

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, OCTOBER 6, 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. Council President Kupchik and Councilman Miller were both absent.

PRESENT ALSO: Solicitor Howard Long, Tax Assessor Theresa Stagliano, Former Property Maintenance Official Bob Monahan, Current Property Maintenance Official Bill Bansch and Administrator Charleen Santora.

PRIVILEGE OF FLOOR INCLUDING QUESTIONS & COMMENTS ON RESOLUTION:

There was no public comment.

RESOLUTION:

R10-1-2015, RESOLUTION AUTHORIZING THE BOROUGH OF BERLIN TO JOIN THE NATIONAL COOPERATIVE – HOUSTON GALVESTON AREA COUNSEL (H-GAC)

Motion to approve Resolution R10-1-2015 made by Pearce, seconded by Bilella. All members present voted in favor.

CAUCUS MEETING:

COMMITTEE REPORTS:

- **TAX ASSESSOR,** Theresa Stagliano provided a report on the appeals for this year. A full report is attached to these minutes.

- **PROPERTY MAINTENANCE**, Bob Monahan and Bill Bansch provided a report for the month of September. A full report is attached to these minutes.
- **BUILDINGS & GROUNDS**, Chairman Len Badoloto reported that he spoke with Mr. Gleason about the logo signage for the entrance to the municipal building; he is working on quotes and will report back to council. Mayor Armano informed everyone that Walter Signs is going to provide a quote as well. Also, the sidewalk where the entrance to the municipal building is going to be paved on Thursday to eliminate a crack. Councilman Badoloto spoke to Mark Mauger about the trash cans for the White Horse Pike; there is money in the DPW budget that can be used and there are about 18-20 that need to be purchased. Councilman Badoloto suggested that once the new trash cans are purchased they should not be put out until the spring due to the inclement weather in the winter. The elevator repairs in the municipal building are on schedule. The Main Street Committee will be meeting on October 13th and Councilman Badoloto will provide a report on that meeting at the next council meeting.
- **STREETS & ROADS**, Chairman Gary Knight reported that Taunton Avenue re-paving has been completed and the striping will be done on Friday. A subcommittee meeting took place last Friday which also included Berlin Community School Administrator Frank Doman and the Berlin Police in regard to speed bumps for Franklin Avenue. There was also discussion about the intersection at Clementon Road and Franklin Avenue. Councilman Knight thanked Jennifer Adair-LaFontane for all of her time and effort.
- **WATER & SEWER**, Chairman Lynn Kupchik was not present.
- **PUBLIC SAFETY**, Chairman James Pearce thanked Councilman Badoloto and Councilman Knight for their efforts getting the subcommittee together along with Frank Doman and school board members for the meeting in regard to the speed bumps and the intersections at Clementon Road and Franklin Avenue. He also thanked Bob Monahan for doing a great job as the Property Maintenance Official and making it a smooth transition for the newly appointed official Mr. Bansch. Councilman Pearce will have a full report for the police department at the council meeting on October 15th.
- **HEALTH & RECREATION**, Chairman Rick Miller was not present.
- **FINANCE**, Chairman Jim Bilella reported that the Best Practices Worksheet has been completed which is a requirement of the Local Finance Board; everyone on council should have a copy for review and this will be discussed in more detail next week at the council meeting. Councilman Bilella discussed the ordinance in place in regard to mercantile licenses. He suggested that the ordinance be amended so that the application is not held up to due to taxes and utilities not being paid up to date on the property. This amendment will allow tenants to proceed with opening their business in the borough; it is a bad practice in effect

right now which is non-conducive to the borough welcoming new businesses. There was discussion between the governing body and it was agreed upon that an introduction to amend the ordinance will be on the October 15, 2015 council agenda for approval. Another item discussed was the ordinance in regard to amusement devices and the fee that is collected. Councilman Bilella discussed that the amusement devices ordinance was passed in the 1980's when arcade games were popular but, with the change in times they are pretty much absolute and have been replaced with smart phones, Ipads, etc. There is only one business in the borough that has arcade games and they were charged a fee of about \$2,500.00 for their devices this year in addition to the fee for their mercantile license. He suggested rescinding this ordinance. There was discussion between the governing body and it was decided that an introduction to rescind the ordinance from the borough code will be on the agenda for the October 15th council meeting. Another agenda item discussed was Resolution R10-10;2015; Councilman Bilella suggested that the resolution be tabled and also stated that the borough will outsource payroll starting January 1, 2016 and the borough will begin bi-weekly paychecks as of January 1, 2016 as well. At the council meeting on October 15, 2015 there will be a discussion in regard to the DPW Superintendent position during closed session.

- **MAYOR**, John Armano informed everyone that a letter was delivered to the residents of Broad Avenue, Estaugh Avenue and Rich Avenue in regard to the Fall Fest being held on October 17, 2015.
- **SOLICITOR**, Howard Long stated that there will be some items for discussion during closed session at next week's council meeting. Also, he spoke with Charleen and the Police Chief about the social media policy relative to the police department; the police department will maintain their own social media sites.
- **ADMINISTRATOR**, Charleen Santora reported that the clerk's office has been very busy; mercantile license renewals were due July 1st and most fees have been collected with the exception of five businesses. She discussed the possibility of changing the trick or treat hours for Halloween due to the fact that Halloween is on a Saturday this year. Lt. Beasley was present and he suggested utilizing the daytime hours which would maximize the safety of the children who will be going out to trick or treat; council will decide at the council meeting what the hours are going to be for trick or treat. Charleen thanked Bob Monahan for his efforts and job well done as the Property Maintenance Official and she welcomed Mr. Bill Bansch as he will be replacing Mr. Monahan. She informed everyone that the borough will be closed on Monday, October 12th in observance of Columbus Day.

ORDINANCES:

- **1ST READING**

ORDINANCE NO. 2015-21, AN ORDINANCE AMENDING CHAPTER 315, SECTION 48 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED VEHICLES AND TRAFFIC

- **2ND READING**

ORDINANCE NO. 2015-20, AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF BERLIN MODIFYING THE FEES RELATING TO NEW JERSEY UNIFORM FIRE CODE INSPECTIONS AND FEES

RESOLUTIONS:

R10-2-2015, A RESOLUTION AUTHORIZING THIRD QUARTER 2015 UTILITY BILL ADJUSTMENTS AS FOLLOWS:

14 Constitution Blvd	meter in backwards	-53,600.60
10 Day Avenue	new meter account	+250.50
6 Harmony Lane	new meter account	+55.00
115 Piedmont Blvd	new meter account	+309.50
4 Vienna Lane	new meter account	-524.00
30 S. Rose Lane	meter frozen	+106.00
121 Franklin Ave	meter frozen	+359.00
200 First Ave	meter frozen	+274.50
299 Rte 73	broken curbstop	-1,693.50

R10-3-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR ERNEST TETTEH-OBUBI T/A GREEN LIGHTS LOGISTICS, LLC LOCATED AT 259 WATSONTOWN-NEW FREEDOM ROAD, BERLIN, NJ FOR A LOGISTICS COMPANY

R10-4-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR TINA TOWNSEND T/A THE THREE POOCHES, LLC LOCATED AT 136 S. WHITE HORSE PIKE, BERLIN, NJ FOR A PET GROOMING BUSINESS

R10-5-2015, A RESOLUTION AUTHORIZING BERLIN BOROUGH'S CONTINUED PARTICIPATION IN THE MUNICIPAL CONSORTIUM FOR THE PURPOSES OF ENGAGING AN EXPERT FOR THE PREPARATION OF STATEWIDE, REGIONAL AND MUNICIPAL FAIR SHARE NUMBERS AND RETENTION OF A NEW EXPERT CONSULTANT

R10-6-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO APPOINT BILL BANSCH TO THE POSITION OF PROPERTY MAINTENANCE OFFICIAL EFFECTIVE OCTOBER 3, 2015 FOR AN ANNUAL SALARY OF \$6030.00 PER 2015 SALARY ORDINANCE

R10-7-2015, AUTHORIZATION TO RELEASE THE MAINTENANCE BOND FOR WAWA #8310 LOCATED ON THE WHITE HORSE PIKE IN THE AMOUNT OF \$39,144.20 AS PER RECOMMENDATION FROM PENNONI ASSOCIATES

R10-8-2015, A RESOLUTION TO APPROVE THE REFUND OF OVERPAYMENTS FOR THE BERLIN BOROUGH MUNICIPAL COURT IN THE AMOUNT OF \$761.00

R10-9-2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR STEVE CHALAKO T/A ELITE TAX PREP AND NOTARY SERVICE LOCATED AT 33 W. WHITE HORSE PIKE, BERLIN, NJ FOR A TAX PREPARTION AND NOTARY SERVICE BUSINESS

R10-10-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO AMEND THE CURRENT EMPLOYEE HANDBOOK SECTION FOUR, PAGE 34, PAYROLL POLICY FROM WEEKLY PAYROLL TO BI-WEEKLY PAYROLL

R10-11-2015, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE THE BEST PRACTICES PROCEDURES IN COMPLIANCE WITH THE LOCAL FINACE BOARD

R10-12;2015, APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE 2016 BERLIN BOROUGH ROAD IMPROVEMENT PROGRAM

R10-13;2015, APPROVAL FROM BOROUGH COUNCIL TO AUTHORIZE PENNONI ASSOCIATES TO AWARD MARTIN ACKLEY FOR THE TEST CORES NEEDED ON TAUNTON AVENUE TO CLOSE OUT THE NJDOT GRANT APPLICATION IN THE AMOUNT OF \$800; THE LOWEST OF THREE QUOTES

PRIVILEGE OF FLOOR:

Jennifer Adair LaFontane– 265 S. White Horse Pike – Ms. Adair-LaFontane asked Charleen to post on the borough website that the ICCA will be having their next meeting on October 19th at 8:00 pm in the Berlin Borough Community Center. She also thanked Councilman Knight for his efforts in regard to the speedbumps on Franklin Avenue as well as the speed limit efforts on Clementon Road and Franklin Avenue.

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



Charleen Santora, RMC/Borough Clerk