

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**TUESDAY, DECEMBER 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

**PRESENT ALSO:** Solicitor Howard Long, Administrator Charleen Santora, Property Maintenance Official Bill Bansch and Construction/Zoning Official Michael DePalma

**PRIVILEGE OF FLOOR:**

**Susan Forte – 34 E. Broad Street** – Ms. Forte informed council that she received a violation notice from the Property Maintenance Official in regard to parking her school bus that she drives at the end of her street. She was given permission to park the school bus at the end of the street about 8 years ago from the former Property Maintenance Official Dan Olicker so she doesn't understand why it is an issue now. It is a school vehicle not a commercial vehicle and she has never received any complaints from neighbors.

Howard Long said that this issue was recently brought to his attention by the Administrator, but he has not had the opportunity to discuss this with council. There was an ordinance dating back to 2007 that the newly appointed Property Maintenance Official was following, but Ms. Forte can be assured that she will not receive a citation and council will discuss the possibility of amending the ordinance.

Bill Bansch - Property Maintenance Official – Mr. Bansch said that he is new in his travels and he has not written any citations in regard to the parking of the school buses. He suggested the residents who are affected by this come to the council meeting and request having the ordinance amended.

**Vivian Dantonio - 167 Clementon Road** – Ms. Dantonio said that she drives her school bus every day and usually gets home at around 7:00 p.m. She said it is an inconvenience to drive the bus to the terminal and all the years that she has been taking her bus home, no one has ever complained. She parks the bus in her driveway and it does not inhibit anyone's view.

**Bill Hardy – 5 N. Atlantic Avenue** – Mr. Hardy informed council that he has been driving his school bus for the past 15 years and has never had a complaint. He actually has been a bus driver over the past 40 years and not once has he ever had a complaint. He took pictures to show the governing body where he does in fact park his bus. He asked the governing body to consider amending the ordinance.

**Helen and Robert Winter - 131 Holly Avenue** – Mr. and Mrs. Winter have been driving a school bus getting the children to and from school safely for the past 28 years. They have never received any complaints from their neighbors. They leave for the day at 6:45 a.m. and then return home after 5:00 p.m. They asked council to consider amending the ordinance.

**Daniel Hillman - 8 Zion Drive** – Mr. Hillman is a 4<sup>th</sup> generation family member who has been involved in the school bus business for years; he contracts out about 150 school buses and he said that the bus drivers work very hard for their money and it is a privilege to drive a school bus. These drivers are transporting your children safely every day to and from school and the ordinance in place needs to be looked at and amended.

#### **COMMITTEE AND DEPARTMENT HEAD DISCUSSIONS:**

**PROPERTY MAINTENANCE OFFICIAL**, Bill Bansch provided a full report on various properties within Berlin Borough. A full report is attached to these minutes.

**BUILDINGS & GROUNDS**, Chairman Len Badoloto reported on the Down Town Committee and said they are hoping to attend the council meeting in January to talk to council about their ideas, plans and outline for the year. Councilman Badoloto attended the Steered Straight assembly at the Berlin Community School and said it was a very good program and the police department did a good job. Also, due to the sale of the Christmas ball we were able to purchase lights. Councilman Badoloto asked about how to go about obtaining a handicap sign for Berlin residents Joe and Donna Beebe who live on Atlantic and Hardy Avenue because they have a handicap sister who lives with them.

**STREETS & ROADS**, Chairman Gary Knight will provide a full report at the council meeting on December 10, 2015.

**WATER & SEWER**, Chairman Lynn Kupchik will provide a full report at the council meeting on December 10, 2015.

**PUBLIC SAFETY**, Chairman James Pearce will provide a full report at the council meeting on December 10, 2015. He applauds the police department for putting together

the Steered Straight assembly at the Berlin Community School even though he was unable to attend; the police department does a great job and it is a really great program.

**HEALTH & RECREATION**, Chairman Rick Miller will provide a full report at the council meeting on December 10, 2015. He informed everyone that the Celebration Advisory Committee had their first official meeting; sub committee's came up with five events for 2016 and he will present more information at the council meeting on December 10, 2015.

**FINANCE**, Chairman Jim Bilella will provide a full report at the council meeting on December 10, 2015. He apologized for not attending the past meeting. He spoke about the "no passing zone" ordinance and said that a traffic study must be done in order to pass the ordinance; the county requires this to be done. The traffic study will be put into the budget for next year. Also, two Board of Health members have resigned (Selma Rose and Sharon Van Dyke) so a formal resolution will need to be put on the agenda accepting their resignation. Councilman Bilella also reported that there will be a finance meeting tomorrow to discuss the budget; the capital budget will be discussed and will be introduced in February 2016 after the annual debt statement is submitted (budget has to be introduced and adopted within the same calendar year).

**MAYOR**, John Armano will hold his report until the council meeting on December 10<sup>th</sup>. On Saturday, December 5<sup>th</sup> the tree lighting ceremony will take place and he thanked the Rotary, Berlin Business Professional Association as well as Tina and Joe Hoffman for doing such a great job. He said that one local business purchased a total of 30 Christmas balls for the tree which was very generous and nice. DPW was scheduled to work on putting the lights on the tree today, but due to the rain they were unable too. They will have to work on getting them up by the end of the week.

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

**ADMINISTRATOR**, Charleen Santora reported that a contract has to be decided on relative to the Cumberland County Animal Control Officer which is who the borough has used last year and in previous years. There is a JIF Safety meeting next Tuesday at 11:00 a.m. which will be the last one for the year. Bid proposals are out and they are due no later than December 11, 2015; notice is posted on the borough website and we will receive thumb drives for everyone on council to review the proposals. The potholes in the Kmart parking lot need to be filled before winter so Mark will have his men work on this and we can bill Armstrong Capital like we have in the past. Right now DPW is working with one leafer as the other one is broken. Another resolution may be added to the agenda in regard to the water company.

### **ORDINANCES:**

### **2<sup>ND</sup> READING**

**ORDINANCE NO. 2015-24**, AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF BERLIN SECTION 315-SCHEDULE 16, NO PASSING ZONES PROHIBITING PASSING ON TANSBORO ROAD FROM ROUTE 30 TO THE WHITE HORSE PIKE TO THE WINSLOW BORDER WHICH IS IMMEDIATELY PRIOR TO RIGGS ROAD

**RESOLUTIONS:**

**R12-1;2015**, A RESOLUTION AUTHORIZING THE REFUND OF DEVELOPER ESCROW BALANCE FOR BLOCK 2002, LOT 1 IN THE AMOUNT OF \$750.00

**R12-2;2015**, A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NJ, AUTHORIZING THE TAX REFUND FOR BLOCK 1405, LOT 8, 257 S. WHITE HORSE PIKE IN THE AMOUNT OF \$1,293.36 DUE TO MTG. CO. OVERPAYMENT

**R12-3;2015**, A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NJ, AUTHORIZING 4<sup>TH</sup> QUARTER 2015 UTILITY BILL ADJUSTMENTS FOR THE FOLLOWING PROPERTIES;

<u>Acct. #</u>	<u>Address</u>	<u>Action</u>	<u>Adj</u>
17886-2	23 Wright Ave.	add billing for non-registering water meter	\$1,068.50
31190-3	Berlin Twp Acct-deduct for 2 non-eligible senior citizen (2@12.82)		- \$25.64

**R12-4;2015**, APPROVAL OF BUDGET INSERTION FOR CHAPTER 159 INTO THE GENERAL BUDGET IN THE AMOUNT OF \$5000.00 FOR THE NJ DIVISION OF HIGHWAY TRAFFIC DRIVE SOBER OR GET PULLED OVER YEAR END HOLIDAY CRACKDOWN GRANT

**R12-5;2015**, A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR OUTSIDE EMPLOYMENT OF OFF-DUTY MUNICIPAL OFFICERS

**R12-6;2015**, A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR DEVELOPERS' PERFORMANCE/MAINTENANCE GUARANTEES PURSUANT TO N.J.S.A. 40A:5-29

**R12-7;2015**, A RESOLUTION REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR CELEBRATION TRUST DONATIONS PURSUANT TO N.J.S.A. 40A:5-29

**R12-8;2015**, A RESOLUTION AUTHORIZING THE CHIEF FINANCIAL OFFICER TO MAKE APPROPRIATION TRANSFERS AND PAY CERTAIN CLAIMS WHEN THE REQUIRED MAJORITY OF COUNCIL WOULD NOT BE AVAILABLE TO HOLD A SPECIAL MEETING DURING THE PERIOD BETWEEN SCHEDULED

COUNCIL MEETINGS DUE TO THE HOLIDAYS

**R12-9;2015**, A RESOLUTION AUTHORIZING THE SUBMISSION OF A STRATEGIC PLAN FOR THE BERLIN, GIBBSBORO AND VOORHEES MUNICIPAL ALLIANCE GRANT FOR FISCAL YEAR 17 FOR THE TERM JULY1, 2016 THROUGH JUNE 30, 2017 IN THE AMOUNT OF DEDR \$37,590.00; CASH MATCH \$9,397.50; AND IN-KIND \$28,192.50

**R12-10;2015**, AUTHORIZATION TO APPROVE CHANGE ORDER #36 FOR FASOLINO CONTRACTING CORPORATION FOR AN INCREASE IN THE AMOUNT OF \$8,000.00 FOR SUPPLEMENTAL SUPERVISION SERVICES THROUGHOUT THE DURATION OF THE PROJECT

**R12-11;2015**, AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH CUMBERLAND COUNTY SPCA FOR THE 2016 AGREEMENT FOR ANIMAL SHELTER SERVICES EFFECTIVE JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

Councilwoman Kupchik had a question about resolutions R12-5;2015 through R12-7;2015. Charleen said that these are Dedication by Rider resolutions required by the DCA.

**PRIVILEGE OF FLOOR:**

There was no public comment.

**CLOSED SESSION TO DISCUSS THE AFSCME CONTRACT NEGOTIATIONS:**

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

Motion to come out of closed session made by Councilman Pearce, seconded by Knight. All members present were in favor.

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



**Charleen Santora, RMC/Borough Clerk**