

BOROUGH OF BERLIN
REORGANIZATION MINUTES
SATURDAY, JANUARY 7, 2017
MUNICIPAL BUILDING
59. SO. WHITE HORSE PIKE
BERLIN NJ
4:00 PM

RE-ORGANIZATION MEETING OF JANUARY 7, 2017 CALLED TO ORDER

FLAG SALUTE

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 outside the Borough Clerk's Office showing the date, place and time of said meeting.

INVOCATION:

Reverend Jose Manjakunnel, Parochial Vicar of Saint Simon Stock Parish in Berlin NJ will provide the Invocation.

OATHS OF OFFICE

Councilman James Pearce will be sworn in by Solicitor Howard Long. His sons James and Luke will hold the Bible.

Councilman Elect Daniel MacDonnell will be sworn in by Solicitor Howard Long. His wife Tanya and daughter Scarlet will hold the Bible.

ROLL CALL

Mayor Jim Bilella, Council Members Pearce, Miller, Badolato, Rocco, Buchanan and MacDonnell.

ABSENT

Councilman Badolato

MAYOR BILELLA ACKNOWLEDGES DISTINGUISHED GUESTS

Former Mayor Jim Chojnacki

Police Chief Mike Miller

Former Administrator/Clerk Charlene Santora

Former Councilman Joseph Sahina

Due to the in climate weather Senator Addiego, Joe Hayworth could not attend and Councilman Badolato who had to work due to this weather

Mayor Bilello recapped this past year of 2016. It has been an extraordinary year. Many of our senior department heads retired last year including our Administrator, CFO, our Police Chief, DPW Superintendent, the Clerk and Deputy Clerk. We have put a significant effort to find the best people for the people of Berlin. These changes has brought a huge opportunity for new ideas and the business of the borough. We have made great choices and our new faces and would like to take a minute to introduce our new faces. Mike Kwasizur, Administrator/ CFO, Mike Miller our Chief, John Allisbrook our DPW Superintendent, Lois Sahina our Clerk and Registrar of Vital Statistics, Dana Mc Garvey, our Deputy Clerk and Deputy Registrar of Vital Statistics

I would like to thank all of our borough employees & volunteers, DPW, police, fire and EMS and administration they work very hard and are very dedicate to provide great services to our community and helping to build a great community. They are all working today. Many things have happened even with this weather today, police, emergency calls and DPW plowing the streets. Every day is another day to conduct great services to our community. Our employees are dedicated to doing this.

With all the activity and these personnel changes, we still managed able to accomplish great things for the Borough of Berlin. We began our comprehensive master planning process. That plan sets the vision for our town and lets everyone know where we want to be as a town, in the next 10 years.

Look forward to public meetings in the near future, where you will be able to provide your input on this vision for the Borough of Berlin. Commerical development has been the focus of this governing body this past year and it is sorely n

RESOLUTION R1-1; 2017, APPOINTMENT OF HOWARD C. LONG, JR, ESQUIRE,
FROM THE FIRM OF WADE, LONG, WOOD & LONG, LLC, OF LAUREL SPRINGS, NJ
AS BOROUGH SOLICITOR FOR BERLIN BOROUGH YEAR 2017

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Motion; ____, Sec.; ____, Questions; RCV ____.

APPOINTMENT OF COUNCIL PRESIDENT

Motion to appoint the Council President Year 2017;

Motion; _____, Sec.; _____, RCV_____.

PLANNING BOARD APPOINTMENTS BY MAYOR

NEW APPOINTMENTS

- Michael McGowan Class II 1/1/17 – 12/31/17
- Andrew Simone Jr. Class IV 1/1/17 – 12/31/20
- Thomas Dulin Class IV 1/1/17 – 12/31/20
- Cynthia Jennings Class IV 1/1/16 – 12/31/19
(Unexpired Term Daniel MacDonnell)
- Jeannine Schumacher Alternate 1 1/1/17 – 12/31/18
- Patricia Cummings Alternate 2 1/1/16 – 12/31/17
(unexpired Term Cynthia Jennings)

PLANNING BOARD MEMBERS RECOGNITION

- James Bilella Class I 1/1/16 – 12/31/19
- Nick Maccaroni Class IV 1/1/15 – 12/31/18
- Dan Pomponio Class IV 1/1/15 – 12/31/18
- Ron Sabatini Class IV 1/1/16 – 12/31/19

PLANNING BOARD COUNCIL REPRESENTATIVE

- Councilman Daniel MacDonnell (Class III)

Motion; _____, Sec.; _____, RCV_____.

- Class I Mayor’s term corresponds to time in office.
- Class II Official of Municipality other than a member of the Governing
Body, 1-year term
- Class III Member of the Governing Body. 1-year term
- Class IV Other citizens of Municipality appointed by the Mayor. 4-year
Term. N.J.S.A. 40A:55D-23

COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

BUILDINGS & GROUNDS	Chairman Len Badolato Committee Members Rocco & Pearce
STREETS & ROADS	Chairman Dan MacDonnell, Committee Members Badolato & Pearce
WATER & SEWER	Chairman Ron Rocco Committee Members MacDonnell & Buchanan
HEALTH & RECREATION	Chairman Mike Buchanan, Committee Members Miller & Badolato
PUBLIC SAFETY	Chairman Jim Pearce Committee Members Miller & Rocco
FINANCE	Chairman Rick Miller Committee Members MacDonnell & Buchanan

Motion; ____, Sec.; ____, RCV_____.

APPOINTMENTS OF OFFICIALS BY MAYOR WITH CONFIRMATION FROM COUNCIL

• Treasurer	Stacey DiVello	1/1/17 – 12/31/17
• Deputy Clerk	Dana McGarvey	1/1/17 – 12/31/17
• Deputy Registrar	Dana McGarvey	1/1/17 – 12/31/17
• Borough Historian	Cassey Buchanan	1/1/17 – 12/31/17
• Fire Official	William Behnke	1/1/17 – 12/31/17
• Fire Safety Inspector	Joe Cornforth	1/1/17 – 12/31/17
• Plumbing Inspector	Michael DePalma	1/1/17 – 12/31/17
• Fire Chief	William Behnke	1/1/17 – 12/31/17
• Zoning Official	Michael DePalma	1/1/17 – 12/31/17
• Deputy EMC	Fred Tuttle	1/1/17 – 12/31/17

Motion to approve; ____, Sec.; ____, RCV_____.

DEPARTMENT HEAD RECOGNITIONS FOR OFFICIALS AND SUB-OFFICIALS FOR THE BOROUGH OF BERLIN 2017

- Administrator/CFO Michael Kwasizur
- Registered Municipal Clerk Lois Sahina
- Certified Municipal Registrar Lois Sahina
- Tax Assessor Theresa Stagliano
- Tax Collector Lisa Eggert
- Chief of Police Michael Miller
- Emerg Mgt Coord Michael Miller
- Ambulance Captain Lou DeMarco
- Construction Official Michael DePalma
- Fire Sub Code Inspector Ron Snyder
- Housing Inspector Michael DePalma

HISTORIC PRESERVATION COMMISSION APPOINTMENT BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Council Liaison Councilman Len Badolato 1/1/17 – 12/31/17
- Brigitte Ross Class C 4 yr 1/1/15 – 12/31/18
- Andrew Simone Jr. Class C 4 yr 1/1/16 – 12/31/19
- Michele Taylor Class C 4 yr 1/1/16 – 12/31/19
- Michelle Secrest Alt 1 2 yr 1/1/16 – 12/31/17
- Lisa Doris Alt 2 2 yr 1/1/16 – 12/31/17

Motion; ____, Sec.; ____, RCV_____.

HISTORIC PRESERVATION COMMISSION RECOGNITION OF MEMBERS

- Micki Armano Class C 4 yr 1/1/14 - 12/31/17
- Gail Mottershead Class C 4 yr 1/1/14 - 12/31/17
- Tina Hoffman Class C 4 yr 1/1/15 – 12/31/18
- Jose Hernandez Class C 4 yr 1/1/16 – 12/31/19

RECOGNITION OF HISTORIC PRESERVATION COMMISSION ADVISORS

- Millard Wilkinson Jr – Mayor Emeritus

- Dan Pomponio - President, Berlin Borough Historical Society

Class A A person who is knowledgeable in building design and construction or architectural history who may reside in the borough.

Class B A person who is knowledgeable or with a demonstrated interest in local history who may reside outside the borough.

Class C Members who must be residents of the Municipality who hold no other Municipal position except they may be members of the Planning or Zoning Boards.

BOARD OF HEALTH MEMBERS APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Council Liaison Councilman Michael Buchanan 1/1/17 – 12/31/17
- Dolores Motluck 3 yr 1/1/17 - 12/31/19
- Dan Cleary 3 yr 1/1/17 - 12/31/19
- Kelly Foster 3 yr 1/1/17 - 12/31/19

Motion; ____, Sec.; ____, RCV ____.

BOARD OF HEALTH RECOGNITION OF MEMBERS

- Dan Molnar 3 yr 12/31/17
- Christina Miller 3 yr 12/31/17
- Michelle Primo 3 yr 12/31/18
- Denise Engle 3 yr 12/31/18

LIBRARY TRUSTEE APPOINTMENT BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Janet Guerere 5 yr 1/1/17 – 12/31/21

Motion; ____, Sec.; ____, RCV ____.

LIBRARY TRUSTEES RECOGNITION OF MEMBERS

- James Bilella Mayor
- Kristen Martello Community School Superintendent
- Robert Foster 5 yr 1/1/16 – 12/31/20
- Millard Wilkinson 5 yr 1/1/15 – 12/31/19
- Tina Hoffmann 5 yr 1/1/15 – 12/31/19
- Mary K Albertson 4 yr 1/1/15 – 12/31/18

- Kim Cunningham 4 yr 1/1/15 – 12/31/18
- Nancy Grover 3 yr 1/1/15 – 12/31/17

COURT APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- **Municipal Prosecutor** Richard DeMichele 1 yr 1/1/17 – 12/31/17

Motion to appoint; _____, Sec.; _____, RCV_____.

- **Municipal Public Defender** Kimberly Garrigues 1 yr 1/1/17 – 12/31/17

Motion to appoint; _____, Sec.; _____, RCV_____.

- **Court Administrator** Kelly Foster 1 yr 1/1/17 – 12/31/17

Motion to appoint; _____, Sec.; _____, RCV_____.

MUNICIPAL COURT RECOGNITION

- Judge Krisden McCrink, J.M.C.

PROPERTY MAINTENANCE & CODE OFFICIAL APPOINTMENT BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Bill Bansch 1 yr 1/1/17 – 12/31/17

Motion; _____, Sec.; _____, RCV_____.

PROPERTY MAINTENANCE BOARD APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Property Maintenance Official Bill Bansch 1/1/17 – 12/31/17
- Council Representative Ron Rocco 1/1/17 – 12/31/17
- Planning Board Representative Ron Sabatini 1/1/17 – 12/31/17
- Zoning Official Michael DePalma 1/1/17 – 12/31/17
- Board of Health Michelle Primo 1/1/17 – 12/31/17
- Community Representative Cynthia Jennings 1/1/17 – 12/31/17

Motion; _____, Sec.; _____, RCV_____.

ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Council Liaison Councilman Rick Miller 1/1/17 – 12/31/17
- Michael Foster 3 yr 1/1/17 - 12/31/19
- Bob Suchowierski 3 yr 1/1/17 - 12/31/19
- Genevieve Haldeman 3 yr 1/1/17 - 12/31/19
- Vacant 3 yr 1/1/17 - 12/31/19*
- Vacant, Alt #1 1 yr 1/1/17 – 12/31/17*
- Vacant, Alt # 2 1 yr 1/1/17 – 12/31/17*
- Vacant, Alt #3 1 yr 1/1/17 – 12/31/17*

Motion; ____, Sec.; ____, RCV_____.

- Appointments to be made after modifications to Economic Development Ordinance which will streamline and make the Committee more efficient and effective.

ECONOMIC DEVELOPMENT COMMITTEE RECOGNITION OF MEMBERS

- Roger Strong 3 yr 1/1/15 – 12/31/17
- Bob Foster 3 yr 1/1/15 – 12/31/17
- Patricia Cummings 3 yr 1/1/16 - 12/31/18
- Kevin McHugh 3 yr 1/1/16 - 12/31/18
- Michael McGowan 3 yr 1/1/16 - 12/31/18

CELEBRATION ADVISORY COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Council Liaison Councilman Rick Miller 1/1/17 – 12/31/17
- Jeannine Schumacher Chairwoman 3 yr 1/1/16 - 12/31/18
- Christina Miller Vice-Chairwoman 3 yr 1/1/16 - 12/31/18

Motion; ____, Sec.; ____, RCV_____.

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS ONLY

MEETING CLOSED TO THE PUBLIC

RESOLUTIONS

RESOLUTION R1-2; 2017, AUTHORIZATION TO ADOPT A TEMPORARY BUDGET FOR YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-3; 2017, APPOINTMENT OF DANIEL DIGANGI, CPA, FROM BOWMAN & COMPANY OF VOORHEES, NJ AS AUDITORS FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-4;2017, APPOINTMENT OF HUGH DOUGHERTY, P.E., CME, FROM PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-5; 2017, APPOINTMENT OF HUGH DOUGHERTY, P.E., C.M.E. OF PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEERS FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-6;2017, A RESOLUTION APPOINTING JENNIFER BEAHM, PP, AICP FROM CME ASSOCIATES OF SOUTH HOWELL, NJ AS MUNICIPAL PLANNER FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-7;2017, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-8; 2017, APPOINTMENT OF THE LAW FIRM OF PARKER MCCAY, PA AS BOND COUNSEL FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-9; 2017, APPOINTMENT OF STUART PLATT, ESQUIRE FROM THE LAW FIRM OF PLATT AND RISO, STRATFORD, NJ AS SPECIAL COAH COUNSEL FOR THE BOROUGH OF BERLIN YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-10; 2017, A RESOLUTION DESIGNATING THE COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVES TO BE COUNCILMAN BUCHANAN AND ALTERNATE COUNCILMAN BADOLATO FOR YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-11; 2017, A RESOLUTION DESIGNATING THE FUND COMMISSIONER TO BE MILLARD WILKINSON, JR AND ALTERNATE FUND COMMISSIONER COUNCILMAN MILLER FOR YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-12; 2017, A RESOLUTION DESIGNATING THE SAFETY COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD WILKINSON, JR YEAR 2017.

Motion; _____, Sec.; _____, RCV_____.

RESOLUTION R1-13; 2017, A RESOLUTION AUTHORIZING THE BOROUGH CLERK/AND OR ADMINISTRATOR AND THE CERTIFIED PURCHASING AGENT TO ADVERTISE, RECEIVE AND OPEN BIDS.

RESOLUTION R1-14; 2017, A RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES, WATER, SEWER AND ALL OTHER APPLICABLE MUNICIPAL CHARGES.

RESOLUTION R1-15; 2017, A RESOLUTION DESIGNATING THE COURIER POST OF CHERRY HILL, NJ (CIRCULATES 7 DAYS A WEEK) AND PHILADELPHIA INQUIRER OF PHILADELPHIA PA AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2017.

RESOLUTION R1-16; 2017, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2017.

RESOLUTION R1-17; 2017, A RESOLUTION AUTHORIZING THE MUNICIPAL CLERK TO ACCEPT AND APPROVE MERCANTILE LICENSES FOR YEAR 2017.

RESOLUTION R1-18; 2017, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:

1. Meeting called to order
2. Salute to the flag
3. Roll call
4. Council and Mayor Reports
5. Ordinances
6. Public hearing on resolutions
7. Resolutions
8. Payment of the bills
9. Privilege of floor
10. Executive session (if required)
11. Adjournment

RESOLUTION R1-19; 2017, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS TO BE AS FOLLOWS:

<u>7:00 PM</u>	<u>7:00 PM</u>
Work Sessions	Council Meetings
February 7, 2017	January 25, 2017
March 7, 2017	February 15, 2017
April 4, 2017	March 15, 2017
May 2, 2017	April 12, 2017
June 6, 2017	May 10, 2017
July 5, 2017	June 14, 2017
August 7, 2017	July 12, 2017
September 5, 2017	August 16, 2017
October 3, 2017	September 13, 2017
November 8, 2017	October 11, 2017
December 5, 2017	November 15, 2017
	December 13, 2017

MAYOR AND COUNCIL MAY TAKE FORMAL ACTION AT ALL WORK SESSIONS

RESOLUTION R1-20; 2017, AUTHORIZATION TO APPROVE CONTRACT AWARD FOR GASOLINE TO FLEET SERVICES, SUNOCO OIL CO./SUN TRACT, BOX 3440, BOSTON, MA. UNDER STATE CONTRACT NUMBER T0394 58886 (CFO HAS CERTIFIED FUNDS ARE AVAILABLE).

RESOLUTION R1-21; 2017, AUTHORIZATION FROM COUNCIL TO ENTER INTO AN AGREEMENT WITH CAMDEN COUNTY ANIMAL CONTROL COOPERATIVE AGREEMENT AND VOORHEES ANIMAL ORPHANAGE FOR ANIMAL CONTROL SERVICES FOR THE YEAR 2017. (CERTIFICATION OF FUNDS COMING FROM THE ANIMAL TRUST FUND).

RESOLUTION 1-22; 2017, A RESOLUTION AUTHORIZING THERESA STAGLIANO AS AUTHORIZED AGENT TO REPRESENT THE BOROUGH OF BERLIN FOR TAX APPEALS.

RESOLUTION R1-23; 2017, APPROVAL FOR THE CONTINUING DISCLOSURE AGENT SERVICES AND APPOINTMENT AS INDEPENDENT REGISTERED MUNICIPAL ADVISOR OF RECORD TO BE PHOENIX ADVISORS, LLC OF BORDENTOWN NJ.

RESOLUTION R1-24; 2017, AUTHORIZING AND SUPPORTING APPLICATION TO THE STATE OF NEW JERSEY FOR HISTORIC COMMISSION CLG GRANT IN THE AMOUNT OF \$25,000.

RESOLUTION R1-25; 2017, AUTHORIZATION FOR PENNONI ENGINEERS TO CONDUCT DESIGN OF SIDEWALK IMPROVEMENTS ON CLEMENTON ROAD (CFO HAS CERTIFIED FUNDS ARE AVAILABLE).

RESOLUTION R1-26; 2017, A RESOLUTION AUTHORIZING RHP TOWING FROM ATCO, LINDEN TOWING FROM LINDENWOLD, AND LENNY'S TOWING FROM MT. LAUREL TO BE THE AUTHORIZED TOWING COMPANIES FOR THE BOROUGH OF BERLIN.

RESOLUTION R1-27; 2017, A RESOLUTION AUTHORIZING MUNICIPAL ALLIANCE ON ALCOHOL AND DRUG ABUSE.

RESOLUTION R1-28; 2017, A RESOLUTION AUTHORIZING A CONTRACT TO JIM HARTE & ASSOCIATES FOR IT SERVICES IN 2017 FOR THE BOROUGH OF BERLIN. (CFO HAS CERTIFIED FUNDS ARE AVAILABLE).

RESOLUTION R1-29; 2017, A RESOLUTION AUTHORIZING THE TRANSFER OF TITLE TO THE QUINT 2115 LADDER TRUCK FROM THE BOROUGH OF BERLIN TO THE BERLIN FIRE COMPANY NO. 1, A NON-PROFIT ORGANIZATION.

RESOLUTION R1-30; 2017, A RESOLUTION AUTHORIZING THE PARTICIPATION IN THE SAFE & SECURE COMMUNITIES GRANT PROGRAM ADMINISTERED BY THE DIVISION OF CRIMINAL JUSTICE, DEPARTMENT OF LAW & PUBLIC SAFETY.

Motion to approve Resolutions R1-13 through R1-30 made by; _____, Sec.; _____, RCV_____.

ORDINANCES

FIRST READING ON ORDINANCE

ORDINANCE OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN AND STATE OF NEW JERSEY ADOPTING A REDEVELOPMENT PLAN FOR BLOCK 1300, LOTS 2 AND 4 ON THE OFFICIAL TAX MAP OF THE BOROUGH OF BERLIN IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL REDEVELOPMENT AND HOUSING LAW (N.J.S.A. 40A:12A-1, *et seq.*) (“LRHL”)

Motion to approve Ordinance on First Reading as read. Made by; _____, Sec.; _____, Voice Vote_____.

PRIVILEGE OF FLOOR:

Motion to adjourn; ____, Sec.; ____, RCV_____.