Lynn thinks that there is a possibility there will be more complaints because the borough is trying to clean out the lines. The Mt. Vernon loop is a huge expense (about \$400,000.00) and she would like to pursue different avenues first. She discussed the possibility of a five year plan making the water a priority and also to reduce the amount of I & I conversion. A full detailed engineer's report on the utilities is attached to these minutes.

**PUBLIC SAFETY**, Chairman James Pearce was not present.

**HEALTH & RECREATION**, Chairman Rick Miller will have a formal report at the council meeting scheduled for September 10<sup>th</sup>. He asked the solicitor's opinion about an anonymous letter received from the Berlin Soccer Club about internal issues they are having in regard to funds that were raised. The Mayor commented that it is the Berlin Soccer Club's issue and the governing body should not get involved. Howard Long, Solicitor said not to respond especially since the letter was anonymous.

**FINANCE**, Chairman Jim Bilella will provide a formal report at the council meeting scheduled for September 10<sup>th</sup>. He discussed the ordinance on the agenda in regard to raising the fees for the Fire Marshall's office (Ordinance 2015-20).

**MAYOR**, John Armano informed council that they have been invited to the Soccer Club's opening day ceremony which will be held on September 12<sup>th</sup> at 9:00 am at the soccer fields. The Mayor received a letter from John Hess, Engineer for the Nexus Project; the letter was about the impact that the new development will have on Route 30 and Washington Ave. Mr. Hess met with the county and they discussed that the governing body needs to pass a resolution which will be given to the county and then the county will pass it on to the NJDOT. Also, the Mayor received a letter from Drew Straub; Drew is resigning from his position on the Economic Re-Development Committee due to professional obligations in which he will be traveling more to North Carolina. A

replacement will need to be found to fill Drew's position. The Mayor informed council about a resident that lives on Franklin Avenue who has a handicap child that gets picked up by a van every day; he and Lt. Beasley boxed out driveways and handicap areas on Franklin Avenue.

**SOLICITOR**, Howard Long discussed the ordinance on the agenda relative to raising the fees for the Fire Marshall's office. Everyone on council received a copy of the ordinance for review. At the last meeting Chief DeLorenzo spoke about amending the ordinance in place regarding parking on Maple Avenue which was introduced by title; that ordinance was rescinded in 2006 and you can park on Maple Avenue. Howard will discuss this with the Chief and get some clarification and then the governing body can decide what they want to do moving forward. Howard said he has three issues to discuss in closed session this evening.

**ADMINISTRATOR**, Charleen Santora informed council that there will be a resolution added to the agenda approving a liquor license renewal for the VFW for the year 2015-2016. Sunoco gas station in Berlin Twp has been sold and we no longer will be able to fuel our fleet there; the borough still has the contract with Suntrack and we will switch over to a universal gas card which will allow the drivers to get fuel at Wawa on Franklin Avenue in Berlin. She is looking into options and prices for video-taping the meetings as well as microphones for the offices in the municipal building and report back to council. Also, all borough offices will be closed on Monday, September 7<sup>th</sup> in observance of Labor Day.

### **ORDINANCES:**

#### **➤ 2<sup>ND</sup> READING**

**ORDINANCE NO. 2015-19**, CREATING AN EXCEPTION TO THE NO PARKING ORDINANCE ON MAPLE AVENUE TO EXEMPT STUDENT DROP OFF AND PICK-UPS DURING THE SCHOOL YEAR (was introduced by title)

#### **➤ 1<sup>ST</sup> READING**

**ORDINANCE NO. 2015-20**, FIRE PREVENTION FEES

### **RESOLUTIONS:**

**R9-1;2015** – AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE A PLENARY RETAIL CONSUMPTION LICENSE FOR LUCCH, LLC (LICENSE #0405-33-005-012) LOCATED AT 328 S. WHITE HORSE PIKE, BERLIN, NJ T/A LUCKY LOU'S COAL FIRE OVEN PIZZA GRILL (PASTA VINO) AND BAR FOR THE RENEWAL TERM JULY 1, 2015 THROUGH JUNE 30, 2016

**R9-2;2015** – A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NJ, PERTAINING TO PUBLIC PORTIONS AT BERLIN BOROUGH COUNCIL MEETINGS

**R9-3;2015** – A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NJ, PERTAINING TO SOCIAL MEDIA USE BY BOROUGH OFFICERS, EMPLOYEES AND MEMBERS OF ALL BOARDS AND COMMITTEES

**R9-4;2015** – A RESOLUTION OF CONCURRENCE BY THE BOROUGH OF BERLIN TO THE NJDOT FOR AN ESTABLISHED NO PASSING ZONE

Councilwoman Kupchik asked about the school buses that park on the grass across from borough hall and the employees of the bus company that use the borough hall parking lot. Mayor Armano said that Mike DePalma, Zoning Officer should go over to the bus company and talk to them.

Councilwoman Kupchik also asked about trees that are down on a private property and how to handle getting those trees cleaned up. In the woods section of Berlin there is debris sitting on the side of the side of the street. Howard Long, Solicitor said if it is a nuisance then cite them.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**EXECUTIVE CLOSED SESSION TO DISCUSS PERSONNEL MATTERS:**

Motion to go into closed session made by Knight, seconded by Miller. All members present were in favor.

Motion to go back into open session made by Knight, seconded by Badolato. All members present were in favor.

Motion to adjourn made by Miller, seconded by Badolato. All members present were in favor.



Charleen Santora, RMC/Borough Clerk