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

Council meeting from December 27, 2012 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. AIF

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

OATHS OF OFFICE:

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; 2012, Approval from Borough Council to appoint Attorney George Botcheos as Borough Solicitor for Berlin Borough for year 2013.

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

PRIVILEGE OF FLOOR

Former Mayor Millard Wilkinson congratulates Councilman Bilella and Knight stating he has made every reorganization meeting since 1967 and pledges his support and help if so needed.

• 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
Motion made by Bilella seconded by Scelso. 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.  Richard Crain  1/1/13 - 12/31/15

Coordinator

- 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. 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:

• Lenny Badolato Class C 12/31/2013

Unexpired term of Roy Schmidt

Motion made by Bilella seconded by Kupchik. 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 them 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. 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; Bilella, second, Scelso. All were in favor.

- Municipal Public Defender 1 yr Mark Rinaldi 1/1/13 – 12/31/13
  Motion; Kupchik, seconded, Pearce. All were in favor.

- Court Administrator 1 yr Kelly Foster 1/1/13 – 12/31/13
  Motion; Kupchik, second, Scelso. All were in favor.

MUNICIPAL JUDGE APPOINTMENT:

- Municipal Judge 3 yr Craig Larsen 1/1/13 - 12/31/15
  Motion; Bilella, seconded by Pearce. All were in favor.

APPOINTMENT OF PROPERTY MAINTENANCE OFFICIAL (MAYOR’S APPOINTMENT)

Daniel Molnar

PROPERTY MAINTENANCE BOARD APPOINTMENTS:

- Council Representative Scott Scelso.
  Motion; Bilella, seconded, Kupchik. All were in favor except Scelso who abstained.

- Planning Board Representative Jack Gangluff
  Motion; Bilella, seconded by Kupchik. All were in favor.

- Zoning Official Craig Fallstick
  Motion; Scelso, seconded by Maccaroni. All were in favor.

- Board of Health Dan Cleary
Motion; Scelso seconded by Bilella. All were in favor.

- **Community Representative Drew Straub**

Motion; 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; 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; Maccaroni, Sec.; 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; Pearce, Sec.; 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; Maccaroni, Sec.; 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; Maccaroni, Sec.; Bilella, All were in favor.


Motion; Kupchik, seconded; 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; Pearce, Sec.; Scelso., All were in favor.


Motion; Scelso, Sec.; 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; Knight, Sec.; Kupchik. All were in favor.

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

Motion; Maccaroni, sec., 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; Kupchik, Sec.; 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; Pearce, sec., 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; Pearce, sec., 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; Kupchik, Sec.; 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 PRECEDING 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.
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, Sec.; Pearce. All were in favor.

COMMENTS FROM MAYOR AND GOVERNING BODY.

Council President James Bilella

Councilman Knight

Councilman Maccaroni

Councilman Scelso

Councilwoman Kupchik

Councilman Pearce

Administrator, Charleen Santora Thanks 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. /Thanks council for opportunity to serve as clerk/admin. and looks forward to
another good working relationship year with them and the professionals. /Congratulates
Councilman Bilella and Knight. /Thanks the mayor for his help all through the year.

Solicitor, George Botcheos

Mayor Armano;

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

Charleen Santora

RMC/Borough Clerk

Borough Administrator