



REORGANIZATION OF THE TOWNSHIP OF BERLIN

**January 4, 2016
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, 2016

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

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

- (a) Public Defender –
- (b) Municipal Prosecutor –
- (c) Municipal Deputy Court Administrator-
- (d) Emergency Management Deputy Coordinators –
- (e) Local Emergency Management Planning Committee-
- (f) 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 Inspector –
- (d) Building Maintenance –
- (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) Electrical Inspector—
- (b) Deputy Director Public Works--
- (c) Members to Planning Board –
- (d) Coordinator for the Clean Communities Program –
- (e) 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, Bollinger, Inc.
18. Resolution authorizing contract for Extraordinary Unspecified Services, Delta Dental Plan of NJ
19. Resolution authorizing contract for Extraordinary Unspecified Services, Assurant Employee Benefits.
20. 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.
21. 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 2016 will be held as follows:

2016 Meeting Dates

January	Monday 4th 2016	Reorganization Meeting
	January	25
	February	8
	February	22
	March	7
	April	11
	April	25
	May	9
	May	23
	June	13
	July	11
	August	8
	September	12

September	26
October	24
November	28
December	19

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

22. Resolution adopting **Robert's Rules of Order** to govern the conduct of all meetings of the Township of Berlin
23. Resolution authorizing the filing of tax appeals.
24. Continuing Resolution
25. **RESOLUTION AUTHORIZING PURCHASES BASED UPON THE AWARD OF CONTRACT TO CAMDEN COUNTY ENERGY RECOVERY ASSOCIATES, L.P., (COVANTA) FOR SOLID WASTE DISPOSAL SERVICES IN ACCORDANCE WITH THE COOPERATIVE BID BY THE COUNTY OF CAMDEN AS THE LEAD AGENCY FOR THE CAMDEN COUNTY COOPERATIVE PRICING SYSTEM, ID #57-CCCPS**

WHEREAS, the County of Camden, as the Lead Agency for the Camden County Cooperative Pricing System, System Identifier # 57-CCCPS (Cooperative), received and opened bids at its Division of Purchasing on December 11, 2015 at 11:00 A.M., Prevailing Time, for Bid A-61/2015 for Disposal of Solid Waste for Camden County, various Camden County Agencies and various Camden County Municipalities under the Camden County Cooperative Pricing System, System Identifier # 57-CCCPS, the receipt of which bids were duly advertised in accordance with law; and

WHEREAS, the sole bidder was **Camden County Energy Recovery Associates, LP (Covanta)** who complied with the specifications and bid the base rate of \$66.66 per ton for the term of one year commencing on or about January 1, 2016 through December 31, 2016 with two (2) one year options, said options to be exercised at the sole discretion of the County; and

WHEREAS, by resolution adopted on December 17, 2015, the Board of Chosen Freeholders awarded a contract to the sole bidder who complied with the specifications, Camden County Energy Recovery Associates, LP, (Covanta) 445 South Street, Morristown, NJ 07960, for the disposal of solid waste for the County of Camden and other Cooperative Purchasing Members; and

WHEREAS the term of agreement shall be for one year commencing on or about January 1, 2016 through December 31, 2016 at the base rate of \$66.66 per ton; and

WHEREAS, Camden County Energy Recovery Associates, LP (Covanta) has extended pricing to both Camden County and to the members of the Camden County Cooperative Pricing System as set forth in the bid specifications; and

WHEREAS, the Township of Berlin is a participant in the Camden County Cooperative Pricing System and this bid; and

WHEREAS, it has been determined the bid for disposal services at a base rate of \$66.66 per ton provides for the best benefit to the Township of Berlin; and

WHEREAS, the bids have been evaluated by the Township of Berlin Engineer and Purchasing Agent, and the recommendation is made as herein after provided to the sole responsible bidder to comply with the uniform bid specifications, Camden County Energy Recovery Associates, LP (Covanta); and

WHEREAS, upon adoption, a copy of this approving Resolution shall be transmitted to Camden County Energy Recovery Associates, LP, (Covanta) 445 South Street, Morristown, NJ 07960 in order to effectuate formal notice of the Township of Berlin's intention to purchase solid waste disposal services in accordance with the County of Camden award; and

WHEREAS, funding for this purpose shall not exceed the maximum budgeted line items for Landfill and Solid Waste Disposal Costs line items in the temporary and permanent budgets for CY 2016 and shall be encumbered in accordance with N.J.A.C. 5:34-5.3(b)(2); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin, in the County of Camden that the Chief Financial Officer/Qualified Purchasing Agent is hereby authorized to purchase solid waste disposal services at a price of \$66.66 per ton from Camden County Energy Recovery Associates, LP (Covanta) for a period of one year from January 1, 2016 through December 31, 2016 in accordance with the award of bid on December 17, 2015 by the County of Camden for Solid Waste Disposal Services, under the Camden County Cooperative Pricing System, ID #57-CCCPS.

26. RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR REASSESSMENT SERVICES FOR COMMERCIAL PROPERTIES INCLUDING INSPECTION AND VALUATION SERVICES

WHEREAS, the Township of Berlin has a need to acquire reassessment services for commercial properties including inspection and valuation services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Chief Financial Officer/Purchasing Agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year commencing on January 1, 2016; and

WHEREAS, Thomas Davis, SRA, SCGREA, CTA has submitted a proposal dated December 2015 indicating that he will provide the reassessment services for commercial properties including inspection and valuation services in the Township of Berlin for a fee of \$125.00 per parcel for 414 parcels or \$51,750.00; and

WHEREAS, Thomas Davis, SRA, SCGREA, CTA has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Berlin in the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract, and

WHEREAS, funding for this purpose shall not exceed the amount budgeted for said purpose and set aside in the Special Emergency Appropriation for the Preparation and Execution of a Complete Program of Reassessment of Real Property in the Township of Berlin and shall be encumbered in accordance with N.J.A.C. 5:4-5.3(b)(2); and

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the Township of Berlin hereby authorizes the Mayor to enter into a contract with Thomas Davis, SRA, SCGREA, CTA as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED by the Mayor and Council of the Township of Berlin that notice of said award shall be published in the official newspaper of the Township of Berlin as required by law.

27. Greeting and Statements of Council Members.
28. Public Portion
29. Adjournment