

BOROUGH OF BERLIN
CAUCUS MEETING MINUTES
TUESDAY, MARCH 3, 2015
BERLIN COMMUNITY SCHOOL
SO. FRANKLIN AVENUE
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 Bulletin Board in the Clerk's office 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. Councilmen Miller and Badolato were absent.

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

PRIVILEGE OF FLOOR:

There was no public comment.

COMMITTEE DISCUSSION ITEMS:

BUILDINGS & GROUNDS, Chairmen Badolato was absent.

STREETS & ROADS, Chairmen Knight will provide a full report at the council meeting held on Thursday, March 12, 2015. He did mention that there are potholes due to the weather and if anyone needs to report a pothole they may contact the clerk's office or DPW.

WATER & SEWER, Chairmen Kupchik discussed that she would like the format of the caucus meetings to change; caucus meetings should allow for more time to discuss items with the governing body and be less formal. Council President Kupchik also thanked everyone for attending the Business Association's cocktail party that was held at Paris Caterer's. The Business association is thinking about sponsoring a town wide yard sale and she wanted to know council's thoughts and suggestions. She suggested that those who want to participate pay a fee of about \$10.00 to register and then the money will be turned over for Christmas decorations on the White Horse Pike. The last week in May

was suggested. Councilman Pearce suggested that there are a few streets in the borough that are prohibited from having yard sales so he mentioned having a town wide yard sale at the community center or some other central location so everyone can participate. Mayor Armano suggested the borough hall parking lot or the Kmart parking lot. After much discussion it was decided that a town wide yard sale is a great idea; the Solicitor suggested adopting a resolution for a special event charging a fee of \$10.00, waving the \$3.00 cost that is set in the ordinance with a tentative date of May 30, 2015. Councilwoman Kupchik will bring the information back to the Business Association and she will get back to the governing body.

HEALTH & RECREATION, Chairmen Miller was absent.

PUBLIC SAFETY, Chairmen Pearce discussed that there will be two interviews tonight during closed session for the part-time Class II police officer position with the police department. He thanked Deputy Emergency Management Coordinator Mike Miller for providing him with a great report and for doing a great job. He also discussed the resolution on the agenda, R3-9;2015; this resolution is giving authorization to hire a fire inspector as per recommendation from Fire Chief Bill Behnke. Also, Councilman Pearce discussed the Winslow Township Fire District Mutual Aid Agreement and also the Shared Services Agreement between Cherry Hill Fire District # 13 and Borough. Mayor Armano said he wants to have more of a discussion on the Winslow Twp Fire District Mutual Aid Agreement; on page 2, part A it states that there is already a shared services agreement with the county for mutual aid.

FINANCE, Chairmen Bilella discussed that DPW is looking to replace their 1999 rear loader trash truck; currently the CFO is trying to set up funding left over from last and the cost for a new truck exceeds the value of the truck. He wanted to know council's thoughts about going out to bid for a rear load trash truck. After some discussion it was decided that authorization will be given to the Administrator to go out to bid. Also, Councilman Bilella had a discussion with Charleen and the Solicitor about the position of Registrar of Vital Statistics; Solicitor Howard Long is looking into this and will check the state statute. Another issue that was discussed was how hard the council has worked to stay in compliance with COAH; last year a firm was hired and appointed to do the COAH "work" for the borough and he asked the Solicitor if we needed to re-appoint. Howard explained that professional services contracts cannot exceed a 12 month duration so we do need to go out for RFP's to re-appoint a firm/individual. Lastly Councilman Bilella informed council that the residents living in Lon-A-Coning East have concerns about school bus stops at the intersection of cross Keys Road. The school said that the bus stops cannot be moved and after much discussion with the school and community it has been decided that there is a real problem; too many people are parking at the entrance of the development on Crater Avenue. Councilman Bilella suggested eliminating any stopping or standing on Crater Avenue which is a small street that is only 150 long and has no houses. After much discussion between council and the Chief of Police it was decided that there will no parking on Crater Avenue from 7am to 9 am and from 2 pm to 4 pm.

MAYOR, John Armano discussed the cost of tipping fees which is now \$65.69; this is a cost that is about \$9.00 less than last year. Last year on a monthly basis 120 tons of trash was deposited at the incinerator. Also, there was a great article in The Wire newspaper about the cocktail party that was held by the Business Professional Association and he suggested that everyone take a look at it.

CHIEF OF POLICE, Michael DeLorenzo will provide a full report at the council meeting being held March 12, 2015. He is in attendance tonight for the police interviews that will take place in closed session. He briefly discussed the mandate that is in effect starting March 1st having to do with cameras in the police cars. He is meeting with the Chief's Association to see what other departments are doing; right now the Berlin PD is at a stand-still until more information is gathered. Body cameras are an option and most likely will be more cost efficient.

ADMINISTRATOR, Charleen Santora discussed adopting an ordinance to set the specific fine and costs for failing to license a dog per recommendation from Judge Larsen. She also had a discussion on possibly amending the Community Center Ordinance to reflect certain areas that need clarification and to address weather cancellations. There will be two more mercantile resolutions added to the agenda as well; there be a resolution amending the temporary budget and there is a resolution on the agenda about a consulting firm to do an evaluation on the elevator in the municipal building.

There was also some discussion between the governing body about the resolution having to do with easements and deeds at Centennial Square.

Councilwoman Kupchik mentioned that the library is showing a movie about women's right to vote on March 26th and refreshments will be served. She also mentioned the flooding issues happening and suggested creating a sub-committee. Mayor Armano said that he is trying to set up a meeting with the county.

Councilman Pearce talked about the key fob system in the police department. He would like the Administrator to assign a point person to be in control of the fob system for the new municipal building once all the offices move.

ORDINANCES 2ND READING:

ORDINANCE NO. 2015-01, AN ORDINANCE AMENDING ORDINANCE NO. 2014-01, SUPPLEMENTING CHAPTER 62 OF THE CODE F THE BOROUGH OF BERLIN ENTITLED "SALARIES"

ORDINANCE NO. 2015-02, AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF BERLIN ENTITLED "DEALERS IN PRECIOUS METALS, GEMS AND SECONDHAND GOODS"

RESOLUTIONS:

R3-1;2015, APPROVAL FROM COUNCIL TO ENTER INTO AN AGREEMENT WITH ZIPF ASSOCIATES, INC. OF BALA CYNWYD, PA., A CONSULTING SERVICE COMPANY, FOR AN ELEVATOR ASSESSMENT OF THE EXISTING ELEVATOR LOCATED IN THE MUNICIPAL BUILDING AT 59 SO. WHITE HORSE PIKE FOR THE AMOUNT OF \$2750.00

R3-2;2015, A RESOLUTION DESIGNATING RECIPIENTS FOR THE CAMDEN COUNTY IMPROVEMENT AUTHORITY HOUSING REHABILITATION PROGRAM AND AUTHORIZING CAMDEN COUNTY IMPROVEMENT AUTHORITY AS ADMINISTRATIVE AGENT # 05 D 055

R3-3;2015, AUTHORIZATION TO APPROVE CHANGE ORDER # 24 FOR FASOLINO CONTRACTING CORP, OF SEWELL N J DUE TO FLOOR PREP OF CONCEALED CONDITIONS IN THE NEW POLICE BUILDING IN THE AMOUNT OF \$4,140.00 (CFO HAS CERTIFIED THE FUNDS)

R3-4;2015, AUTHORIZATION FROM COUNCIL PER RECOMMENDATION FROM PENNONI ASSOCIATES TO RELEASE THE MAINTENANCE BOND FOR LAMBERTI RESTAURANT (LUCKY LOU'S) AS ALL COMMENTS CONTAINED ON THE FEBRUARY 13 PUNCH LIST HAVE BEEN COMPLETED

R3-5;2015, A RESOLUTION AMENDING RESOLUTION R1-29;2015 TO REFUND \$1115.70, DEVELOPERS ESCROW TO GBK COMPANY, LLC AS THAT COMPANY HAS CEASED TO DATE AND ESCROW SHOULD NOW BE RETURNED MR. GARY KNIGHT OF BERLIN NJ

R3-6; 2015, AUTHORIZATION FROM COUNCIL TO APPROVE CHANGE ORDER # 1 AS A DEDUCT OF \$16,086.09 FOR MALAN AVENUE RECONSTRUCTION PROJECT.

R3-7;2015, A RESOLUTION APPROVING THE INVESTIGATION OF CENTENNIAL SQUARE UTILITY EASEMENT BY PENNONI ASSOCIATES IN THE AMOUNT OF \$37,600, PHASE 1 TO RESEARCH EASEMENTS THROUGH REVIEW OF FILED PLANS AND DEED RESEARCH FOR \$7600 AND PHASE 2 FOR FIELD VERIFY THE LOCATION OF THE STORM WATER UTILITIES IN RELATION TO THE RECORDED EASEMENTS FOR \$30,000. (CFO TO CERTIFY THE FUNDS)

R3-8;2015, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR RICHARD GRABOWSKI, JOSEPH CRUZ AND TONY ALFANO, T/A BERLIN BREWING COMPANY FOR A BREWING COMPANY AND THE SALE OF BEER IN GROWLERS. (NO LIQUOR LICENSE REQUIRED)

R3-9;2015, APPROVAL FROM COUNCIL TO HIRE DENNIS ROSENBAUM, A LICENSED FIRE INSPECTOR OF 23 PENN ROAD, VOORHEES NJ AS A PART

TIME FIRE INSPECTOR AT AN HOURLY RATE OF \$15.75 PER
RECOMMENDATION FROM FIRE INSPECTOR WILLIAM BEHNKE.

R3-10; 2015, APPROVAL OF MERCANTILE LICENSE FOR ALI NEJAT, T/A
BERNIE FOOD OUTLET, AT THE BERLIN MART FOR THE SALE OF FOOD

R3-11; 2015, APPROVAL OF MERCANTILE LICENSE FOR ARSEN YEDIGAROV,
T/A NEW YORK EXIM CORP. 94 WEST WHITE HORSE PIKE, BERLIN FOR A
USED CAR DEALERSHIP. BLOCK 301, LOT 3.

R3-12; 2015, AUTHORIZATION TO APPROVE THE INSTALLING OF FIVE (5)
STREET LIGHTS LOCATED AROUND 59 SO. WHITE HORSE PIKE FOR THE
ONE TIME COST TO THE BOROUGH OF \$3,959.35 PLUS A ONE TIME \$15.00
PROCESSING FEE AND THEREAFTER THESE FIXTURES WILL BELONG TO
ATLANTIC ELECTRIC FOR THEM TO MAINTAIN AND REPAIR. BERLIN
BOROUGH WILL PAY APPROXIMATELY \$58.55 PER MONTH ELECTRIC FEES.

CLOSED SESSION:

Motion to go into closed session to hold interviews for a Class 2 officer for the Berlin
Borough Police Department and to discuss the Marie Fleche Library made by
Councilman Pearce, seconded by Councilman Bilella. All members present were in favor.

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

ADJOURNMENT:

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

Charleen Santora, RMC