

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
MONDAY, MARCH 5, 2014
MUNICIPAL BUILDING
59 SO. WHITE HORSE PIKE
BERLIN NJ 08009

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 Philadelphia Inquirer showing the date, place and time of said meeting.

This council meeting was originally scheduled for Monday, March 3, 2014 but was changed due to the weather. The Courier Post was notified of the change.

ROLL CALL: Mayor John Armano, Council President James Bilella, Council members Maccaroni, Scelso, Kupchik, Pearce and Knight. Councilman Pearce was absent. Council President Bilella arrived at 7:10 p.m.

PRESENT ALSO: Solicitor George Botcheos, Chief of Police Michael DeLorenzo, Administrator Charleen Santora and Deputy Clerk Melissa Bovera

APPROVAL OF MINUTES:

Council meeting minutes of December 2, 2013
Caucus meeting minutes of January 28, 2014
Council meeting minutes of February 3, 2014
Closed session minutes of February 3, 2014
Special council meeting minutes of February 11, 2014

Motion to approve made by Councilman Scelso, seconded by Councilman Knight. All members present voted in favor.

DEPARTMENT HEAD REPORTS FOR THE MONTH OF JANUARY, 2014

Tax collector's report	\$2,060,174.59
Utility report	132,915.00
Construction permit fees	3,648.00
Municipal clerk's report	14,701.50
Animal licenses	1,798.00
Zoning fees	95.00
Community center fees	3,700.00
Fire prevention fees	1,823.00

Motion to approve made by Councilman Maccaroni, seconded by Councilwoman Kupchik. All members present voted in favor.

PRIVILEGE OF FLOOR:

There was no one from the public who wished to speak.

COUNCIL REPORTS:

MAYOR, John Armano reported that he received a letter from a resident Thomas Reagan who lives at 15 Ridgeview Avenue who would like to purchase the corner lot located at Ridgeview Avenue and Glenview Avenue. It is block 2012, lot 16 and the dimensions are 25 x 150. According to the tax assessor the land value is \$5,000.00. Mayor Armano asked council's opinions on whether or not they want to sell the lot to the resident. Council President asked about the legalities and whether or not a subdivision is necessary. Solicitor George Botcheos explained that the lot would have to go up for public sale and the neighbors who own lot 15 and lot 7 (adjacent to the property) have to be offered the lot as well. As long as the neighbors agree that they are not interested the resident who wishes to purchase can do so.

Motion to sell block 2012, lot 16 under conditions set forth made by Councilman Scelso, seconded by Council President Bilella. All members present voted in favor.

Another letter was received from Mr. and Mrs. Spadaro who live at 43 Canyon Drive in regard to a variance that they applied for before the planning board for an easement on their property. DPW Superintendent Mark Mauger and Foreman Joe Lobrano inspected the easement and there is a sanitary sewer located there. Mark Mauger suggests that a sidewalk does not be out there. If there is a sidewalk put down and DPW needs to remove it the resident will then be obligated to replace the sidewalk.

Motion to put a deed restriction in place on the property so that the owner is responsible for replacing the sidewalk made by Council President Bilella, seconded by Councilman Knight. All members present voted in favor.

There was discussion on the contract agreement between Berlin Borough and Waterford Township for the CFO. Items 3 through 5 and items 11 and 12 of the contract were all discussed. Any changes that need to be made to the contract will be done by Solicitor George Botchoes.

Motion to proceed with the contract between Berlin Borough and Waterford Township for the new CFO contingent upon changes made by solicitor was made by Councilman Maccaroni, seconded by Council President Bilella. All members present voted in favor.

BUILDINGS & GROUNDS, Chairman Gary Knight reported that DPW has done a great job with all of storms that we've had and there was no overtime hours for the storm that occurred on Monday.

STREETS & ROADS, Chairman Jim Bilella reported that the road program is about a month behind schedule this year. There is nothing new to report on the borough hall renovations and addition.

WATER & SEWER, Chairman Lynn Kupchik reported that there is a meeting tomorrow morning with NJ American Water at 10:00 a.m. at borough hall to discuss the issue with the quality of water. Lines cannot be flushed due to the cold weather.

HEALTH & RECREATION, Chairman Jim Pearce was absent.

PUBLIC SAFETY, Chairman Scott Scelso provided a report for the police department for the month of January. The department handled 1,927 calls for service; 369 summonses were issued along with 35 arrests; 5 DWI arrests; 14 warrant arrests and 17 drug arrests. 9,815 miles were put on the vehicles. 45 motor vehicle accidents were reported with 2 resulting in injuries. EMS had a total of 194 calls for the month of January.

POLICE CHIEF, Michael DeLorenzo informed council that the department has been approved to receive \$5,000.00 overtime Grant to participate in the Distracted Driving 2014 State Wide Crackdown from April 1-21, 2014. The ALPR (tag reader) is up and running. The department is presently working on the development of a best practices policy to utilize the system to the best of its abilities. Chief DeLorenzo also discussed community policing information and training that some officers are participating in. A full report is attached to these minutes.

FINANCE, Chairman Nick Maccaroni reported that the budget will be introduced by April 1st this year. A budget meeting will be scheduled with the CFO and governing body so that any questions and concerns can be addressed. Charleen will check with CFO if March 24th is a good date for a budget meeting.

SOLICITOR, George Botcheos discussed the agreement with NJDEP in regard to violations dating back to 2008. Once the \$2,500.00 is paid to the NJDEP all violations will be cleared and a resolution is needed.

Motion to pay the NJDEP \$2,500.00 to clear all violations made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

ADMINISTRATOR, Charleen Santora reported that Waterford Twp gave the borough the title to one of their old police vehicle's that they are no longer using if council so chooses to accept it. The payment plan agreement with the borough for delinquent taxes set up with JMP Development Inc. has not been fulfilled. The mercantile license for Steve Cochran t/a Primal Kickboxing was issued even though JMP Development Inc. has

not paid. Bid specs for the I & I study will be ready March 7, 2014 and the bid opening will take place on March 26, 2014. She met with three payroll companies Prime Pay, Paychex One Source Solutions and ADP which were recommended by the auditors. Prime Pay is the least expensive company and they do not require a contract. Once agreement is authorized they will start payroll services at a cost of \$154.50 per week totaling \$7,520.00 per year.

Motion to enter into an agreement on a weekly basis with Prime Pay for payroll services at the cost of \$154.50 a week made by Councilman Maccaroni, seconded by Council President Bilella. All members present were in favor.

ORDINANCES 2ND READING

ORDINANCE NO. 2014-01, AN ORDINANCE AMENDING ORDINANCE NO. 2013-01 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "SALARIES"

Meeting open to the public on Ordinance No. 2014-01 to the public.
Meeting closed to the public.

Motion to adopt Ordinance No. 2014-01 made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

ORDINANCE NO. 2014-02, AN ORDINANCE OF THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, NEW JERSEY, PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS AND RELATED EXPENSES IN AND FOR THE BOROUGH AND APPROPRIATING \$1,768,600.00 FOR SAID PURPOSES; AUTHORIZING THE ISSUANCE OF \$1,490,150.00 PRINCIPAL AMOUNT OF OBLIGATIONS OF THE BOROUGH TO FINANCE SAID PURPOSES; AND PROVIDING FOR OTHER MATTERS RELATING THERETO

Meeting open to the public on Ordinance No. 2014-02.
Meeting closed to the public.

Motion to adopt Ordinance No. 2014-02 made by Council President Bilella, seconded by Councilman Knight. All members present voted in favor.

ORDINANCE NO. 2014-03, AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 306 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "TOWING"

Meeting open to the public on Ordinance No. 2014-03.
Meeting closed to the public.

Motion to adopt Ordinance No. 2014-03 made by Councilman Scelso, seconded by Council President Bilella. All members present voted in favor.

INTRODUCTION OF ORDINANCE

ORDINANCE NO. 2014-04, SALARY ORDINANCE AMENDS SALARY ORDINANCE NO. 201301 AND 2013-07 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED, "SALARIES"

Motion to introduce Ordinance No. 2014-04 made by Councilman Maccaroni, seconded by Council President Bilella. All members present voted in favor.

RESOLUTIONS

Meeting open to the public on Resolutions R3-1 through R3-8; 2014

Meeting closed to the public

RESOLUTION R3-1; 2014, A RESOLUTION TO RESCIND THE SECTION OF RESOLUTION R2-8; 2014 THAT AWARDED THE ELECTRICAL CONTRACT AWARD FOR PHASE I FOR THE POLICE STATION TO MJF ELECTRICAL CONTRACTING OF TREVOSE, PA IN THE AMOUNT OF \$207,500.00

RESOLUTION R3-2; 2014, A RESOLUTION TO AWARD PHASE II FOR GENERAL CONTRACTING TO THE MUNICIPAL BUILDING TO FASOLINO CONTRACTING CORP. OF SEWELL NJ IN THE AMOUNT OF \$251,000.00 (CONTINGENT UPON THE CFO CERTIFYING THE FUNDING), ELECTRICAL CONTRACT FOR THE POLICE STATION, TO MJF ELECTRICAL CONTRACTING OF TREVOSE, PA. FOR PHASE I AND PHASE II. PHASE I IN THE AMOUNT OF \$207,500.00 (FUNDING CERTIFIED) AND PHASE II FOR RENOVATIONS TO MUNICIPAL BUILDING IN THE AMOUNT OF \$ 33, 800.00, (CONTINGENT UPON CFO CERTIFYING THE FUNDS), HVAC, PHASE II TO DRISCOLL MECHANICAL LLC, 19 MAIN ST, MT EPHRAIM NJ IN THE AMOUNT OF \$76,000.00 (CONTINGENT UPON CFO CERTIFYING FUNDING), AND THE AWARDING OF PLUMBING FOR PHASE II TO C J SCHMIDT & SONS INC OF PENNSAUKEN NJ IN THE AMOUNT OF \$8,000.00 (CONTINGENT UPON CFO CERTIFYING FUNDING)

RESOLUTION R3-3;2014; AUTHORIZATION TO APPROVE THE RECOMMENDATION OF MASER CONSULTING LLC TO RELEASE CASH BOND FOR WAWA STORE # 956, ROUTE 73 IN THE AMOUNT OF \$7,317.20 DUE TO PROJECT COMPLETION

RESOLUTION R3-4; 2014, A RESOLUTION APPROVING THE CDBG GRANT FUNDING IN THE AMOUNT OF \$18,100.00 TO BE USED FOR SENIOR TRANSPORTATION

RESOLUTION R3-5; 2014, A RESOLUTION OF THE BOROUGH OF BERLIN AUTHORIZING THE TAX REFUND FOR BLOCK 101, LOT 3.03 AND BLOCK 2106, LOT 5 IN THE AMOUNT OF \$3,254.00 DUE TO MORTGAGE COMPANY OVERPAYMENT

RESOLUTION R3-6;2014, A RESOLUTION AUTHORIZING THE REFUND OF ANY PLANNING BOARD FEES AND PERMIT FEES THAT WERE NOT NEEDED DUE TO NOT HAVING TO APPEAR IN FRONT OF BOARD AND PERMIT NOT NEEDED DUE TO TYPE OF WORK

RESOLUTION R3-7;2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR JEAN SCHNEIDER, T/A WHITE HORSE BARTENDING SCHOOL LOCATED AT 409 SOUTH WHITE HORSE PIKE BERLIN NJ

RESOLUTION R3-8;2014, AUTHORIZATION TO APPROVE A MERCANTILE LICENSE FOR STEVE HYNDMAN, T/A KEG AND BARREL HOME BREW SUPPLY FOR A HOME BREW RETAIL STORE LOCATED AT 2 SOUTH ROUTE 73 BERLIN

Motion to adopt Resolutions R3-1 through R3-8; 2014 made by Council President Bilella contingent upon wording being changed in Resolution R3-6;2014, seconded by Councilman Knight. All members present voted in favor.

PAYMENT OF THE BILLS FOR THE MONTH OF JANUARY, 2014 IN THE AMOUNT OF \$2,941,580.97

Motion to approve made by Councilman Maccaroni, seconded by Council President Bilella. All members present voted in favor.

Next caucus meeting of the borough council will be held on Tuesday, April 1, 2014.

Motion to adjourn made by Council President Bilella, seconded by Councilwoman Kupchik. All members present voted in favor.

Charleen Santora, RMC