

BOROUGH OF BERLIN
WORKSHOP MEETING MINUTES
WEDNESDAY, JULY 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, Badolato, Rocco, Buchanan, & MacDonnell.

ABSENT: 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**

- I am asking to have our engineers put together an approximate cost and the specs for the maintenance, repair of rotted wood and painting of the Berlin Hotel. I want this resolution added to the next meeting agenda so we can advertise for bids.
- We still have \$12,000.00 left from the grant that we received last year. We can put \$10,000.00 towards this work and the rest of this money is being used to apply for this year's CLG grant.
- **Mayor Bilella commented:** In the original agreement between the Hotel & the Library it states that the Borough is responsible for painting the Hotel. The Borough still owns the Library & Hotel and we will have to supervise this project.
- We have capital left over from last year that we can use. We don't have to create new capital or have this cost come out of any other department budget. If we go over the bid threshold than we must enter into a more formal bidding process. We have a QPA so if we stay under \$40,000 than all we need are three quotes and then we wouldn't have to go out to bid and all we have to do is a resolution.
- **Councilman Badolato-**How long do you think it will take to get an estimate from our engineer?
- **Councilman MacDonnell-** We want to get this moving so this can be done before Christmas.
- **Councilman Badolato-** I am also waiting to hear back from Anthony about the ball fields.

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

- I've contacted Hugh Dougherty about getting started on the road program on Constitution Boulevard and some other areas in this development that also need attention.
- We have money in the Capital Account for the three blinking pedestrian signs that are needed at the three crosswalks along the Pike. We don't have to use the streets and roads money for these signs nor do we need the engineer to draw up plans for this job.
- There is also money in the Capital Account which can be used to replace parts and do maintenance on the Belair, Centennial Square and The Woods playgrounds. The playgrounds were replaced ten years ago and since then nothing has been done. I will go out to each of the playground and assess what needs to be done and get the numbers together to maintain the playgrounds. Some of this money will also be used for the walkway lighting at the Community Center.
- CFO Mike Kwasizur comment- We have about \$15,000 allocated for maintenance of the playgrounds, so that would be approximately \$5000 per playground. We could have DPW do the maintenance.
- Councilman MacDonnell- Can't we amend our ordinance to state that if the Gas Company is going to come in and rip up the road that they must replace it from curb to curb with no patches? We could have our engineer inspect the road opening projects to try and cut down on the patches that are used to fix the roads. I suggest we review our road opening ordinance in relationship to this problem.
- Councilman Miller commented- Has the maintenance bond for Haines Avenue expired?
- Solicitor Long responded- Yes, the maintenance bond has expired.

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

- No Report at this time. I gave my full report for Water & Sewer for the next 5-year plan at the meeting at the beginning of the year. At the next meeting, I will present my 20-year forecast for the Sewer.

- **HEALTH & RECREATION, Chairman Mike Buchanan**

- Thanks, were extended to Councilman MacDonnell for getting the old faded signs at the intersection of Jackson Road and the Pike replaced. They look great!
- We have a record breaking 180 campers this year participating at Camp-Long-A-Coming.
- All the items at the Community Center that were in the "Lost & Found" have been donated.
- Mayor Bilella commented- All attendants at the Community Center should have background checks done by our police department, due to the fact that they are working with under aged children.
- Councilman Buchanan- The replenishment of supplies in the vending machines are working out well. The machines are hooked up to an automatic fill system. When the machines get low they automatically contact the vendor to have them refilled. They have been given a fob so that they can get into the center when needed.

- In August, I will be speaking to Frank Doman's replacement, Candy, from the Berlin Community School about the lease between the School and the Borough.
- The Engineer is going out to bid for the sidewalk lighting around the soccer fields.
- We will be going into closed session tonight to discuss public safety

- **PUBLIC SAFETY, Chairman Jim Pearce- No report given - Absent**

- **FINANCE, Chairman Rick Miller**

- AA received their budgeted money for this year.
- There was discussion between all of Council about non-profit and profitable organizations. All organizations must provide the Borough with their financial disclosures, tax return and audit reports, prior to receiving any Borough funding. Going forward, it was decided that an ordinance will be adopted to support this decision. All organizations that will be effected by this ordinance will be contacted prior to the next year's budget.
- Before the next tax bill is sent out, I would like to include a letter to the residents explaining the increase.

Councilman Rocco – I would like to extend my thanks to both Councilman Miller and Buchanan for helping with the Vietnam Memorial.

- **MAYOR, Jim Bilella & SOLICITOR, Howard Long**

- I have been approached by a party who is interesting in purchasing five acres of Borough land for private development of a residential home. We would have to go through the "Open Public Bid Process" to sell land owned by the Borough. There are not many areas in the Borough that are limited to five acres. There is an area on Clementon Road that backs up to Carriage Stop and the Community Center, which is already subdivided. This would be a ratable, generate revenue, is zoned low density and is land locked because it is surrounded by other residential housing. We would need a resolution to sell this Borough owned property. We will also need to get this property appraised. It is currently zoned institutional, but a condition of sale can be stated it will be rezoned to only residential along with stipulating that only one single family home can be built on the five acres now and in the future.
- There was discussion amongst council on how to stop builders from building what they want. Mr. Long explained that we can't "Zone Out" builders if they own the land. This could promote a law suit. We can sell borough land with the conditions of deed restrictions.
- Mr. Long explained that we would need to do a resolution to get an appraisal on the property to see what it can be sold for.
- Mayor Bilella – The Borough is not in the business of owning property. The only time we should stop the sale of borough property is if we are trying to stop a significant building of residential homes that would adversely affect our school system and create a negative impact to the residents.

- **CMFO, Michael T. Kwasizur**

- An overview of current projects was discussed including the DCA approving of construction, the Tax Assessor's abatement and a summary of the bond ordinance for the Simon Family Farms.
- Adam Cohen, who owns some apartment complexes in town, was approached to convert some of his properties to affordable housing units. This would help us fill our final COAH requirements. He said he was not interested in converting the units that we approached him about, but may have other properties that he may want to convert.

Mr. Long announced that Council needs to go into executive session at 8:30 pm to review PBA 362 Contract. It will last approximately 30 minutes

Motion to go into Closed Session; Councilman Miller

Sec; Councilman MacDonnell

All present were in favor

Motion to go back into open session; Councilman MacDonnell

Sec; Councilman Buchanan

All present were in favor

GOOD OF THE ORDER – No one spoke

PRIVILEGE OF THE FLOOR- No one spoke

CLOSED THE PRIVILEGE OF THE FLOOR

Motion to adjourn; Councilman Miller

Sec., Councilman MacDonnell

Voice Vote; All present were in favor

Lois J. Sahina

Registered Municipal Clerk

July 5, 2017