

# REORGANIZATION MEETING FOR THE TOWNSHIP OF BERLIN

January 2, 2017  
12:00 noon

1. Opening of meeting

**Presentation of Certificate of Election and Administration of Oath of Public Office.**

2. Seating of Council

3. Roll Call

4. Election of President of Council-

5. Mayor's appointments with advice and consent of Council  
Unless noted, all appointments are until December 31, 2017

## **RESOLUTIONS ON CONSENT AGENDA**

6. **Professional Appointments:**

- (a) Municipal Solicitor –
- (b) Special Counsel –
- (c) Registered Municipal Accountant –
- (d) Bond Counsel –
- (e) Construction Inspection Engineer-

7. **Administration and Finance, Township Events, Grants and School Board**

- (a) Finance Committee –
- (b) Qualified Purchasing Agent-
- (c) Improvement Search Clerk-
- (d) Sewer Clerk-

- (e) Tax Search Clerk -
- (f) Sewer /Tax Clerk-
- (g) C-2 Operator –
- (h) Insurance Broker of Record-
- (i) Commissioner and Alternate and Safety Delegate and Alternate for Joint Insurance Fund –
- (j) Public Agency Compliance Officer Compliance Officer –
- (k) Zoning Officer –

8. **Law and Public Safety, Municipal Court, Emergency Management .**

- (a) Public Defender –
- (b) Municipal Prosecutor –
- (c) Municipal Deputy Court Administrator-
- (d) Emergency Management Coordinator-
- (e) Emergency Management Deputy Coordinators –
- (f) Local Emergency Management Planning Committee-
- (g) MSI Planning Coordinator and Deputy Coordinator –

9. **Property Maintenance, Board of Health and Senior Citizens And Disabled.**

- (a) Coordinator for Disabled-
- (b) Coordinator on Aging –
- (c) Board of Health Liaison –
- (d) Board of Health Advisory Committee-
- (e) Property Maintenance Inspector-

- (f) Council Liaison for Neighbors helping Neighbors-
- (g) Animal Control Officer-

10. **Public Works and Sewer Department, Land Use, Planning Board**

- (a) Administrative Secretary Land Use –
- (b) Construction Code –
- (c) Plumbing Inspector-
- (d) Deputy Director Public Works--
- (e) Members to Planning Board –
- (f) Coordinator for the Clean Communities Program –
- (g) Camden County Community Development Mayors Advisory Committee Representative –

11. **Professional Appointments**

- (a) Planning Board Solicitor –

- 12. Resolution authorizing the purchase of items from vendors with State Contract
- 13. Resolution to Designate Official Depositories –
- 14. Resolution to Designate Banks for Investment Purposes-
- 15. Resolution to Designate Official Newspapers –
- 16. Resolution accepting the Cash Management Plan
- 17. Resolution authorizing contract for Extraordinary Unspecified Services, Delta Dental Plan of NJ
- 18. Resolutions to set interest rate on delinquent taxes, sewer and to add surcharge on delinquent real estate taxes over \$10,000.00 and setting fee for execution of duplicate tax sale certificate, setting up partial payment agreements for current taxes and a service charge for returned checks.

- 19.. Resolution to Set Meeting Times and Dates:  
Regular monthly meetings are the second and fourth Monday of each month

**BERLIN TOWNSHIP ANNUAL MEETING NOTICE**

The following is the schedule of the regular meetings of the Mayor and Council of the Township of Berlin. All meeting shall be held at the Berlin Township Municipal Hall at 135 Route 73 South, Berlin Township, New Jersey. Meetings will be held on the Second and Fourth Monday of the month at 5:30 p.m. If a legal holiday falls on a meeting date then the meeting will be cancelled. Meetings for the year 2017 will be held as follows:

**2017 Meeting Dates**

**The meetings will begin at 5:30 pm**

<b>January</b>	<b>Monday 2<sup>nd</sup> 2017</b>	<b>Reorganization Meeting</b>	<b>12:00 Noon</b>
<b>January</b>	<b>23</b>		
<b>February</b>	<b>13</b>		
<b>February</b>	<b>27</b>		
<b>March</b>	<b>13</b>		
<b>March</b>	<b>27</b>		
<b>April</b>	<b>10</b>		
<b>April</b>	<b>24</b>		
<b>May</b>	<b>8</b>		
<b>May</b>	<b>22</b>		
<b>June</b>	<b>12</b>		
<b>July</b>	<b>3</b>		
<b>August</b>	<b>14</b>		
<b>September</b>	<b>11</b>		
<b>September</b>	<b>25</b>		
<b>October</b>	<b>23</b>		
<b>November</b>	<b>13</b>		
<b>November</b>	<b>27</b>		
<b>December</b>	<b>18</b>		

If the Monday Meeting Schedule falls upon a legal holiday the meeting will be cancelled for that week.

- 20. Resolution adopting **Robert’s Rules of Order** to Govern the conduct of all meetings of the Township of Berlin
- 21. Resolution authorizing the filing of tax appeals.
- 22. Continuing Resolution

23. Resolution Appointing Phoenix Advisor, As Continuing Disclosure Agent Services and Independent registered Municipal Advisor
24. Greeting and Statements of Council Members.
25. Public Portion
26. Adjournment

**RESOLUTION 2017 APPOINTMENT OF LOCAL EMERGENCY PLANNING COMMITTEE**

**WHEREAS**, N.J.S.A. 40:69A-122 provides that the Mayor with the advice and consent of the Council, shall appoint such other officers as may be provided by ordinance; **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Township of Berlin, that the following persons be and they are hereby appointed Emergency Management Advisory Council members until December 31, 2016

**PHYLLIS MAGAZZU  
CHRISTOPHER MORRIS  
STUART PLATT  
CHARLES J. RIEBEL, JR.  
CATHERINE UNDERWOOD  
DANIEL GATTI  
LEONARD CHECK  
MELLISSA DILUZIO  
LOUIS DE MARCO JR.  
MICHAEL SCHAFFER  
TERESA VANDERGRIFT  
Dr. EDYTHE AUSTERMUHL  
SAHARA SAM REPRESENTATIVE  
WALMART REPRESENTATIVE  
HOME DEPOT REPRESENTATIVE  
SHOPRITE REPRESENTATIVE  
SINCLAIR MOVING COMPANY REPRESENTATIVE**

**RESOLUTION 2017 APPOINTMENT OF MEMBERS TO THE PLANNING BOARD**

**WHEREAS**, N.J.S.A. 30:44-1.4 provides for the creation, membership and terms of a PLANNING BOARD; and  
**WHEREAS**, Section 20-2 et seq., of the Code of the Township of Berlin provides for the creation of a PLANNING BOARD shall consist of the following;

**CRAIG DEGEORGE – Class IV Member to 12-31-19**

**BETSY SIMPSON** – Class IV Member 12-31-18  
**JOE PANTANO**- Class IV Member 12-31-18  
**FRANK McHENRY**- Class IV **Vice-Chairman** to 12-31-19  
**SAM SYKES** Alternate II to 12-31-17  
**MICHAEL DEPALMA** – Class II Construction Code Official until  
December 31, 2017  
**CHRISTOPHER MORRIS** – Class III Councilperson to 12-31-2017  
**PHYLLIS MAGAZZU** – Class I Mayor to 12-31-17  
**DAVID CARLAMERE**- Solicitor to 12-31-17  
**DAVID ROWAN**- Solicitor to 12-31-17

**NOW, THEREFORE, BE IT RESOLVED** that the above named individual shall serve his respective term pursuant to the provisions set forth in the New Jersey Statutes Annotated 40:55-1 et seq., and pursuant to the Code of the Township of Berlin, Section 20-1 et seq.