

BOROUGH OF BERLIN
WORKSHOP MEETING MINUTES
TUESDAY, DECEMBER 5, 2017
MUNICIPAL BUILDING
59 SOUTH WHITE HORSE PIKE
BERLIN, NJ 08009
7:00 P.M.

MEETING CALLED TO ORDER:

FLAG 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 Jim Pearce, Council Members Miller, (arrived at 7:15 pm) Badolato, Rocco, Buchanan, & MacDonnell.

ABSENT- Mayor Jim Bilella (meeting run by Council President Jim Pearce)

PRESENT ALSO: Solicitor Howard Long, RMC Lois J. Sahina and CMFO Michael T. Kwasizur

• **COUNCIL DISCUSSION:**

- **BUILDINGS & GROUNDS, Chairman Len Badolato**
The usage of the recently acquired Dill House, located at 11 Jackson Road, is being discussed by the DBRC. The DBRC members are present at tonight's meeting to discuss further details.
- **STREETS & ROADS, Chairman Dan MacDonnell**
 - The 2017 Road Program is almost completed on North Brill Ave and Constitution Blvd. Speed humps still need to be installed and a few minor details need to be finalized in order to complete these jobs.
 - The application for the 2018 Road Program Grant was submitted in October. We are hoping to receive double the amount of money for the 2018 Road Program Grant, compared to what we received in 2017. The designs will be decided on by ERI and will be prioritized and authorized in the early part of 2018.
 - I met with the County Engineer about the progress of the traffic lights on Cross Keys Road. They are requesting additional information before they can move forward with this project.
 - At our last council meeting we introduced Ordinance 2017-14 by title only. This ordinance addresses the utility company's road opening issues. I would like to have more time to research the details about what this ordinance should include. I am asking to push the second reading back until the beginning of next year. It will then have to be re-introduced and re-advertised.

- Royal Farms has updated the Planning Board on the change of access from the State. Next it will go to the NJDOT and at that point the for-sale sign can then be removed.
- **WATER & SEWER, Chairman Ron Rocco** – No report was given at this time.
- **HEALTH & RECREATION, Chairman Mike Buchanan**
 - The floors at the Community Center were in need of repair. They were fixed by DPW.
 - On 12/9/17 we will be holding a town clean up at the Camden County Park.
- **PUBLIC SAFETY, Chairman Jim Pearce**
 - Police Chief Miller has been interviewing for the new SLEO Class II Officer. He has narrowed it down to two candidates. The swearing in of this Officer will be at our next Council Meeting, along with the promoting of an existing officer, to the position of 5th Sergeant. No names for either position have been disclosed at this time. The Chief has requested this ceremony be done prior to any Department Head Reports.
- **FINANCE, Chairman Rick Miller** – No report was given at this time.
- **MAYOR, Jim Bilella** – (absent) – No report given at this time
- **SOLICITOR, Howard Long**
 - At our next council meeting on 12/14/17, there will be a 2nd reading of the Ordinance concerning the property located at 85-87 White Horse Pike. This property is being offered to the Borough as a donation in “as is” condition. After the adoption, the deed will then have to be transferred to the Borough.
 - A letter was sent to the land use secretary from Stuart Platts office. This letter will be forwarded to the Planning Board at their next meeting of 12/11/17. This is an update of the Master Plan. Afterwards, the Planning Board Secretary will forward it to the County and Pinelands Commission.
 - Ordinance 2017-16 will have its 2nd reading. This Ordinance is being put into action to address all Non-Profit Organizations within the Borough who get funding from the Borough or who occupy Borough property. The Borough wants to have a yearly financial treasurers report to confirm that these organizations are still operating as a non-profit entity. The CFO will cumulate a financial report to determine if they are still within good standing with the state, state requirements, have proper liability insurance and have the Borough listed on their policies and supply their financial statements along with staying within the guidelines that the state law requires.
 - There is also an ordinance on for 2nd reading which applies to the implantation of the Hotel/Motel Room Tax. This tax will be calculated in the price of renting the room. We currently have a motel and hotel located within the Borough. This state legislation was directed into law in 2002. It helps the municipalities fund the public safety services that are required to frequently service these facilities.
 - The County Planning Board has approved the Boroughs Open Space Plan. It will be closed on sometime between Christmas and New Year.

- **CMFO, Michael T. Kwasizur**

- I am requesting a closed session to discuss land acquisition, employment and personnel issues. No specific names are being stated, so no rice notices were needed to be issued and.
- The holiday luncheon will be held in our Court Room on December 22, 2017 at 11:00 am
- The wrapping of the pipes in the Borough is almost completed.

PRIVILEGE OF THE FLOOR:

- Keith Hoeing, Representative from the DBRC and the owner of “The Vault” located on the White Horse Pike and Cindy Williams, volunteer for the DBRC presented questions to Council about the usage of Borough owned historic buildings in town. The locations in question are the small building being used by the Senior Citizens Club next to Speedy Mart, The Hotel and The Railroad Station. Are these buildings currently being leased and if so how does the agreement read and for how long? They questioned the current use of these properties and how they currently appear to be under performing in their usage. Cindy Williams also inquired about how to go about finding out if the owner of the alley that is located next to the location of the old Verel’s Soap Shop would be interesting in selling this area. Mr. Long explained that this location must be vacated first and that these types of locations are market driven, and help determine if someone wants to sell. These area’s may also be part of the COAH housing. This must be reviewed. If they are a part of our COAH housing, new locations must be found to replace these properties. Mr. Long advised that they check with our Zoning officer, Mike DePalma and Zoning Secretary, Debbie Simone to determine their status.

Councilman MacDonnell explained that the Ordinance that is up for adoption regarding the Non-Profit Business Organizations will tie in nicely to all of the questions that the DBRC is presenting. Mr. Long also explained the requirements to be considered a Non-Profit Organization include: State status, financial reports disclosed, review of treasury report if the property being used is owned by the Borough and 1x year summary of funds must be submitted to our CFO to determine if qualified.

The DBRC representatives also presented the idea of using the newly acquired Dill House located at 11 Jackson Road, as the future home of the DBRC. Tina Hoffman showed Council a pen and ink drawing, by Jerry Knott, of what 11 Jackson Road would look like after the restoration. They are looking to acquire a 10year lease from the Borough after the restoration. Mr. Long explained that legally, if a long-term lease is desired, this would need to be done by bid if it is nonprofit. There are a lot of legal issues that must be worked out before something like this can move forward.

Councilmember Badolato agreed to head a committee with Councilmember Buchanan’s help to look into leasing details along with Mr. Longs legal advice.

Cindy Williams explained the importance of establishing a Historic Center. Without a Historic Center there can’t be an Interactive Center. This would create a center for the historic district. Other ideas presented for this location were classrooms for the local colleges, seminars and an art center. Mr. Long also explained that before it becomes habitable, they would need a CO to gain access and enter the location. This takes the liability off of the Borough.

The DBRC will continue to work with the Historic Commission to plan for other restoration of historic locations throughout the Borough.

- This past year four locations along the Pike were completed with building facades. The next locations to be targeted to do building facades, will be the properties located at 95-99 White Horse Pike, now owned by Jim Evangelista.
- The Annual DBRC Holiday Tour will be held on Saturday, 12/9/17.
- More ideas are being created for the Banner Program. The plans will be revealed within the next 3-6 months.

Motion to go into closed session was asked by Council President Pearce – Motion was made by Councilman MacDonnell

Sec., Councilman Buchanan

All present were in favor

CLOSED SESSION

Motion to end closed session and go back into open session was asked by Council President Pearce – Motion was made by Councilman MacDonnell

Sec., - Councilman Buchanan

ATTACHED – PROPOSED DECEMBER 14TH, 2017 COUNCIL MEETING

Motion to adjourn; Councilman Badolato

Sec., Councilman Buchanan

All present were in favor

Lois J. Sahina

Registered Municipal Clerk

December 5, 2017