

BOROUGH OF BERLIN
WORKSHOP MEETING MINUTES
TUESDAY, MAY 01, 2018
MUNICIPAL BUILDING
59 SOUTH WHITE HORSE PIKE
BERLIN, NJ 08009
7:00 P.M.

MEETING CALLED TO ORDER:

SALUTE:

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 posted on the Borough Hall Bulletin Board showing the date, place and time of said meeting.

ROLL CALL: Mayor Jim Bilella, Council President Rick Miller, Council Members Jim Pearce, Badolato, Rocco, Buchanan, & MacDonnell.

PRESENT ALSO: Solicitor John Moustakas, RMC Lois J. Sahina and CMFO Michael T. Kwasizur, Hugh Dougherty from Pennoni Engineers and John Allsebrook DPW Supervisor

PRESENTATION- by Hugh Dougherty, Engineer from Pennoni Associates and John Allsebrook, DPW Supervisor. Explanation to Mayor and Council of the effects, cost and requirements of the newly state mandated “NJ Water Quality Accountability Act”

Hugh Dougherty

- **“NJ Water Quality Accountability Act”** was enacted on July 21, 2017 stipulating the new rules that will become effective as of October 2018. Implementation date will be April 2019. These new rules will require improvements to the safety, reliability and oversight of the water system including the preparation of an Asset Management Plan certified by a PE or Operator.
- **Inventory and entire mapping** of the system including testing of all 1,750 valves and 500 hydrants. This will need to be done every 2 years if valves are greater than or equal to 12”. All others inspect every 4 years
- **Inspection, maintenance, repair and renew** of current infrastructure, clearing the area, cleaning out valve box and completely opening and closing of valves.
- **Mapping, testing** annually and labeling of all fire hydrants, including implementing a plan to replace hydrants and eliminate dead mains
- **Annual Certification** of the water system and its compliance to federal and state regulations will need to be certified by the Mayor
- **Annual funds** must be dedicated to address the highest priority improvements
- **System Improvements Report** must be submitted every 3 years to the **NJDEP**
- **Water Conservation Plan** must be submitted every two years
- **Lime Slurry Mixer** maintenance and repair to be done by general operations
- **SCADA** – Supervisory control and data acquisition automation, monitoring and reporting will be required.
- **Water Allocation Permit Renewal** to anticipate additional water quality restrictions will need to be obtained.

- Sewer Issues including inventory, robotic camera equipment and current operational status, dates or software training to staff, asset inventory and plan if need to enter into infrastructure bank loan program. Last inspection by NJDEP was in 2016.
- Storm Water Issues – All permit renewals will be effective as of January 1, 2018. Updates of the Storm Water Pollution Prevention Plan along with updating the local public education sections for awareness. Training, mapping, maintenance, total maximum daily limits for pollutants must all be reported to NJDEP when completed
- DPW Annual Requirements - DPW will be required to conduct annual street sweeping, inspection and cleaning of 515 storm drain inlets and detention basins. All must be reported to NJDEP with an annual report and certification. Our last inspection was 2015.
- Water System Asset Report- This asset report must include an assessment of all of the borough owned water system assets including plants, wells, tanks, pump stations, equipment, SCADA, video, jet/vac and dump trucks and complete 36.5 miles of sewer mains.
- Storm Water System Asset Report – This asset report included an assessment of all of the Borough owned storm water assets including all 515 storm water inlets and inventory, 18 mapped out outfalls, public and private detention basins and approximately 20 miles of storm water drainage pipe inventory.
- By 2019 a Safety Oversight of the water system accountability will be in place for the borough. John our DPW Supervisor, myself, and the borough will be held responsible. There are a lot of lines that have been in the ground for 60 years or more. We have to expect older valves to break and be prepared to repair or replace 20% of the existing valves. They are doing away with all paper mapping and it will be mapped electronically as part of cyber protection. Replacing hydrants and valves could cost as much as \$100,000. Nearly half of the year, a two-man crew will be needed to open and close the valves, otherwise known as exercising the valves.
- SCADA system – Along with the SCADA equipment, we could also purchase a handheld unit that would help DPW identify where the problems could be. There is also software available that would automatically check for problems instead of having to do this manually.

COUNCIL DISCUSSION:

- **BUILDINGS, PARKS, & RECREATION, Chairman Len Badolato**

- Rebid of Hotel Painting – The hotel painting will be re-bid. The certificate of availability of funds is \$70,000.00 for this project.
- Bid for the Ball field Drainage – This bid will be advertised, with a certificate of availability of funds of \$84,000.00. We currently give AA \$5000 a year. This job will be expensive to fix, so the amount that will be allocated yearly will be less.
- Community Center – We need to have a list of people who are available to be attendants for the Community Center. We need Mr. Long to amend the current ordinance to charitable organizations according to their size. For example: If it is a Girl Scott troop under 40 people uses the facility they won't need an attendant, because the leader will serve as the attendant in charge. If the group is over 40 people, their will be a fee for an attendant. Debbie Simon, Mike Kwasizur and Mike Miller originally composed the guild lines of the ordinance.

- **PRIVILEGE OF THE FLOOR:**

Fred Ezeiruaku
33 Smokey Run Drive

I am wondering where the Borough stands on the new “Marijuana Reform” that is taking place at the state level?

Mayor Bilella - The state statute has not been written yet. We are waiting to see what the state regulations will be. We will decide as a Borough after we receive the state regulations. Is there a specific reason why you are inquiring?

Mr. Ezeiruaku - Yes, I am interested in operating a dispensary.

Mayor Bilella – The state is currently working on the medical expansion. The recreational expansion will take place after the medical expansion is complete.

- **PUBLIC WORKS, STREETS & ROADS, Chairman Dan MacDonnell**

- 2017 Road Program is just being completed with a short punch list of things that need to be completed.
- 2018 Road Program is still in the design phases and we are looking to go out to bid on this project in July, with a start date of September 2018.

- **WATER & SEWER, Chairman Ron Rocco**

- Water Meters – We are checking residents water meters because we are losing income. We want to make sure the problem is not with the meters.
- Jim Knight – The problem on Jim Knight's property has been finalized and determined that this water problem is not the Borough's responsibility.
- Ideas for Image of Governing Body-
 1. Invitation to the residents to have coffee with the Governing Body.
 2. Reading to students at Berlin Community and Our Lady of Mt. Carmel schools
 3. Addressing Mayor and Council as Governing Body, instead of Mayor and Council
 4. Get ideas for the old K-Mart location

- **PUBLIC SAFETY, Chairman Jim Pearce**

- Vaping - Officer Wolf will be presenting a special school program about the dangers of vaping. This will be given to the 7th and 8th grade students during Police Week
- Sue Cardamone Run – Will be held on May 10, 2018. I will be attending this event and will not be present at our next council meeting.
- Senior Luncheon - The Senior Luncheon will be held on May 18, 2018 at the Berlin Community Center. I will be attending this annual event.

- **FINANCE, Chairman Mike Buchanan**
 - The Great Bike Collation - Is a County concept to connect bike trails from one county to another within the state.
 - Rails & Trails Event - will be held on May 20th for those who want to attend.
- **COMMUNICATIONS, Chairman Rick Miller** – No report given
- **ECONOMIC DEVELOPMENT & REAL ESTATE, Mayor Jim Bilella**
 - The Economic Development Committee will now be known as the Business Advisory Committee
 - On Thursday, May 3, 2018 Berlin Township, the Borough and the EMS will be meeting at 9:30 am to discuss the EMS agreement between our towns. Councilman Rocco and I will be attending. We still haven't received their W2 forms to review how much the officers receive. They aren't a non-profitable organization, so why is the Borough giving them money?
- **SOLICITOR, John Moustakas** - No report given
- **CHIEF FINANCIAL OFFICER, Michael T. Kwasizur** –
 - Towing Ordinance is being worked on. The fees are being updated. This will be on our next agenda.
 - IT RFQ – We will be hitting our IT threshold of \$17,500, so we will need to go out to bid. We didn't award an IT contract at our reorganization meeting at the beginning of the year. I will be posting submission details on our website.
 - Brine Update –John Allsebrook is inquiring about purchasing brine. It is very expensive but we have a few options. We could share the cost with West Berlin or purchase it from Voorhees Township.
 - Sign Issue- We need to review our policies on signage and redetermine when a mandatory court appearance must be attended. Should there be a set minimum? I think we should consult the judge for her opinion.
 - Shade Tree Commission – This ordinance makes the Borough responsible for the area between the curb and the street. We should consider abolishing this ordinance for liability reasons.
 - Dumpsters – We have had residents calling in reference to the over filled dumpsters located at the old Country Town Diner. Councilman Badolato stated that he is in the process of having this problem resolved.
 - Stop Sign- It has been requested that pedestrian lines and a stop sign be placed in front of the side main entrance of the Borough Hall.
 - RFP for Historical Survey- This historical survey is fully funded and must be state approved. Under the grant there is a \$24,000 limit and it must be completed by the end of September.
 - ATM– Mayor and Council were not in favor of putting an ATM machine in our lobby.
 - Summer Hours were approved and will begin on Tuesday May 29, 2018 thru August 31, 2018. Hours will be Monday-Thursday 8:00 am to 5:00 pm and Fridays 8:00 am to 11:30 am.

- Court Assistant – We are still in the process of trying to find a licensed court employee to work in the court office on a part time basis.

READING RESOLUTIONS R05-01; 2018

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R05-01; 2018 – No one spoke

MEETING CLOSED TO THE PUBLIC

READING OF RESOLUTION

RESOLUTION R05-01; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE REQUEST FOR PERMISSION FOR THE BERLIN BOROUGH FIRE COMPANY #1 STATION 211 TO CONDUCT TWO COIN DROPS, SATURDAY JUNE 2, 2018 & SEPTEMBER 18, 2018 ON US RT 30 & WASHINGTON AVENUE

Motion to approve: Council President Miller
Sec; Councilman Badolato
All present were in favor

Motion to adjourn; Councilman MacDonnell
Sec., Councilman Badolato
All present were in favor

Lois J. Sahina
Registered Municipal Clerk
May 1, 2018