

**BOROUGH OF BERLIN**  
**RE-ORGANIZATION MEETING MINUTES**  
**SATURDAY, JANUARY 5, 2013**  
**BERLIN MUNICIPAL BUILDING**  
**59 SOUTH WHITE HORSE PIKE**  
**BERLIN, NJ 08009**  
**1:00 pm**

The council meeting from December 27, 2012 was resumed by Mayor Armano.

Discussion of unfinished business;

- APPROVAL OF MINUTES:

Council meeting of November 27, 2012  
Closed session minutes of December 3, 2012  
Council meeting minutes of December 27, 2012

Motion to approve made by Pearce seconded by Kupchik. All were in favor.

**DEPARTMENT HEAD REPORTS FOR THE MONTH OF DECEMBER, 2012;**

- Municipal Clerk's report      \$12,051.00
- Construction report            6,969.00
- Community Center            1,725.00
- Zoning Permit Fees            120.00
- Municipal Court                Month not closed out
- Tax Collector's report        Month not closed out
- Tax Collector's utility report   Month not closed out

Motion made by Maccaroni seconded by Bilella. All were in favor.

Motion to adjourn meeting of December 27, 2012 made by Scelso seconded by Pearce. All were in favor.

**RE-ORGANIZATION MEETING OF JANUARY 5, 2013 CALLED TO ORDER:**

**FLAG SALUTE WAS 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 Philadelphia Inquirer posted on the Borough Hall Bulletin Board at the Berlin Hotel showing the date, place and time of said meeting.

**INVOCATION:**

**Reverend Jim Dabrowski from Saint Simon Stock Parish gave the invocation.**

**MAYOR ARMANO ACKNOWLEDGES DISTINGUISHED GUESTS**

Senator Addiego wished everybody a happy and healthy new year and stated she was pleased to be at the meeting.

Councilman Chris Morris from Berlin Township

Former Mayor Millard Wilkinson

Former Mayor of Waterford Township Stephen Miller

Former councilwoman Marie Knott

Former Councilman Richard Crane

Mayor Armano thanked everyone for attending.

Councilman Elect James Bilella was sworn in by Senator Dawn Addiego while his wife Denise and sons James, Joseph and Jonathan held the Bible.

Councilman Elect Gary Knight was sworn in by Mayor John Armano. Fiancée Dorothy Parker and son Kevin Knight held the Bible.

**ROLL CALL:**

Mayor John Armano, Council members Maccaroni, Scelso, Bilella, Kupchik, Pearce and Knight were all present.

**RESOLUTION R1-1; 2013**, Approval from Borough Council to appoint Attorney George Botcheos as Borough Solicitor for Berlin Borough for the year 2013

Motion made by Maccaroni seconded by Kupchik. Under a roll call vote all were in favor.

**PRIVILEGE OF FLOOR**

Former Mayor Millard Wilkinson congratulated the governing body for the year 2013 as well as Councilman Bilella and Knight. He stating he has made every reorganization meeting since 1967 and pledges his support and help if so needed.

Mayor Armano closed the public comment portion of the meeting.

- **APPOINTMENT OF COUNCIL PRESIDENT**

Appointment of Councilman James Bilella for Council President for 2013. Motion made by Maccaroni seconded by Pearce. All were in favor with exception of Councilman Bilella who abstained.

## **MAYOR'S APPOINTMENTS**

### **PLANNING BOARD**

#### **NEW APPOINTMENTS**

- |                    |             |                       |
|--------------------|-------------|-----------------------|
| • Rick Miller, Jr. | Class II    | 1/1/2013 – 12/31/2013 |
| • Ron Katkocin     | Class IV    | 1/1/2013 – 12/31/2016 |
| • Carl Canfield    | Alternate I | 1/1/2013 – 12/31/2013 |

### **PLANNING BOARD MEMBER'S RECOGNITIONS**

- |                     |             |            |
|---------------------|-------------|------------|
| • Mayor John Armano | Class I     | 12/31/2015 |
| • Jack Gangluff     | Class IV    | 12/31/2015 |
| • Richard Crain     | Class IV    | 12/31/2014 |
| • Jack Hall         | Class IV    | 12/31/2013 |
| • Dan Pomponio      | Class IV    | 12/31/2014 |
| • Ken Clegg         | Class IV    | 12/31/2014 |
| • John McCall       | Alternate 2 | 12/31/2013 |

### **PLANNING BOARD COUNCIL REPRESENTATIVE**

Councilman Nick Maccaroni

- |           |  |
|-----------|--|
| 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 Knight & Co-Chairman Scelso     |
| HEALTH & RECREATION | Chairman Pearce & Co-Chairman Knight     |
| PUBLIC SAFETY       | Chairman Scelso & Co-Chairman Maccaroni  |
| WATER & SEWER       | Chairman Kupchik & Co-Chairman Pearce    |
| STREETS & ROADS     | Chairman Bilella & Co-Chairman Kupchik   |
| FINANCE             | Chairman Maccaroni & Co-Chairman Bilella |

Motion made by Bilella seconded by Scelso. Under a roll call vote all were in favor.

**MAYOR'S APPOINTMENTS OF OFFICIALS WITH THE CONFIRMATION OF COUNCIL:**

- |                              |                  |                   |
|------------------------------|------------------|-------------------|
| • Deputy Clerk               | Melissa Bovera   | 1/1/13 – 12/31/15 |
| • Treasurer                  | Stacey DiVello   | 1/1/13 – 12/31/13 |
| • Borough Historian          | Beth Pomponio    | 1/1/13 – 12/31/13 |
| • Fire Official              | William Behnke   | 1/1/13 – 12/31/13 |
| • Emergency Mgt. Coordinator | Richard Crain    | 1/1/13 - 12/31/15 |
| • Fire Safety Inspector      | Robert King      | 1/1/13 – 12/31/13 |
| • Fire Safety Inspector      | Joseph Cornforth | 1/1/13 – 12/31/13 |
| • Plumbing Inspector         | Michael DePalma  | 1/1/13 – 12/31/13 |
| • Fire Chief                 | William Behnke   | 1/1/13 – 12/31/13 |
| • Zoning Official            | Craig Fallstick  | 1/1/13 – 12/31/13 |

Motion made by Pearce seconded by Bilella. Under a roll call vote all were in favor.

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

- |                                 |                   |
|---------------------------------|-------------------|
| • Administrator                 | Charleen Santora  |
| • Registered Municipal Clerk    | Charleen Santora  |
| • Certified Municipal Registrar | Charleen Santora  |
| • CFO                           | Stephen Miller    |
| • Tax Assessor                  | Theresa Stagliano |
| • Tax Collector                 | Lisa Eggert       |
| • Chief of Police               | Michael DeLorenzo |
| • Superintendent of DPW         | Mark Mauger       |
| • Fire Chief                    | William Behnke    |
| • Ambulance Captain             | Lou DeMarco       |
| • Construction Official         | Michael DePalma   |
| • Fire Sub Code Inspector       | Rick Napier       |
| • Electrical Inspector          | Stephen Buckhofer |

**HISTORIC PRESERVATION COMMISSION APPOINTMENTS:**

- |                                      |                |                   |
|--------------------------------------|----------------|-------------------|
| • <b>Lenny Badolato</b>              | <b>Class C</b> | <b>12/31/2013</b> |
| <b>Unexpired term of Roy Schmidt</b> |                |                   |

Motion made by Bilella seconded by Kupchik. Under a roll call vote all were in favor.

### **HISTORIC PRESERVATION COMMISSION RECOGNITION OF MEMBERS:**

- |                     |             |      |            |
|---------------------|-------------|------|------------|
| • Alan Blair        | Class A     | 4 yr | 12/31/2014 |
| • John Schetter     | Class A     | 4 yr | 12/31/2014 |
| • Millard Wilkinson | Class B     | 2 yr | 12/31/2013 |
| • Micki Armano      | Class C     | 4 yr | 12/31/2013 |
| • Jack Gangluff     | Class C     | 4 yr | 12/31/2015 |
| • Dan Pomponio      | Class C     | 4 yr | 12/31/2015 |
| • Betty Scelso      | Alternate 1 | 2 yr | 12/13/2013 |
| • Dolores Motluck   | Alternate 2 | 2 yr | 12/13/2013 |

- Class A** A person who is knowledgeable in building design and construction or architectural history who may reside in 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 WITH CONFIRMATION OF COUNCIL**

- |   |                     |
|---|---------------------|
| • Liaison, Council Representative Lynn Kupchik. | 1/1/13 – 12/31/2013 |
| • Dan Cleary 3 yr                               | 1/1/13 – 12/31/2015 |
| • Kelly Foster 3 yr                             | 1/1/13 – 12/31/2015 |

Motion made by Scelso seconded by Bilella. Under a roll call vote all were in favor.

### **BOARD OF HEALTH RECOGNITION OF MEMBERS**

- |                 |      |          |
|-----------------|------|----------|
| • Dan Molnar    | 3 yr | 12/31/14 |
| • Dawn Lattanzi | 3 yr | 12/31/13 |
| • Jodi Wilhelm  | 3 yr | 12/31/13 |
| • Debbie Scelso | 3 yr | 12/31/13 |
| • Selma Rose    | 3 yr | 12/31/14 |

### **COURT APPOINTMENTS:**

- |                        |      |                               |                   |
|------------------------|------|-------------------------------|-------------------|
| • Municipal Prosecutor | 1 yr | Law Firm of Singley & Gindele | 1/1/13 – 12/31/13 |
|------------------------|------|-------------------------------|-------------------|

Motion made by Bilella, seconded by Scelso. Under a roll call vote all were in favor.

- |                             |      |              |                   |
|-----------------------------|------|--------------|-------------------|
| • Municipal Public Defender | 1 yr | Mark Rinaldi | 1/1/13 – 12/31/13 |
|-----------------------------|------|--------------|-------------------|

Motion made by Kupchik, seconded by Pearce. Under a roll call vote all were in favor.

- Court Administrator                      1 yr      Kelly Foster                      1/1/13 – 12/31/13

Motion made by Kupchik, seconded by Scelso. Under a roll call vote all were in favor.

#### **MUNICIPAL JUDGE APPOINTMENT:**

- Municipal Judge                      3 yr      Craig Larsen                      1/1/13 - 12/31/15

Motion made by Bilella, seconded by Pearce. Under a roll call vote all were in favor.

#### **APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR'S APPOINTMENT)**

Daniel Molnar

#### **PROPERTY MAINTENANCE BOARD APPOINTMENTS:**

- **Council Representative Scott Scelso.**

Motion made by Bilella, seconded by Kupchik. All were in favor except Scelso who abstained.

- **Planning Board Representative Jack Gangluff**

Motion made by Bilella, seconded by Kupchik. All were in favor.

- **Zoning Official Craig Fallstick**

Motion made by Scelso, seconded by Maccaroni. All were in favor.

- **Board of Health Dan Cleary**

Motion made by Scelso seconded by Bilella. All were in favor.

- **Community Representative Drew Straub**

Motion made by Pearce seconded by Knight. All were in favor.

#### **ECONOMIC RE-DEVELOPMENT COMMITTEE APPOINTMENTS**

- Rick Miller    3 yr      1/1/2013 – 12/31/2015

- Nick Guerere 3 yr 1/1/2013 – 12/31/2015
- Kevin McHugh 3 yr 1/1/2013 – 12/31/2015

Motion made by Maccaroni, seconded by Bilella. All were in favor.

### **ECONOMIC RE-DEVELOPMENT COMMITTEE RECOGNITIONS**

- Nick Maccaroni 3 yr 12/31/14
- Jim Bilella 3 yr 12/31/14
- James Knight 3 yr 12/31/13
- Drew Straub 3 yr 12/31/13
- Bob Suchowierski 3 yr 12/31/13

### **RESOLUTIONS:**

Resolutions R1-2; 2013 through R1-21; 2013 open to the public.  
Meeting closed to the public.

### **RESOLUTION R1-2; 2013, AUTHORIZATION TO ADOPT A TEMPORARY BUDGET FOR YEAR 2013**

Motion made by Maccaroni, seconded by Bilella. All were in favor.

### **RESOLUTION R1-3; 2013, APPOINTMENT OF JOSEPH HOFFMANN, CPA, RMA, AND DANIEL DIGANGI, CPA, RMA OF BOWMAN & COMPANY, LLP, VOORHEES NJ AS AUDITORS FOR THE YEAR 2013**

Motion made by Pearce, seconded by Kupchik. All were in favor.

### **RESOLUTION R1-4;2013, A RESOLUTION APPOINTING BRIAN SLAUGH FROM THE FIRM OF CLARKE-CANTON-HINTZ, TRENTON, NJ PLANNING CONSULTANT FOR THE YEAR 2013**

Motion made by Maccaroni, seconded by Scelso. All were in favor.

### **RESOLUTION R1-5;2013, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS GENERAL ENGINEERS AND TAX MAP OFFICIALS FOR THE YEAR 2013**

Motion made by Maccaroni, seconded by Bilella. All were in favor.

### **RESOLUTION R1-6;2013, A RESOLUTION APPOINTING PENNONI ASSOCIATES OF HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEER FOR THE YEAR 2013**

Motion made by Kupchik, seconded by Bilella. All were in favor.

**RESOLUTION R1-7;2013, APPOINTMENT OF EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS IN COMPLIANCE WITH THE MEL/JIF INSURANCE COMPANY FOR THE YEAR 2013**

Motion made by Pearce, seconded by Scelso. All were in favor.

**RESOLUTION R1-8; 2013, APPOINTMENT OF CAPEHARD & SCATCHARD OF MT. LAUREL, NJ AS BOND COUNSEL FOR THE YEAR 2013**

Motion made by Scelso, seconded by Maccaroni. All were in favor.

**RESOLUTION R1-9; 2013, APPOINTMENT OF ALAN BLAIR FROM BERLIN NJ AS ARCHITECT OF RECORD FOR THE YEAR 2013**

Motion made by Knight, seconded by Kupchik. All were in favor.

**RESOLUTION R1-10; 2013 APPOINTMENT OF STUART PLATT, STRATFORD, NJ AS SPECIAL COAH COUNSEL FOR THE YEAR 2013**

Motion made by Maccaroni, seconded by Bilella. All were in favor.

**RESOLUTION R1-11; 2013, A RESOLUTION DESIGNATING THE COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVES TO BE COUNCILMAN JAMES BILELLA AND ALTERNATE COUNCILMAN NICK MACCARONI**

Motion made by Kupchik, seconded by Pearce. All were in favor except Bilella and Maccaroni who abstained.

**RESOLUTION R1-12: 2013, A RESOLUTION DESIGNATING THE FUND COMMISSIONER TO BE MILLARD WILKINSON, JR. AND ALTERNATE FUND COMMISSIONER COUNCILMAN GARY KNIGHT**

Motion made by Pearce, seconded by Kupchik. All were in favor except Knight who abstained.

**RESOLUTION R1-13; 2013, A RESOLUTION DESIGNATING THE SAFETY COORDINATOR FOR THE CAMDEN COUNTY JIF TO BE MILLARD WILKINSON, JR**

Motion made by Pearce, seconded by Bilella. All were in favor.

**RESOLUTION R1-14; 2013, APPOINTMENT OF CHRIS NORMAN FROM THE LAW FIRM OF NORMAN & KINGSBURY, MOORESTOWN, NJ FOR WELL NO. 12 LITIGATION**



Motion made by Kupchik, seconded by Bilella. All were in favor.

**RESOLUTION R1-15; 2013, A RESOLUTION AUTHORIZING THE BOROUGH CLERK/AND OR ADMINISTRATOR TO ADVERTISE, RECEIVE AND OPEN BIDS**

**RESOLUTION R1-16; 2013, A RESOLUTION FIXING THE RATE OF INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES, WATER, SEWER AND ALL OTHER APPLICABLE MUNICIPAL CHARGES**

**RESOLUTION R1-17; 2013, A RESOLUTION ESTABLISHING THE COURIER POST AND THE PHILADELPHIA INQUIRER AS OFFICIAL NEWSPAPERS FOR BERLIN BOROUGH YEAR 2013**

**RESOLUTION R1-18; 2013, A RESOLUTION ESTABLISHING THE CASH MANAGEMENT PLAN FOR YEAR 2013**

**RESOLUTION R1-19; 2013, A RESOLUTION ESTABLISHING THE PUBLIC MEETING FORMAT AS FOLLOWS:**

1. Meeting called to order
2. Salute to the flag
3. Roll call
4. Privilege of floor
5. Committee reports, department head reports, discussion items
6. Ordinances
7. Public hearing on resolutions
8. Resolutions
9. Payment of bills
10. Adjournment

**RESOLUTION R1-20; 2013, A RESOLUTION ESTABLISHING MEETING DATES FOR THE CAUCUS/COUNCIL MEETINGS FOR THE YEAR 2013 TO BE AS FOLLOWS: THE CAUCUS MEETING WILL BE HELD TUESDAY PROCEEDING THE FIRST MONDAY OF EACH MONTH. THE COUNCIL MEETINGS WILL BE THE FIRST MONDAY OF EACH MONTH WITH SOME HOLIDAY EXCEPTIONS. THE CAUCUS AND COUNCIL MEETINGS WILL START AT 7:00 PM UNLESS OTHERWISE ADVERTISED**

7:00 pm  
**Caucus Meeting**  
January 29  
February 26  
March 26  
April 30

7:00 pm  
**Council Meeting**  
February 4  
March 4  
April 1  
May 6

May 28  
June 25  
July 30  
August 27  
October 1  
October 29  
November 26  
December will be scheduled at later date

June 3  
July 1  
August 5  
September 3  
October 7  
November 4  
December 2

**RESOLUTION R1-21;2013, AUTHORIZATION TO APPROVE CONTRACT AWARD FOR GASOLINE AND DIESEL FUEL TO FLEET SERVICES, SUNOCO OIL CO./SUN TRACK, BOX 3440, BOSTON, MA. UNDER STATE CONTRACT NUMBER T 0394 (58886)**

Motion to adopt Resolutions R1-15 through R1-21; 2012 made by Scelso, seconded by Pearce. All were in favor.

**COMMENTS FROM MAYOR AND GOVERNING BODY**

**Council President James Bilella** Wished everybody the best for a happy and prosperous new year./Thanked his wife and children for their support for the past several years while he has worked with the borough and council./Thanked members of the community for their support and trust allowing him to serve the town./Thanked the employees of the town who have made a great effort in making Berlin a great place to live./Doing more with less is the mantra for this year as it has been in the past./Council has had to make difficult decisions last year and will this year./Seeking support and input from the community as well as council as the year begins in order to keep Berlin a successful town./Thanked everyone again and wished everyone a happy and healthy new year.

**Councilman Knight** Thanked everyone for their confidence in him./Thanked Mayor and Council for their support and thanked his family./Looking forward to the new year as there a lot of positive things happening for the community./Thanked everyone for the opportunity to serve.

**Councilman Maccaroni** Wished everyone a happy new year./Thanked Charleen and Melissa for all their hard work putting Re-Org together./Thanked all the departments for doing an outstanding job./Experience level of the employees in Berlin is phenomenal./Thanked everyone.

**Councilman Scelso** Wished everyone a safe, happy and prosperous new year. Thanked all the employees for all their hard work./2012 was a good year especially keeping taxes low and providing good services./2013 has a lot of exciting projects; good things will be happening./Congratulations to Jim Bilella and welcome aboard Gary Knight.

**Councilwoman Kupchik** Thanked everyone for coming./Congratulated Jim Bilella and welcomed Gary Knight./Looking forward to working with everyone this year./Thanked

Charleen for all her hard work and thanked all of the employees./Past has been great here and the future will be even better./Thanked everyone for the support.

**Councilman Pearce** It is a real honor to serve this town as he has had the opportunity to get around Camden County./Berlin has a great reputation in the county./Likes to see residents in attendance at the meetings; council really does listen and wants to do the best job for the residents./Thank you.

**Administrator, Charleen Santora** Thanked DPW, Police, Fire Dept., Ambulance, all department heads and department assistants, new deputy clerk for having a good working relationship and doing a great job./Thanked council for opportunity to serve as Clerk/Administrator and looks forward to another good working relationship year with them and the professionals./Congratulated Councilman Bilella and Knight./Thanked the mayor for his help all through the year.

**Solicitor, George Botcheos** Congratulated Jim and Gary on their election./Has been representing Berlin for about 28 years and it's a pleasure to work with such a dedicated, hard-working and professional council and support staff./Thanked Charleen.

**Mayor Armano** Thanked everyone for attending the 2013 Re-Org meeting./Wished everybody a happy and healthy new year./Thanked everyone for the privilege to serve as Mayor./Thanked wife and family for supporting him in all his efforts./Congratulated Jim Bilella and Gary Knight on their elections./Thanked the council for the service to the community./Thanked all the dedicated employees./Thanked the administrator, Charleen and all the office staff./Michael DeLorenzo, police chief doing a great job./Thanked all the police officers for the great job they do./Thanked Kelly Foster, Court Administrator for keeping the courts running smooth./Thanked Mark Mauger, Superintendent of DPW for the all the hard work and the awesome employees in his department./Thanked the volunteers./Thanked Bill Behnke who has taken over as Fire Chief and is doing an impressive job; thank you to his team for protecting us./Lou DeMarco, captain of EMS is doing an outstanding job./Library, thank you./All boards, commissions, staff and volunteers, thank you./Provided highlights of the projects being done.

Motion to adjourn made by Pearce, seconded by Bilella. All were in favor.



Charleen Santora  
RMC/Borough Clerk  
Borough Administrator