

BI-MONTHLY MEETING OF THE MAYOR AND COUNCIL OF THE TOWNSHIP OF BERLIN, CAMDEN COUNTY, NEW JERSEY AT BERLIN TOWNSHIP MUNICIPAL HALL JANUARY 28, 2013 AT 5:00 P.M.

Mayor Magazzu opened the meeting and stated that pursuant to the requirements of the Open Public Meetings Law, notice of this meeting was advertised in the Courier Post, Record Breeze and posted on the bulletin board.

All in attendance joined in the Salute to the Flag.

ROLL CALL

Present- Council President Morris, Councilman Epifanio, Councilman McIntosh, Councilwoman Bodanza, Mayor Magazzu

Also Present- Solicitor, CherylLynn Walters, Acting Chief of Police Lenny Check, CFO, Lori Campisano, Chuck Reibel, Engineer Maintenance Officer, Josh Shellenberger

Absent-

Mayor Magazzu presented awards

Mike McGee is hereby recognized and awarded our Outstanding Citizen Award.

Mike is a life long resident of Berlin Township, a long time member of the West Berlin Fire-Rescue, a long time Commissioner of the Board of Fire Commissioners, a former Line Officer and a distinguished retiree of Berlin Township who hasn't truly retired at all based on his continued service to our community.

His commitment to the Township of Berlin through his service to the West Berlin Fire-Rescue is as strong and faithful as ever as he continues to serve as a leader and a positive role model for his colleagues in the fire service for which he was awarded the coveted Presidents Award.

We are proud of all of the men and women serving our community with the West Berlin Fire-Rescue but are particularly proud to recognize and salute Mike on his accomplishment and we look forward to his continued involvement and service to Berlin Township.

Hank Birkenheuer, Jr. is hereby recognized and awarded our Outstanding Citizen Award.

Hank is a life long resident of Berlin Township who admirably followed in his fathers footsteps by joining the fire company when he turned of age and has continued to take on more responsibility as a leader and true community servant through his active involvement and faithful service to the community.

His commitment and drive to succeed hasn*t waived since he was just a young tot running around the fire hall and now as an adult he has continued to distinguish himself in the fire service for which he was awarded the coveted Fire Fighter of the Year Award.

We are proud of all of the men and women serving our community with the West Berlin Fire-Rescue but are particularly proud to recognize and salute young Hank on his accomplishment and we look forward to his continued involvement and service to Berlin Township.

ENGINEERS/ PUBLIC WORKS REPORT

A. CHANGE ORDERS AND VOUCHERS

None at this time. I am hopeful that change orders and vouchers will be submitted, next month for the following projects:

1. Hill Avenue Storm Drainage Improvements
2. Haddon Avenue Streetscape
3. Route 73 Sidewalk

B. RESOLUTION FOR CONSIDERATION

1. Driveway Improvements at 256 Fairview Avenue

I question if the Governing Body would like to enter into a shared services agreement with Somerdale Borough for this work.

C. ENGINEER'S REPORT

1. **HADDON AVENUE STREETScape, PHASES 1, 2, AND 3, JEFFERSON AVENUE TO LUCAS AVENUE (FEDERAL TEA-21 FUNDS \$555,240)**

The contractor has performed various tasks to correct unacceptable conditions, which have been pointed out by the N.J.D.O.T. staff. We have notified the N.J.D.O.T. of the completion of the latest corrective work. The N.J.D.O.T. would not consider any invoices for reimbursement of funds until these items were satisfactorily addressed by the contractor. Since this was the case, we had informed the contractor that their invoices could not be processed for payment until the N.J.D.O.T. issues were resolved to their acceptance.

I anticipate that, within the next month all work will be completed and the N.J.D.O.T. (and most likely the Federal Highway Administration) will perform their final inspection and review of the inspector’s log book. During this period, we expect to prepare and submit the final change order and contractor’s invoice for consideration by the Governing Body and N.J.D.O.T.

We will submit the invoice for final reimbursement to the N.J.D.O.T., after all payments have been made, copies of cancelled checks are provided and the N.J.D.O.T. has accepted the construction and our record documents.

2. HILL AVENUE STORM DRAINAGE IMPROVEMENTS
[C.D.B.G. YEAR 32 (\$32,257), YEAR 33 (27,900), AND YEAR 34 (24,000) FUNDING]

We have yet to perform an inspection on the final and corrective work, which was performed by the contractor. Within the next month, I expect to be meeting with the contractor to come to a, hopeful, agreement for the final quantities. Once all work has been accepted and the quantities have been agreed upon, we will prepare and submit the final change order and voucher for consideration for approval by the Governing Body and the Camden County CDBG Program.

3. REHABILITATION OF TENNIS AND BASKETBALL COURTS AT SPRUCE AVENUE RECREATION SITE

On December 6, 2012 the following bids were received:

<u>Richard T. Barrett Paving Co., Inc.</u>		<u>Nickolaus Construction Co., Inc.</u>	
<u>Trenton, NJ</u>		<u>Vincentown, NJ</u>	
Proposal No. 1	No Bid	Proposal No. 1	\$77,008.80
Proposal No. 2	\$54,551.99	Proposal No. 2	\$57,944.26
Proposal No. 2	\$14,820.37	Proposal No. 2	\$13,754.40
Alternate		Alternate	

The bids exceeded the \$25,000 County Recreation Enhancement Grant Funds. I had asked the County representative if they would

consider allowing the Township to use the \$25,000 funding, which is allotted for the proposed bandshell at the Luke Avenue Recreation Complex, for the improvements to these courts. The representative felt that it was probable that the transfer of funds would be permitted by the County but it would be necessary for the Township to submit a formal, written request. I believe that it was determined that the Governing Body would prefer to use the funds, which are allotted for the bandshell, for that structure.

Both court surfaces are in dire need of improvement. At this time, it appears that the most practical approach would be to reconstruct the surface, rather than repair and re-coat the surface, due to the condition of the existing surface.

There was some discussion of eliminating the tennis court and using the area for another recreational use. There was, also, some discussion that the proposal would be presented to interested residents, within the neighborhood, for their comments. I recommend that the Governing Body consider addressing this matter with the interested residents.

I recommend that, at minimum, the Governing Body allocate all necessary funds and proceed with the reconstruction of the basketball court surface and repair the basketball backboards/goals, in 2013.

4. N.J.D.E.P./FEDERAL REQUIREMENT FOR SPRUCE AVENUE RECREATION COMPLEX

I have informed the Governing Body that, on October 4, 2012, the N.J.D.E.P. Green Acres representative had informed me that the former right-of-way of Spruce Avenue (Division Street to Cushman Avenue) was encumbered by the granting of the Federal funds for the construction of the recreation facility. The representative stated that the lands of the vacated portion of Spruce Avenue, which reverted back to the adjacent private property owners, must be returned to the park property. I had questioned if an easement could be created along the private lands, in the area of the previous right-of-way. I recommend that the Governing Body, along with the guidance of the Township Solicitor, respond to the N.J.D.E.P. Green Acres Program, regarding this matter.

5. 2012 STREET IMPROVEMENTS PROGRAM

We must complete the preparation of the bid documents, before the N.J.D.O.T. takes action to recapture the funds, which are allocated for Edgewood Avenue and Mt. Vernon Avenue. The engineering department must devote the necessary time to complete these documents, in the immediate future. It is also beneficial to receive competitive bids, during this time of year, as the contractors are building their workload for the upcoming construction season. I am hopeful that bids can be received in late February, 2013.

As you know, we had received a price from the Borough of Somerdale for the improvements at 256 Fairview Avenue to address the street runoff from travelling onto the property.

The price of \$4,070.00, which was submitted by the Borough of Somerdale, was substantially less than the price of \$12,282.00, which was submitted by a contractor. Weather pending, the Borough Work Force is ready to perform this work, in the immediate future

I recommend that the Governing Body determine if they would desire to enter into an agreement with Somerdale Borough or just include the work with the 2013 Street Improvement program.

6. N.J.D.O.T. FY 2013 MUNICIPAL AID APPLICATIONS

We have, electronically, submitted for the following applications:

1. Oak Avenue- N.J.D.O.T. Jughandle "A" to 80 Feet Past Clover Avenue

Amount Requested
\$94,000.00

2. Hazel Avenue- Chestnut Avenue to Cushman Avenue

Amount Requested
\$236,000.00

I expect the N.J.D.O.T. to announce the selected projects in early 2013.

7. N.J.D.O.T. SAFE ROUTES TO SCHOOL

The N.J.D.O.T., Trenton office, has yet to announce the acceptance of applications for the next round of funding.

There is still documentation needed from the school/police in regards to the application. This would include an event to be held to encourage walking and bicycling to school, with supporting description and photos. A resolution supporting the Safe Routes to School program is still needed from the school.

8. CONSTRUCTION OF POROUS CONCRETE SIDEWALK ALONG N.J.S.H. ROUTE 73 NORTHBOUND-JACKSON ROAD TO EDGEWOOD AVENUE (N.J.D.O.T. FY'S 2008 AND 2009 FUNDING)

I have, again, requested a meeting with the contractor to discuss the matter of the condition of the porous concrete and the corrective measures to be taken, so that the project can be closed out and the Township can request for reimbursement of the funds from the N.J.D.O.T.

9. SUSTAINABLE JERSEY CERTIFICATION

Council President Morris has informed me that the County has scheduled a meeting, on January 30, 2013, in Stratford, to discuss this certification program. I have been informed that the County is providing assistance to municipalities to initiate and implement the program.

10. POSSIBLE MULTI-WAY STOP CONDITION AT THE INTERSECTION OF MINCK AND MT. VERNON AVENUES

I believe that Lt. Check has requested the use of a traffic counting device, from another police department. I have provided him with the Federal guidelines and warrants for the required traffic counting period and frequency.

11. NO PASSING ZONE ALONG COOPER ROAD

I was, recently, able to borrow the N.J. America Water Co. construction plans for their transmission main, along Cooper Road. I will be utilizing the profile, which is depicted on these plans, to perform the engineering analysis for the creation of the no passing zones.

12. REQUEST TO CONNECT HIGHPOINT 2

No update to report.

13. MUNICIPAL BUILDING

a. Free Standing Monument Sign

In early 2012, I had received prices, from Somerdale Borough, for various options for brick for installation on the planter box. I have, recently, received a price from Dandrea Masonry, Inc. for the thin brick veneer and for the furnishing and installing a cast stone capping along the top of the planter. I recommend that the Governing Body consider taking action to complete the construction of the sign planter box.

b. Roof Membranes

I recommend that the Governing Body authorize the preparation of bid documents for the installation of a new roof membrane and insulation, in the immediate future.

c. School Bell

No update to report. The old school bell remains in storage at the Public Works Complex.

d. Irrigation and Landscaping

We are approaching the next planting season. We have yet to receive any notice on the selection of projects for the N.J.D.O.T. grants, which we had requested funds for irrigation and landscaping (front yard), under the beautification category in the Transportation Enhancement program.

We have not been able to complete the landscape plan. We were considering purchasing software and performing the design for the irrigation system.

It is our intent that, once the landscape design was completed, we would be contacting landscape suppliers and irrigation and landscaping contractors to see if they would be willing to donate materials and services for said work.

e. Completion of Unfinished Rooms at Municipal Building

I will be preparing a cost estimate to complete the two unfinished rooms with an HVAC system; lighting; wall,

ceiling and floor treatments. I will also be contacting HVAC and electrical contractors to provide a price for design and installation of the respective improvements. It is the intent to have Public Works staff perform as much of the work, as possible.

14. STORM DRAINAGE IMPROVEMENTS

1. Storm Drainage Issues with the Southwest Portion of the Township

I had reported to the Governing Body that I am estimating that the overall construction cost for the necessary improvements is approximately \$11.8 million.

2. Lester Avenue Storm Drainage and Stormwater Management

We must, still perform the surveying fieldwork, design and preparation of the construction plans. Once completed, we must submit the plans to Public Service Electric and Gas Company for their consideration for the granting of a storm drainage easement, across their property.

We had discussed, as an interim measure, the construction of the storm drainage system on Lester Avenue and stormwater basin at the Luke Avenue Recreation Area to try to alleviate some of the stormwater runoff issues. At this time, I do not foresee the Public Works Department being able to devote the necessary time to perform the construction of these interim improvements.

3. Mt. Vernon Avenue Storm Drainage at the Elementary School

On occasion, the street has flooded, due to the apparent, limited capacity of the of the drainage system and receiving ditch, which is on the Board of Education property. I have discussed the matter with Mr. Pfluger, School Buildings and Grounds Superintendent. The ditch must be reconstructed to provide additional capacity and a positive outflow.

Mr. Pfluger has provided me with an incomplete version of a topographic map for the school property. I intend to attempt to decipher the contours and perform a preliminary design for said improvements. I intend to present the preliminary proposal to Mr. Fitz for his review and consideration for recommendation to the Board of Education.

Prior to any discussions with the Board of Education, I will present the matter to the Governing Body for your review and direction.

15.ZONING MAP

We are nearing the completion of the computer generated Zoning Map, which depicts the individual lots and zoning districts. As part of the preparation of the map, we are able to refine the locations of the zoning boundary lines. We will be submitting a listing of the locations of the redefined boundaries to the Governing Body and Solicitor for review and comment. I believe it is necessary for the Governing Body to adopt the new zoning map. It may be necessary, as a result of the refinement of the zoning boundaries for he affected property owners to be notified of said line refinement.

16.MASTER RE-EXAMINATION REPORT

We are, currently, preparing the draft version of the Re-examination Report for review and comments from the Planning Board.

**17.REQUEST TO THE PINELANDS COMMISSION FOR
ADDITIONAL REDESIGNATION OF LANDS**

This year, we will be preparing the documents supporting the request for the redesignation of Pinelands zoning for other lands to allow for greater density development and the extension of sanitary sewer to those re-designated areas.

18.COUNTY TRAFFIC SIGNAL MAINTENANCE PROGRAM

The County Shared Services Department has informed me that the proposal for a County-wide traffic signal maintenance program is pending as they are still waiting for information from several municipalities.

The Township has received correspondences from Techna-Pro Electric L.L.C., the current traffic signal maintenance contractor, for their costs for 2013.

As noted by Ms. Campisano, I will solicit quotes from other traffic signal maintenance contractors for their services for 2013.

**19.KELLEY DRIVE STORMWATER BASIN
RECONSTRUCTION**

The Public Works Department has, recently, pumped the standing water from the basin, but was unable to pump it dry. There is a thick layer of organic and fine materials covering the bottom of the basin. We will be preparing quote specifications for a contractor to pump out the basin, remove, dewater, transport, and dispose the foreign material and scrub vegetation. The contractor will, then, construct a sand bottom.

20. TAX MAP REVISIONS

It has been quite some time since the Tax Maps have been revised. The maps must be revised to depict the filed sections of Montebello development and the various revisions, which have been submitted by the Tax Assessor.

I recommend that the Governing Body consider allocating funds for the conversion of the plans from a hard copy to CAD format. We would, then, make all revisions in the CAD format. The estimated cost to have the existing sheets scanned and converted to CAD is approximately \$3,000.00.

21. FORMER MUNICIPAL BUILDING SITE, BATE AVENUE

We must, still, complete the survey of the property. I believe that the property cannot be transferred to the Township until the survey has been issued.

22. PUBLIC WORKS DEPARTMENT

1. REQUEST FOR 2013 BUDGET AND CAPITAL PURCHASES FOR VEHICLES AND EQUIPMENT

I will be revising my request for the purchases of vehicles and equipment and expect to submit this request in early 2013. The Department is in dire need of trash trucks and large dump trucks.

2. IMPROVEMENTS TO SEWER PUMPING STATIONS

I will also be including in my request for capital funds, improvements to the aging sewer pumping stations, which I strongly recommend that the Governing Body consider allocating the necessary funds.

3. INTENTIONAL DAMAGE TO SEWER PUMPING STATIONS

Individuals have, recently, engaged firearms at the Route 73 and Cooper Road pumping stations. These shootings have resulted in damages to the circuit board in the control panel and to the diesel engine block for the emergency generator at the Route 73 pumping station. The shooting at the Cooper Road pumping station resulted in damages to the control panel. It appears that these deliberate shootings are being done in an attempt to make the stations inoperable and creating a severe sewer condition. We have reported the damages to the Police Department and the insurance carrier.

4. GREASE TRAP MAINTENANCE

As we have been reporting for quite some time, we are experiencing the continuous accumulations of large volumes of grease in several of the pumping station wet wells. I request that the Governing Body consider amending the appropriate ordinance to allow for the Public Works Department staff to assist the Construction Official in enforcing the inspection maintenance and reporting of grease traps for the generating residents.

I would like to inform the Governing Body that we have been experiencing frequent clogging of the pumps by non-biodegradable, wipes, which wrap around the impellers of the pumps. This has become a problem, nationwide. To eliminate this disabling condition, it will be necessary to install supplemental equipment and/or ban the use of non-biodegradable wipes.

5. SUBMISSION OF ANNUAL REPORTS

We will be preparing and submitting the following annual reports

- a. Water Allocation Report
- b. Recycling Tonnage Report
- c. Clean Communities Report (2011 and 2012)
- d. Stormwater Report
- e. Diesel Retrofitting Report

6. REQUEST FOR POSTING OF POSITION-CREW LEADER

I recommend that the Governing Body consider combining the individual streets, parks and building crew leader positions into one overall crew leader. I would like to post the opening of the position to all Public Works employees, in the immediate future. I would like to expedite the review and appointment process so that the selected individual can commence with the position, as quick as possible.

7. SHARING OF PUBLIC WORKS DEPARTMENT SERVICES

It is my understanding that a proposal has been presented to several southern county municipalities to prepare and share listings of vehicles and manpower amongst several municipal Public Works Departments. The intent is to provide possible assistance, under agreed upon terms and in a timely manner to a municipality, which may be needing assistance due to various conditions, which require immediate attention. I will be preparing the list, in the immediate future.

8. QUOTES FOR SAND AND WINTER STREET TREATMENT

We have received two quotes. I recommend that the contract be awarded to Glendale Excavating for the unit price of \$13.00/ton.

9. REQUEST FOR REIMBURSEMENT FOR DEBRIS COLLECTION – SUPERSTORM SANDY

We have submitted the documentation to FEMA for reimbursement of eligible costs, which are minimal. It will take some time before they review the documents, meeting with us, again, and determine the amount of reimbursement.

10. PERFORMANCE OF TASKS

We are completing the collection of leaves along the streets, this week. We have started with the gathering and removal of leaves on the Township properties.

We have prepared the trucks and equipment for winter treatment of streets and plowing

11. VOLUNTEERS FOR ASSISTANCE TO SENIORS FOR SNOW REMOVAL

I believe that, several years ago, the Township had compiled a listing of senior citizens and disabled residents, which requested assistance with snow removal on their driveways and sidewalks and a list of volunteers, which were interested in performing the work. I recommend that a message be posted on the website, requesting the various individuals to be placed on either list.

12. ONLINE AUCTION OF VEHICLES AND EQUIPMENT

There are several vehicles, located at the public works complex, which we have been directed to remove from the site. I strongly recommend that the auction for these vehicles and other items be scheduled, in the near future. I will provide Ms. Underwood with an update listing and respective information for the vehicles and equipment at the public works complex.

SOLICITORS REPORT

1. Water Agreement with Berlin Borough
2. C & M Repair Environmental
3. Bate Avenue Property Former Municipal Site
4. Berlin Township ADS. Estate of Raj Kumar Chopra
5. Berlin Township ADS. David Carp
6. Berlin Twp.ADS. Linda Fabrico
7. Berlin Township ADS. Jason Black
8. Berlin Twp. ADS. Abdul Mansary
9. Berlin Twp. ADS.Jennifer Vernacchio as Guardian Hannah Maslanka
10. Berlin Twp. ADS. Tarin Dunham
11. Open Public Records Act.
12. Fire Safety Ordinance.
13. Anti-Bulling Ordinance

14. Chief Jackson
15. Animal Control Ordinance

POLICE REPORT

Acting Chief Lenny Check reported that the department had applied and received the "Drive Sober or Get Pulled Over Year End" grant. Chief Check reported that K-9 dog Faith had passed away on January 14, 2013. Patrolman Steen had the dog from 2001-2009. The dog had been instrumental in the Narcotics Enforcement. Chief state that he has met with the Superintendent of Berlin Township schools to discuss security measure with them since the tragedy in New Town. Lenny stated that the Camden County Chief's Association is in the process of issuing a county wide school security plan. Hopefully this will be approved shortly and instituted in Berlin Township.

MAINTENANCE / ANIMAL CONTROL

Josh Shellenberger, Maintenance officer had reported that he had sent out some notices to business whose dumpster had become overfull with trash. Josh noted that we had our Free Rabies Clinic this past Saturday and Doctor Polo had issued 141 rabies vaccines. Josh reported for the Year 2012 he had issued 65 complaints and received revenue of \$4568.00 for those.

ORDINANCE 2013-1 AMENDING ORDINANCE 2012-11 FIXING AND DETERMINING SALARY RANGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF BERLIN, COUNTY OF CAMDEN, NEW JERSEY.

Motion by Council President Morris, second by Councilwoman Bodanza to adopt Ordinance 2013-1 on first reading by title. Ordinance adopted by call of the roll, five members present voting in the affirmative

RESOLUTION 2013- 59 CY (CALENDAR YEAR) 2013 TEMPORARY BUDGET – CURRENT FUND, SEWER OPERATING FUND, AND OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND AND CALCULATION OF MAXIMUM ALLOWABLE APPROPRIATIONS.

WHEREAS, Revised Statutes 40:2-12 provides that where there are any contracts, commitments or payments that are to be made prior to the adoption of the Calendar Year 2013 Budget, temporary appropriations should be made for the purposes and accounts required in the manner and time provided: and **WHEREAS**, the date of this resolution is within the first thirty days of the Calendar Year 2013 Budget and is twenty-six and one quarter percent (26.25%) of the total appropriations made for all purposes in the Budget for the year 2012 Fiscal Year, excluding appropriations;
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the foregoing is the Temporary Budget for the Calendar Year 2013 and; Twenty-six and one quarter percent (26.25%) of the total appropriations made for all purposes in the budget for the year 2012 Fiscal Year

excluding appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

CURRENT FUND TEMPORARY BUDGET

2011/2012 Budget Appropriations (Current Fund) \$ 8,267,007.26

Less: 2011/2012 Appropriations for:

Debt Service	\$	1,651,000.00	
Capital Improvement Fund		0.00	
Reserve for Municipal Building		0.00	1,651,000.00
			<hr/>
sub-total			6,616,007.26
			x .2625
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sub-total			1,736,701.91

Add CY 2013 Temporary Appropriations

Debt Service		1,076,380.00	
Capital Improvement Fund		0.00	
Reserve for Municipal Building		0.00	\$ 1,076,380.00
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			2,813,081.91

GENERAL GOVERNMENT:

Mayor & Council		
Salaries & Wages		14,000.00
Other Expenses		7,000.00
Township Clerk		
Salaries & Wages		20,000.00
Other Expenses		12,000.00
Finance Administration		
Salaries & Wages		25,000.00
Other Expenses		4,000.00
Audit Services		
Other Expenses		30,000.00
Revenue Administration		
Salaries & Wages		20,000.00
Other Expenses		3,000.00
Tax Assessment Administration		
Salaries & Wages		8,000.00
Other Expenses		2,000.00
Legal Services and Costs		
Expenses		20,000.00
Engineering Services and Costs		
Salaries & Wages		17,000.00
Other Expenses		3,000.00

LAND USE ADMINISTRATION

Planning/Zoning Board	
Salaries & Wages	5,000.00
Other Expenses	3,000.00
CODE ENFORCEMENT AND ADMINISTRATION	
Uniform Construction Code	
Salaries & Wages	22,000.00
Other Expenses	7,000.00
Other Code Enforcement	
Other Expenses	300.00
INSURANCE	
Liability Insurance	
Other Expenses	65,000.00
Workers Compensation Insurance	
Other Expenses	65,000.00
Employee Group Insurance	
Other Expenses	391,000.00
Health Benefit Waiver	3,000.00
Unemployment Insurance	
Other Expenses	2,000.00
PUBLIC SAFETY FUNCTIONS	
Municipal Court	
Salaries & Wages	29,000.00
Other Expenses	7,000.00
Public Defender	
Other Expenses	500.00
Police Department	
Salaries & Wages	400,000.00
Other Expenses (including Traffic Signal Monitoring)	43,000.00
Emergency Management	
Salaries & Wages	1,000.00
Other Expenses	300.00
Aid to Volunteer Ambulance Company	
Other Expenses	1,000.00
Municipal Prosecutor	
Salaries & Wages	4,000.00
Other Expenses	300.00
PUBLIC WORKS FUNCTION	
Streets and Road Maintenance	
Salaries & Wages	27,000.00
Other Expenses	6,000.00
Solid Waste Collection	
Salaries & Wages	100,000.00

Other Expenses	4,000.00
Buildings & Grounds	
Salaries & Wages	13,000.00
Other Expenses	12,000.00
Vehicle Maintenance	
Salaries & Wages	29,000.00
Other Expenses	27,000.00
HEALTH AND HUMAN SERVICES FUNCTIONS	
Public health Services	
Other Expenses	300.00
PARKS AND RECREATION	
Recreation Services and Programs	
Salaries & Wages	2,500.00
Other Expenses	2,500.00
Maintenance of Parks	
Salaries & Wages	20,000.00
Other Expenses	6,000.00
Maintenance of Free Public Library	
Salaries & Wages	6,700.00
Other Expenses	2,000.00
OTHER COMMON OPERATING FUNCTIONS (UNCLASSIFIED)	
Celebration of Public Events	
Other Expenses	3,000.00
UTILITIES EXPENSES AND BULK PURCHASES	
Electricity & Natural Gas	30,000.00
Street Lighting	24,000.00
Telephone	9,000.00
Telecommunication Charges	1,000.00
Water	3,000.00
Petroleum Products (Fuel Oil & Gas)	35,000.00
Sewerage	3,600.00
Landfill/Solid Waste Disposal Costs	48,000.00
STATUTORY EXPENDITURES	
Public Employees Retirement System	0.00
Social Security	65,000.00
DCRP	2,000.00
Police & Fire Retirement System	0.00
OPERATIONS EXCLUDED FROM CAPS	
Solid Waste Recycle Tax	2,000.00

NJPDES – Storm water Management	
Salaries & Wages	13,000.00
Other Expense	5,000.00

FEDERAL & STATE GRANTS:

CAPITAL IMPROVEMENTS (AND CAPITAL IMPROVEMENT FUND)

Capital Improvement Fund	0.00
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MUNICIPAL DEBT SERVICE

Bond Principal	770,000.00
Bond Interest	306,380.00

TOTAL TEMPORARY CURRENT FUND APPROPRIATIONS		\$ 2,812,380.00
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SEWER OPERATING FUND TEMPORARY BUDGET

Total of 2011/2012 Appropriations (Sewer Operating Fund)	\$ 1,058,180.00
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Less 2011/2012 Appropriations for:

Debt Services	\$ 579,700.00	
Capital Improvement Fund	0.00	579,700.00
Sub-total	\$ 478,480.00	
		X.2625
Sub-total	\$ 125,601.00	

Add CY 2013 Temporary Appropriation for:

Debt Service	329,030.00	
Capital Improvement Fund		\$ 329,030.00
Total Maximum Allowable Appropriations	\$ 454,631.00	

SEWER OPERATING:

Salaries & Wages	43,000.00
Other Expenses	74,000.00
Debt Service – Payment of Bond Principal	305,000.00
- Payment of Bond Interest	24,030.00

STATUTORY EXPENDITURES

Public employees Retirement System	0.00
Social Security	4,000.00
Unemployment Compensation Insurance	1,000.00

TOTAL TEMPORARY SEWER OPERATING _____
 FUND APPROPRIATIONS \$ 451,030.00

OPEN SPACE, RECREATION FARMLAND AND HISTORIC PRESERVATION
 TRUST FUND TEMPORARY BUDGET

Total of 2011/2012 Appropriations
 (Open Space Trust Fund) \$ 148,400.00

Less 2011/2012 Appropriations for:

Debt Services	\$ 15,560.00	
Capital Improvement Fund	0.00	15,560.00
	Sub-total	\$ 132,840.00
		X.2625
	Sub-total	\$ 34,870.50

Add CY 2013 Temporary Appropriation for:

Debt Service	7,800.00	
Capital Improvement Fund		\$ 7,800.00
Total Maximum Allowable Appropriations		\$ 42,670.50

OPEN SPACE TRUST:

Salaries and Wages	\$ 16,000.00
Other Expenses	9,000.00
Interest on Bonds	1,650.00
Principal on Bonds	6,150.00
Down payment on improvements	0.00
TOTAL OPEN SPACE, RECREATION, FARMLAND AND HISTORIC PRESERVATION FUND APPROPRIATIONS	\$ 32,800.00

Motion by Council President Morris, second by Councilman Epifanio to adopt Resolution 2013-59. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 60 RESOLUTION AMENDING SALARY RESOLUTION 2012- 184 ESTABLISHING SALARY AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF BERLIN, COUNTY OF CAMDEN, NEW JERSEY.

WHEREAS, the Mayor and Council of the Township of Berlin adopted Resolution 2012: 184 on December 20, 2012, establishing the salary and wages for the officers and employees of the Township of Berlin for the calendar year 2013; and

WHEREAS, it is the desire of the Mayor and Council of the Township of Berlin to amend the following salaries effective January 1, 2013:

POSITION	AMOUNT PER YEAR
Patrolmen:	
Date of Hire	\$ 40,000.00
Beginning of 2 nd Year	43,000.00
Beginning of 3 rd Year	46,599.00
Beginning of 4 th Year	52,590.00
Beginning of 5 th Year	58,581.00
Beginning of 6 th Year	64,572.00
Beginning of 7 th Year	70,564.00
Beginning of 8 th Year	80,298.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the above mentioned salaries are amended as stated.

Motion by Councilwoman Bodanza, second by Council President Morris to adopt Resolution 2013-60. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 61 RESOLUTION AUTHORIZING EXTENSION OF CONTRACT FOR THE PURCHASES OF OFFICE SUPPLIES WITH OFFICE BASICS AS PART OF THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM.

WHEREAS, by resolution adopted on January 25, 2010, the Mayor and Council of the Township of Berlin agreed to take part in the Camden County Cooperative Pricing System and award a contract to Office Basics at a cost of 75 % off catalog prices for those items included, 36% off catalog prices for those items not included, 27% off of electronics, and 31% off of computer related supplies at a cost of \$100 and under as specified in County Bid A-51 , for a term of two years; and

WHEREAS, the bid provided for a two one year options, said options to be utilized at the sole discretion of the County; and

WHEREAS, because the Camden County Board of Chosen Freeholders agreed to exercise the second of two one year options for a term commencing February 1, 2013 through January 31, 2014, the Township of Berlin agrees as well; and

WHEREAS, funding for this purpose shall not exceed the maximum line items for office supplies in each department line item in the Township's Emergency Temporary and CY 2013 and/or 2014 temporary and/or permanent budgets and shall be encumbered in accordance with N.J.A.C. 5:30-5.3(b)(2); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that department heads are hereby authorized to continue purchasing office supplies pursuant to Camden County Bid A-51 from February 1, 2013 through January 31, 2014.

Motion by Council President Morris, second by Councilman McIntosh to adopt Resolution 2013-61. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 62 PAYMENT OF BILL FOR JANUARY

Resolution 2013- 62 Payment of Bills - January 28, 2013

WHEREAS, the Code of the Township of Berlin, Chapter 7-1 et seq., provides payment of claims after certification by the Treasurer and consideration by Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the following claims are hereby approved and the bills be paid.

TO	ACCOUNT	AMOUNT
Charles Block, Esq.	Mun Public Defender Trust	\$ 150.00
Carlamere & Rowan	PB Esc #219	50.00
	PB Esc # 372	125.00
Robert E. DePersia, II, Esq.	Mun Public Defender Trust	600.00
	Mun Public Defender Trust	375.00
Township of Berlin General Acct	PB Esc #32	1,082.60
	PB Esc #32	950.77
	PB Esc #208	1,189.22
	PB Esc #219	527.51
	PB Esc #229	108.26
	PB Esc #286	2,162.08
	PB Esc #286	216.52
	PB Esc #308	866.08
	PB Esc #372	460.10
	PB Esc # 373	135.32
Camden County Animal Shelter	Dog Trust	1,549.34
Treasurer, State of NJ	Dog Trust	1.20

CONFIRMING

Various Current Fund and Sewer Operating Checks	(See Bill List attached dated 12/26/12)	\$	21,786.55
America On Line	3-01-31-443-2077		34.99
America On Line	3-01-31-443-2077		34.99
Ameriflex	Flex Claims Account		75.00
Dollar Tree Stores	3-01-30-420-2105		150.00
Michael Davis	3-01-30-420-2105		300.00
Philly Soft Pretzel Factory	3-01-30-420-2105		33.00
Verizon Communications	3-01-31-443-2077		99.99
Lt. Leonard Check - Petty Cash	3-01-25-240-2105		136.56
Catherine Underwood - Petty Csh	3-01-20-120-2022		36.19
	3-01-30-420-2105		57.51
America On Line	3-01-31-443-2077		34.99
Township of Berlin Planning Board Escrow - Trust Other	3-01-30-415-1017		13,000.00
	3-01-26-290-2147		3,750.00
Home Depot Credit Services	3-01-26-310-2024		38.09
	3-01-26-290-2105		149.14
	3-07-55-502-2038		154.78
State of NJ Health Benefits	3-01-23-220-2092		55,683.99
State of NJ Health Benefits	3-01-23-220-2092		24,082.68
Stratford Municipal Court	3-01-26-290-2105		85.00
TD Bank, NA	3-07-55-520-2105		95,000.00
	3-07-66-240-0262		8,754.99
	3-07-55-522-2105		70,088.01
	3-07-66-160-0168		2,949.61
TD Bank, NA	3-01-45-920-2105		200,000.00
	3-01-45-930-2105		239,387.50
TD Bank, NA	3-07-55-520-2105		210,000.00
	3-07-66-240-0262		4,170.75
	3-07-66-160-0168		81,629.25
Catherine Underwood - Petty Csh	3-01-55-103-0102		100.00
Lt. Leonard Check - Petty Cash	3-01-55-103-0103		300.00
Verizon Communications	3-01-31-443-2077		99.99
Comcast	3-01-29-390-2059		197.02
Verizon Communications	3-01-20-120-2105		140.63
Payroll, Current Fund	12/6/2012		143,950.24
Payroll, Sewer Operating Fund	12/6/2012		4,164.31
Payroll, Current Fund	12/13/2012		58,180.08
Payroll, Sewer Operating Fund	12/13/2012		3,271.01

Payroll, Current Fund	12/20/2012	57,809.70
Payroll, Sewer Operating Fund	12/20/2012	3,809.26
Payroll, Current Fund	12/27/2012	75,391.18
Payroll, Sewer Operating Fund	12/27/2012	3,279.67

Motion by Council President Morris, second by Councilman Epifanio to adopt Resolution 2013-62. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 63 RESOLUTION CONFIRMING THE MAYOR SIGNING THE ANIMAL SHELTER CONTRACT AGREEMENT WITH CAMDEN COUNTY.

BE IT RESOLVED, that the Mayor and Council of the Township of Berlin hereby confirms the Mayor to execute an agreement between the County Animal Shelter and the Township of Berlin.

BE IT FURTHER RESOLVED, that the contract expires on December 31, 2013, and the contract amount is \$583.34 monthly.

Motion by Councilman Epifanio, second by Councilman McIntosh to adopt Resolution 2013-63. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 64 GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT.

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual

Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Mayor and Council of the Township of Berlin hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Motion by Councilman McIntosh, second by Councilwoman Bodanza to adopt Resolution 2013-64. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 65 RESOLUTION AUTHORIZING MAYOR TO SIGN AGREEMENT FOR STREET LIGHTING WITH ATLANTIC CITY ELECTRIC FOR THE CORNER OF PIEDMONT BOULEVARD AND GENOVA DRIVE.

BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the Mayor is hereby authorized and directed to sign an agreement with Atlantic City Electric for street lights to be placed in Montebello Development, Section two, at the corner of Piedmont Boulevard and Genova Drive, West Berlin N.J.

Motion by Council President Morris, second by Councilman Epifanio to adopt Resolution 2013-65. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 66 RESOLUTION AUTHORIZING MAYOR TO SIGN AGREEMENT FOR STREET LIGHTING WITH ATLANTIC CITY ELECTRIC FOR PIEDMONT BOULEVARD AND VIENNA LANE.

BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the Mayor is hereby authorized and directed to sign an agreement with Atlantic City Electric for street lights to be placed in Montebello Development, Section two, at Piedmont Boulevard and Vienna Lane, West Berlin N.J.

Motion by Councilwoman Bodanza, second by Council President Morris to adopt Resolution 2013-66. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 67 RESOLUTION REQUESTING THE ISSUANCE OF RAFFLE LICENSES FOR BERLIN TOWNSHIP PEACE TALENT SHOW.

WHEREAS, the Berlin Township Peace Organization, 225 Grove Avenue, West Berlin New Jersey has requested the issuances of license by the Township of Berlin for;

Talent Show Event February 22, 2013

- On- Premises Draw Raffle (Basket / Auction)**
- On- Premises 50/50 Cash Raffle**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that it hereby authorizes the issuances of licenses to the Berlin Township Peace Organization, 225 Grove Avenue, West Berlin New Jersey for the Date of February 22, 2013

Motion by Council President Morris, second by Councilman Epifanio to adopt Resolution 2013-67. Resolution adopted by call of the roll, five members present voting in the affirmative.

RESOLUTION 2013- 68 RESOLUTION REQUESTING THE ISSUANCE OF RAFFLE LICENSES FOR BERLIN TOWNSHIP BUNNY EVENT.

WHEREAS, the Berlin Township Peace Organization, 225 Grove Avenue, West Berlin New Jersey has requested the issuances of license by the Township of Berlin for;

Bunny Event March 28, 2013

- On- Premises 50/50 Cash Raffle**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin that it hereby authorizes the issuances of licenses to the Berlin Township Peace Organization, 225 Grove Avenue, West Berlin New Jersey for the Date of March 28, 2013.

Motion by Councilwoman Bodanza, second by Councilman Epifanio to adopt Resolution 2013-68. Resolution adopted by call of the roll, five members present voting in the affirmative.

APPROVAL OF BUSINESS LICENSES

1) Hartman Racing, Adam Hartman, 1004 Industrial Drive unit 11, West Berlin NJ. Automotive related metal fabrication, Custom Fabricated parts.

2) American Falcon International Inc., Anis Shahid, 408 Commerce Lane, West Berlin NJ. Shipping and Receiving of Electrical construction Materials.

3) 2K Silver LLC, Jiayi Fang, 465 East Taunton Avenue unit 204, West Berlin NJ. A bicycle and Bicycle retailer and wholesale.

4) Mini Storage, Andre Terry, 565 Route 73 North, West Berlin NJ. Self storage warehouse.

5) MDM Electric, Mitchell Morrison, 1044 Industrial Drive, West Berlin NJ. Electrical Contractor.

Motion by Councilwoman Bodanza, second by Council President Morris to approve business license. License approved by call of the roll, five members present voting in the affirmative.

Correspondences for December 2012

Motion carried by Councilwoman Bodanza, second by Council President Morris to receive and file the correspondence calendar for December. Motion carried by voice vote, all present voting in the affirmative.

Consent Agenda December

Motion by Council President Morris, second by Councilman Epifanio to receive and file the monthly reports on the consent agenda. Motion carried by voice vote, five present voting in the affirmative.

Approval from December 10, 2012 Meeting Minutes.

Motion by Councilman McIntosh, second by Councilman Epifanio to approve the minutes for December 10, 2012. Motion carried by voice vote, five present voting in the affirmative.

Approval from December 20, 2012 Meeting Minutes.

Motion by Councilman McIntosh, second by Councilman Epifanio to approve the minutes for December 20, 2012. Motion carried by voice vote, five present voting in the affirmative.

All Other Business

No new business was to be heard

Public Portion

Motion by Council President Morris, second by Councilman Epifanio to open the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu opened the meeting to the public.

Gail Grabowski, Centaurian Drive thanked Public Works Director Chuck Riebel for getting back to her so quickly and resolving her problem. Gail stated that all her husband has been asking the last couple of meeting is that our taxes have gone up in the last three years but yet, Mayor and Council have not received a raise so why do our taxes keep going up? What portion of our budget have these tax increases gone too. Gail asked what is a motion and what is a resolution?

Motion by Council President Morris, second by Council woman Bodanza to close the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu closed the meeting to the public.

Mayor and Council responded

Mayor stated that Mayor and Council did not receive a pay increase but our employees did receive one. Mayor remarked that our State Aid has been reduced so we have to make up that money that we had lost. In one year we lost close to \$900,000.00 dollars.

Lori Campisano, CFO stated that in 2010 we had laid off 2 Police Officers, 2 Public Works 4 Administration position. Plus our electric has gone up along with other expenses. Lori commented that our budget is on the Township website along with explanations to the increase that have occurred. If you have the chance go on it there is some much information and detail on the budget.

Mayor Magazzu stated that your bills go up and so does the Townships like water, electric, gas and insurance

Solicitor CherylLynn stated that the difference with a Resolution and an Ordinance is that a Resolution you can take action and be passed at the same meeting at which it is introduced and it does not require a public hearing or require advertisement. An Ordinance requires action by the Governing body that must be read at more then one meeting, has a public hearing and must be advertised in the paper.

Executive Session

RESOLUTION 2013- 69 RESOLUTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

BE IT RESOLVED by the Mayor and Council of the Township of Berlin that the Mayor and Council are now going into closed session to discuss personnel matters of the Township of Berlin.

Motion by Councilwoman Bodanza, second by Councilman Epifanio to adopt Resolution 2013-70. Resolution adopted by call of the roll, five members present voting in the affirmative.

Adjourn

Motion by Council President Morris, second by Councilwoman Bodanza to adjourn the meeting at 6:51 pm. Motion carried by voice vote, all members present voting in the affirmative.

Meeting adjourned 6:51 pm

Catherine Underwood, Township Clerk