

BOROUGH OF BERLIN
COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 16, 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: Councilman Miller, Councilman Buchanan

PRESENT ALSO: Solicitor Howard Long, Municipal Clerk Lois J. Sahina and Chief Financial Officer Michael T. Kwasizur

APPROVAL OF MINUTES

11/16/17- Council Meeting
12/05/17 - Work Session Minutes

Motion to approve adoption of the minutes: Councilman MacDonnell

Sec.: Councilman Badolato

All in Favor: All present were in favor

DEPARTMENT HEAD REPORTS FOR THE MONTH OF OCTOBER 2017

Permit fees	\$ 5,809.00
Zoning fees	\$ 125.00
Re-sale inspection fees	\$ 1900.00
Rental Inspections	\$ 600.00
Community Center fees	\$ 550.00
Tax collector's report	\$ 1,891,994.67
Utility report	\$ 246,208.82
Clerks report	\$ 1,799.00
Animal report	\$ 23.00
Court Administrator	\$ 20,479.71

Motion to approve department head reports; Councilman Badolato

Sec.; Council President Pearce

RCV; All present were in favor

Mayor Bilella announced that we will be going out of order of the agenda tonight to present certificates to the winners of the annual Scare Crow Contest.

Mayor Bilella presented the certificates and stated that this was the second annual Scare Crow Contest, which was held during the month of October. We had several really good participants and we plan on continuing the tradition in the future.

Tonight, we are awarding three participants with certificates:

1. Boy Scott Troup 48
2. Cub Scott Pack 48
3. Our Lady of Mt. Carmel School

COUNCIL REPORTS:

- **BUILDINGS & GROUNDS, Chairman Len Badolato**
 - We can look forward to Chuck Hudson, who is the property manager of PNC Bank, having the clock at PNC restored and painted. This will be started in the Spring of 2018 to be completed by the end of the summer.
 - The colors for the hotel (part of the library) will be decided this week with the library representatives and Cindy Williams.
 - The façade on the Key Engineers Building is now complete. The DBRC helped to design this façade.
 - The DBRC Christmas Tour map is now completed. Tickets can be purchased at Don Falk's Accounting firm, the library, through our Facebook page under downtownberlin.com and at the door the day/night of the event.
 - Next week I am meeting with representatives of the Rotary, DPW & DBRC to coordinate the decorating of the Borough Hall complex for Christmas.
 - On November 29th I am meeting with our CFO and John Kinney, who is from the State Historic Preservation Office. We will be going over the beginning process of administrating the CLG Grant. Afterwards, a meeting with the Historic Commission will follow.
 - The DBRC officers would like to attend our Workshop Meeting to discuss future business and restoration plans to the down town area.
 - The improvements to the heating and air conditioning in the Borough Hall will be beginning shortly. We are also installing electric locks in the downstairs storage and server areas. Key fobs will be used for entry.
 - The Mayor and Council has been very forward thinking with their vision of establishing our towns historic district. The members of the Historic Commission have worked very hard submitting applications for grants in 2017. They have been awarded \$90,000.00 during the past year two years

- **STREETS & ROADS, Chairman Dan MacDonnell**
 - In relationship to the 2017 Road Program, North Brill Avenue was paved yesterday and is nearly complete. Constitution Blvd. will be completed next week.
 - The 2018 Road Program Application Grant has been submitted. Our engineer will be surveying all of our roads and will decide which ones will be done in the Spring of 2018. We will also find out how much funding we will receive from the state at that time.
 - Our engineer will be doing a road survey of all the borough owned roads. He will then report the conditions of each and then prepare a five-year plan of which roads need to be attended to first. This will help guide us to which streets go into the road program in the future.

- **WATER & SEWER, Chairman Ron Rocco**
 - The watermain on Harrison is now complete, along with the refurbishment of the 950-ft. sewer line on Franklin to Hayes Ave.
 - The Water and Sewer Income Reports for October 2017 vs. October 2016 were given, along with all reports on connections, services, leaks, emergency calls, maintenance and repairs to all pump stations.
 - There were some complaints due to the flushing of the hydrants. No complaints unrelated to flushing.
 - The DPW Supervisor, CFO and I will be meeting with the Engineer in December or January to discuss the upcoming year, 5-20-year plan of the Water Department.

- **HEALTH & RECREATION, Chairman Mike Buchanan (absent) Report given by Councilman Rocco**
 - On 11/08/17 I met with the engineer, contractor and Supervisor of DPW about the ground breaking for the pathway lighting project. Depending on the weather it will be underway within the next two weeks.
 - We hold an open gym every Friday from 4-6 at the Community Center.
 - On 12/9/17 we will hold a Camden County park clean up. Contact Councilman Buchanan to volunteer.
 - On April 14, 2018 the unveiling of the Vietnam Memorial on Taunton Road will be held.

- **PUBLIC SAFETY, Chairman Jim Pearce**
 - The reports for public safety
 - The “No Need to Speed” Campaign for the month of was the entire length of South Franklin and Taunton Ave, South Chestnut and Milano.
 - I received a call from a concerned resident about why there have been so many accidents near the Winters Gun Shop on the White Horse Pike. Councilman MacDonnell suggested that the Police Chief write a letter to the state including all of the recent accident reports, including location and data. Mr. Long said he could help with the letters to help speed up this request. Councilman Badolato questioned the speed limit of RT. 30 and if it could be lowered. Also, the merge area near Canals is also a very bad location. The Mayor stated that he has contacted the state and they are currently doing a traffic timing study for the entire Rt. 73 corridor. He will follow up on this report.

- This Saturday, November 18, 2017, from 9-12, the Rotary Club of Berlin will be decorating the front of Borough Hall for the Christmas festivities. The annual tree lighting with Santa Clause will be on December 2, 2017 on the grounds in front of the Borough Hall complex.
 - I was able to attend the Marine Ball on Friday night and Veterans lunch. Thank you to all of our veterans who served our country.
- **FINANCE, Chairman Rick Miller** – No report was given
- **MAYOR, Jim Bilella**
 - Our annual Fall Fest sponsored by the Greater Berlin Business Association was again a very enjoyable and successful event. Thanks, were extended to all local associations in town that make this event possible. This is great exposure for our businesses in town.
 - Our annual Halloween Parade and event was also very well attended and enjoyed by many residents. Because of the in-climate weather, all activities were relocated to the Community Center. Many thanks to the Celebration Advisory Committee, volunteers and Jeannine Schumacher the chairperson of this organization, for helping to make this a great family friendly event.
 - I attended the Marine Corp Ball, which just celebrated its 242 anniversary. Many vets were involved to make this event happen. I extend our many thanks to our Vets for their service and in celebration of Veteran's Day.
 - On our agenda tonight, you will see an ordinance that will be introduced, which addresses a hotel occupancy tax. This tax would be included in the price of all persons who rent rooms in our local hotels and motels. This would help cover the cost of our local emergency and police services that are used in these facilities. Mr. Long explained that this ordinance was passed as legislation on a state level in 2002 for municipalities to implement if required. This would not place the undue burden of these services on the businesses or municipality. This 3% tax would be imposed on the purchaser of the room. If we introduce tonight then it could be adopted next meeting if agreed.
- **SOLICITOR, Howard Long**
 - Ordinance 2017-16 is on the agenda tonight which addresses the rules and regulations for non-profit associations and organizations in town that occupy borough owned property or receive borough funds. These groups come to council each year for funding. This ordinance would require all of such stated organizations to make their annual audit or treasury reports available for the Council to review. As of January 31st of each year disclosure of funding must be forwarded to council. Our CFO will do a financial analysis of these organization and make sure they are in good standing with their insurance and have an updated state certification as a non-profit organization. They must also supply a proof of liability insurance, naming the Borough listed, in order to protect the Borough against any future claims. Another upcoming ordinance is the accepting of the donation of land at 85-87 White Horse Pike.

- **CHIEF FINANCIAL OFFICER, Michael T. Kwasizur** – No report given

1ST READING ORDINANCES

ORDINANCE 2017-14

AN ORDINANCE AUTHORIZING THE BOROUGH TO ESTABLISH STANDARDS FOR ROAD REPAIR AFTER A ROAD HAS BEEN OPENED.

Motion to Introduce: Councilman MacDonnell

Sec.; Councilman Pearce

RCV; All present were in favor

ORDINANCE 2017-15

AN ORDINANCE AUTHORIZING ZONING CHANGES PER THE MASTER PLAN

Motion to Introduce: Councilman MacDonnell

Sec.; Councilman Badaloto

RCV; All present were in favor

ORDINANCE 2017-16

AN ORDINANCE ESTABLISHING CERTAIN RULES AND REGULATIONS FOR NON-PROFIT ORGANIZATIONS WITH IN THE BOROUGH OF BERLIN THAT EITHER RECEIVE BOROUGH FUNDS OR UTILIZE BOROUGH PROPERTY

Motion to Introduce: Councilman Badaloto

Sec.; Councilman MacDonnell

RCV; All present were in favor

ORDINANCE 2017-17

AN ORDINANCE ESTABLISHING A HOTEL AND MOTEL ROOM OCCUPANCY TAX IN THE BOROUGH OF BERLIN, COUNTY OF CAMDEN AND STATE OF NEW JERSEY

Motion to Introduce: Councilman MacDonnell

Sec.; Council President Pearce

RCV; All present were in favor

READING RESOLUTIONS R11-01; 2017 THROUGH R11-10; 2017

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R11-01; 2017 THROUGH R11-10; 2017 – No one spoke

MEETING CLOSED TO THE PUBLIC

RESOLUTION R11-01; 2017

A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING A CHANGE ORDER TO THE 2017 PIPELINE REHABILITATION PROJECT

RESOLUTION R11-02; 2017

A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, BUDGET TRANSFER OF FUNDS

RESOLUTION R11-03; 2017

A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING TO RECEIVE FUNDS FROM THE GOVERNORS'S COUNCIL ON ALCOHLISM AND DRUG ABUSE

RESOLUTION R11-04; 2017

A RESOLUTION AUTHORIZING THE APPROVAL OF BUDGET INSERTION FOR THE FISCAL YEAR 2017 DRUNK DRIVING ENFORCEMENT GRANT IN THE AMOUNT \$6,509.32

RESOLUTION R11-05; 2017

A RESOLUTION AUTHORIZING THE APPROVAL OF BUDGET INSERTION FOR THE FISCAL YEAR 2017 BULLETPROOF VEST PARTNERSHIP GRANT IN THE AMOUNT \$1,786.91

RESOLUTION R11-06; 2017

A RESOLUTION AUTHORIZING THE APPROVAL OF BUDGET INSERTION FOR THE FISCAL YEAR 2017 CAMDEN COUNTY HISTORICAL PRESERVATION GRANT FOR REPAIR AT THE JAMES T. DILL HOUSE IN THE AMOUNT \$50,000.00

RESOLUTION R11-07; 2017

A RESOLUTION AUTHORIZING THE BOROUGH OF BERLIN, MEMBER # 98185, TO PURCHASE OF A UTILITY VIDEO TRUCK UNDER THE NATIONAL JOINT POWERS ALLIANCE UNDER CONTRACT # 022014-EVS

RESOLUTION R11-08; 2017

A RESOLUTION AWARDDING STATE CONTRACT VENDORS FOR THE YEAR 2017

RESOLUTION R11-09; 2017

AUTHORIZATION OF AN ESCROW REFUND TO SCHAEFFER LAND LLC FOR \$1,230.50

RESOLUTION R11-10; 2017

A RESOLUTION AUTHORIZING THE SALE OF ITEMS ON GOVDEALS

Motion to approve Resolutions R11-01 through R11-10; 2017 – Council President Pearce

Sec.; Councilman Badolato

RCV; All present are in favor

- **PRIVILEGE OF THE FLOOR** – No one spoke

PAYMENT OF THE BILLS FOR THE MONTH OF NOVEMBER, 2017 IN THE AMOUNT OF \$4,081,709.34

Motion to approve payment of the bills; Councilman MacDonnell
Sec.; Council President Pearce
RCV- All present were in favor

For the Good of the Order – No one spoke

Motion to adjourn; Council President Pearce
Sec., Councilman MacDonnell
RCV- All present were in Favor

Lois J. Sahina
Registered Municipal Clerk
November 16, 2017