

**BOROUGH OF BERLIN**  
**CAUCUS MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 4, 2015**  
**MUNICIPAL BUILDING**  
**59 SO. WHITE HORSE PIKE**  
**BERLIN NJ**  
**7:00 PM**

**MEETING CALLED TO ORDER BY MAYOR ARMANO.**

**FLAG SALUTE LED BY THE MAYOR.**

**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 members Bilella, Pearce, Knight, and Badolato were all present. Council President Lynn Kupchik and Councilman Rick Miller were absent.

**PRESENT ALSO:** Solicitor Howard Long had a conflict. Attorney Dan Long, son of Howard Long filled the position as solicitor for this meeting. Also present was Administrator Charleen Santora.

**PRIVILEGE OF FLOOR:**

No one from the public addressed the council.

**COMMITTEE AND DEPARTMENT HEAD DISCUSSIONS:**

- **BUILDINGS & GROUNDS**, Chairman Len Badoloto will give his report at the council meeting on November 12.
- **STREETS & ROADS**, Chairman Gary Knight will give his report at the council meeting on November 12.
- Councilwoman Kupchik was not at this meeting.
- **PUBLIC SAFETY**, Chairman James Pearce will give his report at the council meeting on November 12. He did note that he has met with Fire Chief Bill Behnke and all systems are moving forward on the purchase of the new ladder truck for the fire department.

- **HEALTH & RECREATION**, Chairman Rick Miller was absent from this meeting.
- **FINANCE**, Chairman Jim Bilella would like to start the capital ordinance in December so it can be introduced at the January re-organization meeting. He is asking the administrator to meet with the department heads for their ideas and suggestions and he also is asking the council to express their suggestions for this coming year's capital ordinance.
- **MAYOR**, John Armano Mayor Armano will hold his report for the November 12 council meeting.
- **SOLICITOR Dan Long** In regards to the PBA pending contract. Solicitor Long states that the negotiating team has sent what is believed to be a good contract agreement and is optimistic on moving forward with a contract. He notes that this contract has been sent to the PBA attorney and the committee is waiting to hear back from that representative.
- **ADMINISTRATOR**, Charleen Santora

Administrator is working on getting information for this year's Request for Proposals for professional services out by the end of November. /Received letter from PNC bank regarding the lease that still has another 24 months to go. Also received a letter from Comcast regarding their franchise renewal. Will discuss both of these with the solicitor and finance committee and report back to the council./Explained the resolution on agenda regarding adjustment of a water read over \$50,000 noting meter was in backwards./Resolution on agenda to contract with CASA payroll per the recommendation of the CFO, treasurer and herself. Mayor Armano also mentioned that he called several of the municipalities that are using CASA and had all excellent feedback. /Noted the seminar that his held each year at the League of Municipalities will be held on Tuesday and Wednesday, November 17 and 18 in Atlantic City. This is the seminar where all of the governing body along with the administrator receives a \$250.00 credit towards the town's insurance. Councilman Pearce also reminded the council that last year the solicitor was able to hold this seminar due to his qualifications with the insurance company therefore not necessarily needing to do this seminar in Atlantic City.

#### ORDINANCES:

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

**ORDINANCE NO. 2015-21**, AN ORDINANCE AMENDING CHAPTER 315, SECTION 48 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED VEHICLES AND TRAFFIC

**ORDINANCE NO. 2015-22**, AN ORDINANCE AMENDING CHAPTER 218, SECTION 2 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED MERCANTILE LICENSES

**ORDINANCE NO. 2015-23**, AN ORDINANCE RESCINDING CHAPTER 86 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED AMUSEMENT DEVICES

**RESOLUTIONS:**

**R11-1;2015**, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NJ, AUTHORIZING 3<sup>RD</sup> QUARTER 2015 UTILITY BILL ADJUSTMENT FOR THE FOLLOWING PROPERTY; 14 CONSTITUTION BLVD, METER IN BACKWARDS, -\$53,600.60, ACCOUNT #3210-0

**R11-2; 2015**, AUTHORIZATION FROM BOROUGH COUNCIL TO APPROVE AN EMPLOYMENT CONTRACT AGREEMENT FOR THE CLERK/ADMINISTRATOR CHARLEEN SANTORA EFFECTIVE OCTOBER 1, 2015

**R11-3;2015**, AUTHORIZATION FROM BOROUGH COUNCIL TO ENTER INTO A CONTRACT WITH CASA PAYROLL OF EGG HARBOR TOWNSHIP, NJ FOR THE OUTSOURCING OF WEEKLY PAYROLL EFFECTIVE JANUARY 1, 2016, THE LOWEST QUOTE OF THREE COMPANIES AND THE MOST QUALIFIED FOR THE PAYROLL NEEDS FOR THE AMOUNT OF \$8947.95 ANNUALLY

**R11-4;2015**, APPROVAL FROM BOROUGH COUNCIL FOR CASA PAYROLL OF EGG HARBOR TWP, NJ TO COMPLETE THE 2015 MANDATORY AFFORDABLE CARE ACT REPORT FOR THE FEDERAL AND STATE GOVERNMENT FOR THE AMOUNT OF \$250.00 OR LESS

**R11-5; 2015**, A RESOLUTION APPROVING THE TRANSFER OF APPROPRIATIONS FROM INSIDE THE CAP TO INSIDE THE CAP INCLUDING \$56,863.00 FOR THE CURRENT FUND AND \$660.00 FOR THE SEWER UTILITY FUND

**R11-6;2015**, A RESOLUTION RECOGNIZING BERLIN BUSINESS OWNER CARL MASCARENHAS OF PRIMAL KICKBOXING FOR BEING INDUCTED INTO THE NEW JERSEY STATE MARTIAL ARTS HALL OF FAME

**R11-7;2015**, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE WAIVER OF WATER USAGE FEES IMPOSED UPON THE RECREATIONAL FACILITIES WITHIN THE BOROUGH OF BERLIN & TWP. OF BERLIN

**R11-8;2015**, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE WAIVER OF WATER

USAGE FEES IMPOSED UPON FIRE HYDRANTS WITHIN BERLIN BOROUGH,  
BERLIN TOWNSHIP, VOORHEES TOWNSHIP AND WINSLOW TOWNSHIP

**R11-9;2015**, RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF  
CAMDEN, STATE OF NEW JERSEY, AUTHORIZING TAX REFUND FOR BLOCK  
2100 LOT 2.20 IN THE AMOUNT OF \$4,206.88 DUE TO MORTGAGE COMPANY  
OVERPAYMENT FROM SALE OF PROPERTY

**PRIVILEGE OF FLOOR:**

No one addressed the governing body.

Mayor Armano explained there was no need to go into closed session.

Mayor Armano congratulated Councilman Bilella on the results of the election.

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



**Charleen Santora, RMC/Borough Clerk**