

BOROUGH OF BERLIN  
WORKSHOP MEETING MINUTES  
TUESDAY, FEBRUARY 27, 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.

**ABSENT** – Council President Rick Miller

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

**COUNCIL DISCUSSION:**

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

Ballfield Drainage Project- Councilman MacDonnell, Rocco and I met to discuss the options to fix the drainage of the ballfields. We were presented with three different options and costs. Anthony Mazer suggested we go out to bid for Option C. We are hoping to keep it under \$40,000 but it may cost as much as \$55,000. This cost does not include the \$15,000.00 that we needed to spend for Mazer to do the study. This project will take a week or two. It involves extending a French drain with berm that extends 100 ft where outfall will go into the extending retention basin. This plan is more expensive than boring, but it will be much more effective. We would like to start this project before the start of baseball season. I am asking for permission tonight to notify Mazer to go ahead with Option C.

I would also like a letter/agreement sent to the Athletic Association specifically stating that they can no longer dump dirt in this area.

The cost of this project was discussed amongst all of the councilmembers and they all agreed that due to the nature and cost of this project that we ask the Athletic Association to offset the cost and pay half. They have to be made aware of the cost and what has to be done to fix it. Every year the municipal budget allocates \$6000.00 to the association to maintain the fields. All of Council feels that because we are a fixing a problem that they created that we should put their future allocated funds towards fixing the drainage. Public works can not do a project of this magnitude. They don't have the resources or man

power. A resolution for the next meeting will have to be done to move forward with this plan.

- Community Center - We are still continuing to have problems at the Community Center. There was another event last weekend and more incidents were reported. I spoke to our Police Chief, Debbie and CFO and we have come up with a new set of rules. Roger Strong is currently the attendant on open gym nights from 4-6 on Fridays, but we need more attendants for backups. We are also looking into changing the fees related to the renting of the Community Center. If we do this, we will have to amend the current Ordinance. All these changes can be incorporated into the amendment ordinance. Councilman Rocco addressed our solicitor Mr. Long about how we can get rid of the Community Center. Mr. Long explained that because it was built with Green Acres funding that we legally can't sell it to the Berlin Community School, even though they use it the most.
- Hotel Painting – There will be a resolution on our next council meeting agenda asking for authorization to solicit bids for the painting of the hotel.
- Signage for Borough Hall - Cindy Williams and Lois Sahina are currently working together on new signage for the Borough Hall. Cindy is working on a conceptual plan to present to council.

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

- I will not be able to attend the 3/8/18 Council Meeting. I will be serving on active duty.
- I am waiting for a quote from Pennoni for the upcoming 2018 Road Program.
- I also need authorization so Pennoni can move forward with the Road Calming Study. I want to have them incorporate this study into the 2018 Road Program.
- I am still working on the amendment to the Road Opening Ordinance. I would like to use Edgewater Parks Ordinance as a guide. Our current ordinance is very dated. Once complete, this would give Pennoni the permission to enforce. This still needs to be advertised for introduction reading and then it can be put on the April agenda for adoption.

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

- Water Report -The work that needs to be done on Park Avenue is not just a watermain fix or trench repair. It will need road services done, such as, paving, utility and sewer work. These areas have already been budget approved. We may have to address the issue of the Water Accountability Act in our budget.
- The new sewer robotic mechanism was used as a demo to try and identify the water problem on Jim Knights property. After review, it was determined that this problem is not related to the boroughs water infrastructure. Pennoni has written a letter and sent him a copy of the engineer's report. This explaining the facts and findings and suggests that because of settlement of his property that he would need to be responsible of having a survey of his property to determine where and how to fix this problem.
- Sewer Report - The upcoming sewer refurbishment plans are in place. The selected employees from DPW are currently being trained to use the new robotic mechanism to

survey the current conditions of our pipes and infrastructure. The training will be completed at the end of March. A complete surveying of all of the sewer infrastructure will then be done to identify the areas that need to be replaced or fixed first.

- **COMMUNICATIONS, Chairman Rick Miller** – No report was given
- **PUBLIC SAFETY, Chairman Jim Pearce**
  - Public Safety Plan for Berlin Community School -Last year, Councilman Rocco, Miller, Chief Miller and myself met with the administrator of Berlin Community School along with Frank Doman. An agreement needs to be created within the state laws and accordance with the BOE. A public safety plan within Berlin Community School was discussed including placing an officer in the school. The Borough agreed to pay for the officer for two months, while the other ten months would have to be funded by the school. Other parameters are in the process of being worked, however ultimately public safety for the children and staff is the most important issue at hand.

Chief Miller is sending a letter addressed to the school administrator. This letter will be signed and endorsed by the Mayor, Council and Public Safety Director, asking the administrator to respond with an agreement to Council before the next BOE meeting on 3/14/18. We have given the school equal time and opportunity to put a plan in place. If not addressed within this time period, the Public Safety Committee and Chief Miller will need to step in and address these public safety concerns.

- **FINANCE, Chairman Mike Buchanan**
  - I am in the process of scheduling upcoming department head and finance meetings.
  - On Saturday, March 10, 2018 we will meet at the Berlin Park Tennis courts to hold our annual town clean up. It will be held from 10:00 am -1:00 pm.
  - On our upcoming agenda you will see a resolution to authorize a reduction of the number of Board of Health members. This will be presented to Council to approve a reduction of 7 members, to 5 members.
  - The CEC Committee is preparing for its upcoming annual Easter Egg Hunt.
- **ECONOMIC DEVELOPMENT & REAL ESTATE, Mayor Jim Bilella**
  - I just recently attended the Mayors meeting with our new Governor, Philip Murphy. There was a total of 15 mayors that attended. The Governor expressed his concerns for all of the municipalities in New Jersey and specific concerns throughout the state. The one area that would impact us the most is the management of the pension system for the police and fire. They have more board members than the municipality, so there is not equal weight in legislation.
  - Other areas that were talked about is the new legislation to legalize marijuana for recreational purposes in the state of New Jersey. The cost of legalization, revenue which can be gained and how to enforce new laws associated with the changing laws and

legislation. DRO (Drug Recognition Officers) would also have to be designated and learn how to administer a 12-part test for identification of use.

- Another area of discussion is the push by state legislators to change the response time to OPRA requests from 7 business days to a 24-hour turnaround time.
- The Pinelands restricted parcel areas were discussed which directly affects us because we do have some of these parcels in the Borough.
- A resolution will be on our next agenda for the sale of the property on Rutgers Blvd.
- An introduction 1<sup>st</sup> reading ordinance for the 2018-2020 lease of the Dill House located on 11 Jackson Road will be on our next agenda. With the approval of this ordinance, the DBRC will start actively approaching interested parties that would want to utilize this location. Camden County College has already shown some interest in turning this into an Arts Center. The DBRC would also like to utilize this location as a home base to hold their meetings.

#### **SOLICITOR, Howard Long**

- I just want to quickly recap some of the topics that were already discussed within the individual Committee reports.
- A resolution to authorize a reduction of the number of Board of Health members will be presented to Council to be approved at our next council meeting.
- The Dill House three-year lease will be presented for first reading ordinance at our next council meeting.
- The resolution to sell the land on Rutgers Blvd will also be presented by resolution on our next agenda.

#### **• CHIEF FINANCIAL OFFICER, Michael T. Kwasizur**

- Packets were distributed to Mayor and all of Council including detailed information on Budget deadlines, Community Center Guidelines, Quotes from Pennoni, The 2018 Road Program Award, Sewer Video Machine Recap, Phone System Improvements and amendment of current Towing Ordinance.
- I am working with Councilman Buchanan to set up a Budget Meeting with the Finance Committee. We have a tentative date of Saturday, 3/17/18 at possibly 9:00 am. This time and date is not yet confirmed.
- The Budget must be introduced by 4/12/18 and adopted by 5/10/18.
- The Police Department want to make changes to the current Towing Ordinance. They would like to add a \$50.00 impounded vehicle release fee to all vehicles.
- DPW is almost finished painting the upstairs of the hotel section of the library.

#### **PRIVILEGE OF THE FLOOR: No one spoke**

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

Lois J. Sahina  
Registered Municipal Clerk  
February 27, 2018