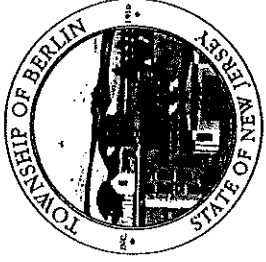


FRANK EPIFANIO
Council President

Council Members
MICHAEL LYDIC
MARK REID
FRANK McHENRY



PHYLLIS MAGAZZU
Mayor

CATHERINE UNDERWOOD
Township Clerk

TOWNSHIP OF BERLIN

MUNICIPAL BUILDING

135 Route 73 South

West Berlin, NJ 08091

Phone (856) 767-1854

April 2, 2025

Hello Neighbor

I am in receipt of your OPRA request that we received on March 17, 2025, pertaining to:

Records requested:

1)" ALL JOBS AND POSTIONS HELD BY PHYLLIS MAGAZZU WITH SALARY"

See attached documents #1

2) "Body camera footage from police officer Edward's who took statements October 26th 2024 from the Berlin smoke shop when mayor Magazzu had a verbal altercation with a resident . Include ALL AVAILABLE body worn video"

**See attached documents #2 Open Public Records Act N.J.S.A 47:A-1 et seq.
Denied on the basis on it seeks a victim record.**

3) "Please send copy of signature of engineer who signed off off Gianni Magazzu C-2"

Berlin Township has no responsive records to this request.

4)" Attach a copy of 2025 salary for Gianni Magazo, as well as Josh Shellinberger"

See attached documents #3

Should you have any question please contact me.

Sincerely yours,

Catherine Underwood
Berlin Township RMC
municipalclerk@berlintwp.com

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first_name	last_name	annual_salary	alloc_level1_desc (Department)	position_description
GIANNI	MAGAZZU	66000	STREETS & ROADS- FT	Engineering Technician
PHYLIS	MAGAZZU	78412.5	MAYOR & COUNCIL	Mayor (Full Time) (Chief Admin Officer)
JOSHUA	SHELLENBERGER	57417.36	BUILDINGS & GROUNDS- FT	Building Custodian/Property Maintenance/Zoning Officer/Board of Health Inspector
JOSHUA	SHELLENBERGER	7790.5	DUE FROM DOG TRUST	Animal Control Officer

DIVISION OF
LOCAL GOVERNMENT
SERVICES

Local Finance Notice

LFN 2024-13

September 18, 2024

Contact

Website

www.nj.gov/dca/dlgs

E-mail

dlgs@dca.nj.gov

Phone

609.292.6613

Mail and Delivery

101 South Broad St.

PO Box 803

Trenton, New Jersey

08625-0803



Philip D. Murphy
Governor

Tahesha L. Way
Lieutenant Governor

Jacquelyn A. Suárez
Commissioner
& Director

2024 Municipal Best Practices Inventory

Language authorizing the Best Practices Inventory is included in the FY2025 Appropriations Act. Pursuant to law, the Division of Local Government Services (“Division”) has promulgated an updated Best Practices Inventory to all municipalities, through which the State obtains vital information about the status of municipal government practices in New Jersey.

The 2024 Inventory assesses each municipality’s compliance with various laws and evaluates the implementation of fiscal and operational best practices. Inventory answers provide taxpayers with an additional means of evaluating their municipality’s performance. The Inventory also identifies areas where municipalities may require further technical assistance. Furthering this objective, the Inventory contains an unscored survey section soliciting information on a variety of topics.

All municipalities, including those on a State Fiscal Year budget cycle, must submit their completed Inventory to the Division by close of business **Friday October 25, 2024**. The Division strongly recommends completing and filing the Inventory as soon as possible so any technical or substantive issues can be resolved in a timely fashion. Post-submission answer changes are subject to Division approval.

Furthering the Division’s implementation of technology solutions, the Best Practices Inventory continues to be hosted on the internet-based platform that debuted in 2019. Platform instructions and a helpful FAQ document concerning log-in and access are also provided.

The Division must determine whether some portion of a municipality’s final formula aid payment will be withheld based on the results of its Inventory. A municipality’s full final formula aid payment represents the maximum amount of aid that is subject to withholding. Please review Local Finance Notice 2024-12 for further information on FY25 State Aid to municipalities.

Municipalities are reminded that Best Practices Inventory responses may be subject to independent verification.

Distribution

Municipal
Managers/Administrators
Municipal CFOs
Municipal Clerks
Municipal Procurement
Officials
Tax Collectors
Municipal Elected Officials

Question Content and Scoring

The 2024 Best Practices Inventory features new and repeat questions on the following topics:

- Ethics
- Personnel
- Budget
- Financial Administration
- Capital Projects
- Transparency
- Procurement
- Cybersecurity
- Lead Remediation
- Shared Services
- Special Imp. Districts
- Affordable Housing
- Redevelopment
- Utilities
- Environment

A total of 69 questions are distributed amongst three scoring categories: Core Competencies (41 questions), Best Practices (11 questions), and Unscored Survey (17 questions). Twelve (12) questions in the Unscored Survey category are divided into multiple subparts to better facilitate data tabulation. The Division has introduced a total of 11 new scored questions to the 2024 Inventory. Each municipality must receive a **minimum score of 35** on the Inventory to receive its full Final Aid payment.

Core Competencies address statutory and regulatory compliance obligations and other areas critical to sound municipal finance and operations. These questions score 1 point each, with positive credit awarded for “Yes” answers as well as “Prospective” and “N/A” responses when permitted by the question. Answers of “Prospective,” which apply to certain new questions, should only be used when a municipality is committed to making good faith efforts to implement the practice in the upcoming year. New questions where “Prospective” is not a permitted answer may be cured prior to submitting the Inventory.

The 2024 Inventory also includes a Best Practices category, which involves fiscal and operational practices that are of significant benefit to many municipalities but are not foundational in nature or uniformly applicable to all municipalities. All questions in the Best Practices category are worth one-half (1/2) point, with positive credit awarded for “Yes” answers as well as “N/A” responses when permitted by the question. Please note that “Prospective” responses are not permitted responses under the Best Practices category.

Answers of “N/A” are only appropriate if a specific requirement does not apply to a given municipality; however, please note that some questions limit “N/A” responses to certain circumstances. Municipalities answering “N/A” should explain why the question is not applicable in the comment space.

There is a total of 52 scored questions (Core Competencies + Best Practices) for a total of 46.5 points. The thresholds for aid withholding are as follows:

Inventory Score	Final Payment Amount Disbursed	Impact on final 5% aid payment
35 and greater	100%	No withholding
31-34	75%	Lose 25% of final formula aid payment
27-30	50%	Lose 50% of final formula aid payment
0-26	0%	Lose 100% of final formula aid payment

Questions in the Best Practices category are considered “extra credit” because the Inventory’s scoring threshold is based on the number of Core Competencies for which the Division determined a municipality should earn positive credit, rather than Core Competencies and Best Practices combined. Thus, positive credit for Best Practices questions helps offset Core Competencies for which a municipality does not earn positive credit.

Unscored Survey questions are meant to gather information and do not count toward a municipality’s final score, although their completion is a required component of the Inventory. Answers to these questions will help determine where municipalities may require additional assistance and where the Division of Local Government Services and the Department of Community Affairs may need to prioritize technical assistance resources and determine the scope of future grant programs. Responses vary from “Yes/No” to multiple-choice to fill-in.

Completing and Submitting the Inventory

A municipality must answer all questions before the Best Practices platform will permit submitting the Inventory. Certain questions require information to be typed into the Comment section before the online platform counts the question as completely answered. Please refer to the Instructions for further details. Please email Matthew.Gallelo@dca.nj.gov if you require technical assistance. For assistance regarding the Inventory questions, contact bestpractices@dca.nj.gov. Failure to submit the Inventory is deemed equivalent to a zero score.

The municipality’s Chief Finance Officer, Chief Administrative Officer and, starting this year, the Municipal Clerk must all certify the Inventory using the Online Platform. The Chief Administrative Officer is an individual who, regardless of title, is responsible for the municipality’s day-to-day operations. If a municipality does not have a Business Administrator or Municipal Manager, this person would be whichever individual (e.g., Municipal Clerk, CMFO) is responsible for running day-to-day operations. Every municipality has a Chief Administrative Officer.

The Municipal Clerk must also certify that the Inventory and the results thereof were or will be discussed at a public meeting, inserting the date on which the meeting was or will be held; with the inventory results and the certification of same by the Clerk and the chief administrative and financial officers referenced in the meeting minutes. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality’s Best Practices Inventory response. Please do not wait for the Best Practices Inventory to be discussed at a governing body meeting before submitting the Inventory.

State Fiscal Year municipalities have the same Friday, October 25, 2024 deadline as Calendar Year municipalities.

Appeals of Best Practices Scores

A municipality may appeal its score to the Director, but not before submitting its Best Practices Inventory. Appeals must be submitted by close of business **Friday, October 25, 2024** via email to bestpractices@dca.nj.gov with the heading “Best Practices Appeal.” The Director may exercise discretion upon finding that a municipality’s individual circumstances so warrant. Municipalities that wish to submit an appeal should do so in conjunction with their Inventory submission.

Approved: Jacquelyn A. Suárez, Commissioner & Director

Home (/) > BPI (/bpi/) > Surveys (/bpi/surveys/?id=d01c8795-efcf-e911-a987-001dd800d601)
> Survey View (/bpi/surveys/question-list/?id=8dedb764-8b76-ef11-a670-001dd80346ce)
> **Sign and Submit**

Return to Question List (./?id=8dedb764-8b76-ef11-a670-001dd80346ce)

Best Practices Inventory Online Platform

Berlin Township

Sign and Submit

Best Practices Inventory Signatures

Signed (Chief Administrative Officer) *
Phyllis Magazzu

Signed (Chief Financial Officer) *

Alexander P Davidson

Signed (Municipal Clerk) *

Catherine Underwood

Catherine Underwood

From: Melissa Ramage <mramage@berlintwppd.com>
Sent: Monday, March 31, 2025 11:20 AM
To: Catherine Underwood
Cc: Edwin Gramley
Subject: OPRA- From 3/17/2025

Caution: This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

Cathy,

In reference to the OPRA request from 3/17/2025.

Police Dept Request:

"Body Camera Footage from police officer Edward's who took statements October 26th 2024 from the Berlin Smoke Shop when Mayor Magazzu had a verbal altercation with a resident. Include ALL AVAILABLE body worn video".

After speaking with the Solicitor as well.

BWC Request Denied:

The citation to deny is "N.J.S.A. 47:1A-1.1 (victim records)."

Thanks,
Melissa

first_name	last_name	annual_salary	alloc_level1_desc (Department)
GIANNI	MAGAZZU	66000	STREETS & ROADS- FT
PHYLLIS	MAGAZZU	78412.5	MAYOR & COUNCIL
JOSHUA	SHELLENBERGER	57417.36	BUILDINGS & GROUNDS- FT
JOSHUA	SHELLENBERGER	7790.5	DUE FROM DOG TRUST

position_description	Engineering Technician	Mayor (Full Time) (Chief Admin Officer)	Building Custodian/Property Maintenance/Zoning Officer/Board of Health Inspector	Animal Control Officer
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