

BOROUGH OF BERLIN
WORK SESSION MEETING MINUTES
TUESDAY, JULY 05, 2016

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 Kupchik, Miller, Badolato, Rocco and Buchanan.

ABSENT: Council President Pearce

PRESENT ALSO: Solicitor Howard Long, Acting Clerk Lois Sahina, CFO/Administrator Mike Kwasizur

- **COUNCIL REPORTS:**

- **BUILDINGS & GROUNDS,** Chairman Len Badolato
The new resolution was passed for the Clerk to process new businesses in town. I would like to suggest that council be given a list of new businesses that come into town from this point on.

Cindy from the DVRC has been helping the upcoming new bakery in town. She has been helping to design a business friendly store front. We are trying to get them recognized and welcome more businesses such as this to Berlin.

- **STREETS & ROADS,** Chairman Michael Buchanan – No report given
- **WATER & SEWER,** Chairman Ron Rocco – No report given
- **HEALTH & RECREATION,** Chairman Rick Miller – Reported that Camp Long-a Coming started today and they are hoping for another successful season. This year's enrollment is even higher than last years. He also discussed the possibility of a dog park being created in the future.
- **PUBLIC SAFETY,** Chairman Council President Jim Pearce – No report given - absent

FINANCE, Chairman Lynn Kupchik- No report given

- **MAYOR**, Jim Bilella – The borough property next to the old Owens Corning property was discussed. There was discussion about putting a road on this property so we would have better access to the pump station. We would have to have the engineer look at this and it would also involve some legal work. This land is approximately a 4-5-acre lot and has access to Jackson Road to the White Horse Pike. It is zoned R1 and he also inquired about if this property could be sold.

We are also down one employee in public works, which we will have to look into replacing.

The DPW contract will be up at the end of 2016, so we will have to get a committee together to get the contract together by September 2016. There are no major issues with this contract.

ADMINISTRATOR, Mike Kwasizur informed the governing body that he is looking into an employer assistant program called EAP sponsored by Copper Hospital. This program would cover all employees and their families for a limited number of visits to a counselor, per person, per topic. The total cost to the borough would be \$1500.00 a year. A spokes-person for this program would set up a meeting to come in and talk with the employees about this program.

There is also a vehicle that has been offered to the borough for donation to the police department. We would have to have a resolution approved for the donation of this vehicle.

Mike also presented the option of special summer hours for the Borough Hall employees. Each employee would work 8:00 am - 5:00 pm instead of 8:30 am - 4:30 pm. an addition ½ hour Monday – Thursday. On Fridays, the work day would be 8:00 am to 12:00 pm. A resolution for this change in hours would have to be done.

We are also looking to the hire a part time deputy clerk in the future. We are currently in the position of paying for accrued time for four retired or retiring employees.

SOLICITOR, Howard Long – Made some comments about the creation of a street to the pump station near the old Owens Corning property. If a street is created in this area than lots would also have to be created. Currently we have the right to access the pump station because the borough owns the property. We should also find out the value of this property.

The contract of the new CFO/Administrator is almost finished but a few areas need to be clarified. One of the positions is a tenured position and the other one isn't.

We are also in the process of amending the agreement with PNC bank drive thru, which is located on borough property.

This week the agreement with the library should be finalized.

Privilege of the floor –

John Mitchard
10 Canyon drive
Berlin, NJ 08009

Questioned when Ordinances 1-12 will be published on the website?

Privilege of the floor closed

Motion to Adjourn - Council Member Rocco
Seconded – Council President Pearce

Lois J. Sahina
Acting Clerk