

**BOROUGH OF BERLIN**  
**COUNCIL MEETING MINUTES**  
**THURSDAY, JANUARY 18, 2018**  
**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 Miller, Council Members Pearce, Badolato, Rocco, Buchanan, & MacDonnell.

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

**APPROVAL OF MINUTES**

12/14/17 - Council Meeting Minutes

**Motion to approve adoption of the minutes;** Councilman Pearce

**Sec.;** Council President Miller

All present were in favor

**DEPARTMENT HEAD REPORTS FOR THE MONTH OF DECEMBER 2017**

Permit fees	\$ 8,535.00
Zoning fees	\$ 170.00
Re-sale inspection fees	\$ 800.00
Community Center fees	\$ 2,150.00
Tax collector's report	\$ 1,161,348.38
Utility report	\$ 731,734,.07
Clerks report	\$ 13,638.10
Court Administrator	\$ 20,536.43

**Motion to approve department head reports;** Councilman Pearce

**Sec.;** Councilman Badolato

All present were in favor

## **COUNCIL REPORTS:**

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

- Anthony Mazer, from Mazer Engineering will be contacting me about the ball field drainage.
- The paint scheme that will be used for the hotel will be going out to bid.
- The heating ventilation and air conditioning upgrade in the Municipal Building has been completed. Some drywall that needed to be taken out will be replaced by DPW.
- The Dill House on 11 Jackson Road had the electrical box hooked up by the electrician, John Marella. It has been inspected and we are waiting to have AC Electric hook up and run the wiring so the carpenters can start working on the floor joyses. There was a fireplace added to the house at one point and the weight of the fireplace caused the floor to sink.
- DPW will be replacing a pipe that broke in the Construction Office. It broke because it was never insulated.
- I will be meeting with my committee to discuss some issues that we want to address during the 2018 year.

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

- I wanted to apologize for not being able to attend Re-Org and also extend my Congratulations to both Rick and Len for winning the election.
- There is a parking problem at the entrance of Centennial Square, on Colonial Park Drive and parts of Wayside Road. Some employees who work at the Hassman Institute are not parking in their lot. Instead, they are parking on Colonial Park Drive and parts of Wayside Road in Centennial Square. The biggest concern is that a fire truck would not be able to get down these streets if needed.

The Hassman Research Center came into the Planning Board a few months ago to request approval to do some improvements to their property. Under the conditions of the approval, they agreed to the Planning Boards terms and conditions. One condition was that they were not allowed to park on Wayside Road and Colonial Park Drive. It was ok in the beginning, but has progressively gotten worst over the last few months. These are not just patients coming and going into the doctor's office. Some people who work in the Institute are parking on these streets and have been seen getting their cars detailed by a Mobil Car Wash Detailing Company on Colonial Park Drive and Wayside Road. Pictures of this incident have been posted on Facebook. I don't have a problem with people having their cars detailed in front of their own homes, but at the entrance of a neighborhood creates a problem. These home owners need some relief.

I would like to ask for your support tonight. I would like to introduce a 1<sup>st</sup> reading Ordinance to restrict parking on Colonial Park Drive and parts of Wayside Road in Centennial Square. I suggest parking by permit only on the sides of the street where the Hassmann Institute is located. Home owners will be given parking permits to give to people who want to visit their house. This will help cut down on overflow parking, who should already be parking lot in the Hassman parking lot. If you can support on this ordinance tonight, I would certainly appreciate it.

- Our Road Study is underway and we should have the report within a month or two. This report will evaluate all of the borough streets and their conditions. This will help us put together a five and ten-year plan for roads we need to address in the future. This will also help identify the roads that will be addressed in our upcoming 2018 Road Program. I have heard and all indications look like the grant funding that we received from the NJDOT may double from what we received last year. This is due to the newly instituted gas tax. If this should happen, we want to have a plan in place for which roads will be addressed.
- As a Planning Board Rep, I also want to report that the Planning Board Re-Org went very smoothly and thank all who volunteer on this board.
- I attended the Camden County Martin Luther King Awards Ceremony last night and Debbie Simone, one of our borough employees was honored with an award for her community service. I extend my Congratulations and recognize her publicly for this honor.

Mayor Bilella – If there is no objection I would like to add Ordinance 2018-05 for introduction, to be read by title only. There were no objections from anyone on Council.

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

- Water Collection Department Report- Statistical reports were read including figures of 2016 vs. 2017 for water income, water connections, sewer connections, connections based on construction. There were no water complains.
- Water Report of DPW- All routine maintenance was completed at both water plants, along with the completion of sixty-one utilities mark out requests and eight service calls to repair or replace meters. Water main breaks were fixed on Morton, 1<sup>st</sup> and Franklin Avenues.
- All maintenance was completed at the nine sewer pumps and emergency generators stations. A failed pump was reported at Smokey Run and Haverhill stations. These pumps were unclogged and returned to service.
- On tonight’s agenda you will see resolution R01-36; 2018. This resolution is to authorize the Borough to move forward with the design and implementation of the– SCADA System for the Borough Water Department. SCADA stands for “Supervisory Control and Data Analysis” The implementation of this system will allow certain DPW employees to fully operate and maintain the water plant from a remote location, via computer or even a smart phone. It will greatly increase operating efficiency as pump speeds and tank levels can be changed remotely at a moment’s notice. The system also handles the majority of the water testing which we normally do by hand every day. In addition, to operating efficiently, it will also increase the safety of the plant. In the event of an emergency, the plant could be shut down without anyone having to step foot into the plant. SCADA should be fully operational sometime during this summer.
- Our robotic pipe monitoring device should be up and operating by the end of February. It will enable us to survey all of our sewer facilities. I hopefully will report during our work session in March, what we will be forecasting and doing in the future with our sewer system.
- I attended a presentation today at the Berlin Community School in regards to bullying. It was presented by a gentleman whose son committed suicide due to bullying. It was very

moving and enlightening to how serious this problem is, a lot of this is due to the internet. It was a very touching and I suggest those of you who have children to become aware of this very serious problem.

- **COMMUNICATIONS, Chairman Rick Miller**

- The Communications Committee is a newly formed committee. This committee was created in efforts to establish more frequent and efficient lines of communications to the residents. We are looking to upgrade our website and make it more user friendly. The upgrade will help residents find information more quickly and easily. I would like to start posting monthly information from each Councilmember. For example, if there is some upcoming roadwork scheduled, this information can be posted. We are also looking into more digital print and emails. If anyone from the public has any input please let us know.
- With the recent snow storms, there were some residents who are unable to shovel their sidewalks due to being elderly or disabled. If you know any residents who need assistance please let me know. We are also looking for volunteers to help these individuals. Also, please let me know if you would like to volunteer. We would like to start a list to help address this problem.
- I just want to acknowledge our Property Maintenance Supervisor, Bill Bansch. He gets a lot of grief when he enforces our ordinances. I don't think people realize or appreciate how above and beyond he goes to help people. On his own time, he has used his own snow blower to help residents remove snow during these past storms. Thank you for all your efforts.

- **PUBLIC SAFETY, Chairman Jim Pearce**

- The OEM – Office of Emergency Management was opened up by Chief Miller during this past snow storm. He was in constant contact with all of our departments including the Ambulance Squad, the Fire Department and DPW. No major problems accrued. Thanks go out to the Chief.
- The Statistics for the Police Department for the month of December 2017 were as follows:
  - 1234 Calls handled
  - 113 Total Investigations
  - 17 Drug Arrests
  - 38 Criminal Arrests
  - 17 Warrant Arrests
  - 15 Total Adult Arrests
  - 644 Total Arrests for 2017
  - 1 DWI Arrest
  - 30 Total Accidents
  - 320 Motor Vehicle Citations
- For the Months of January and February, the “No Need to Speed Campaign” will focus on Chestnut, Malan, Taunton & Franklin Avenues.

- **FINANCE – Councilman Buchanan**

- The finance officer and I have met a few times to discuss preliminary budget talks for 2018. Mr. Kwasizur is a valuable resource for the Borough. Hats off to him for the skill set he brings to the table to make sure we are compliant in every aspect and prepared financially. It is still early to start talking about finances for this year. Our annual financial statements won't be completed until February 10<sup>th</sup>, then we will perform our analysis. We started talking about some major budget increases, such as healthcare and paydown of our bond anticipation notes. In conjunction, we also discussed the best ways we can help offset some of these costs with minimum burden on our borough tax payers.
- I plan on meeting with our CFO on completion of our annual debt statement which is due January 31<sup>st</sup>. This shows how we stand in regard to the General Fund debt, as well as our debt situation for both utilities. The finance committee will be meeting to discuss the budget process and the best financial strategies for the Borough. If anyone has any questions regarding finances, please reach out to myself or anyone else on the Finance Committee.

- **ECONOMIC DEVELOPMENT & REAL ESTATE, Mayor Jim Bilella**

- Today the CFO and I had a conference call with the Board of Public Utilities. We discussed the process of getting a free Energy Audit by the BPU. This is offered to every municipality. They will show us how to take advantage of this program and how our savings in energy will finance the debt for the infrastructure of improvements. This can be accomplished by not using any capital debt. We started this process today and this will take a few months. When the results come back we will report back on what transpires.
- I want to thank DPW for doing a great job plowing our streets during these past few storms. We have had no complaints from our residents.
- Aunt Berta's Kitchen, who is located in the Farmers Market, is having their 20<sup>th</sup> anniversary celebration tomorrow evening. They are another successful business in our Borough and we would like to Congratulate them and thank them for being a part of our community.

- **SOLICITOR, Chris Long**

- I would like to review Ordinance 2018-02 - The Salaries of Contractual Employee agreements. These salaries have already been negotiated. We have already approved these salaries and contracts. We are locked into those. I would request that we table this motion.

Mayor Bilella - Are there any objections to table this introduction?

There were no objections to table Ordinance 2018-02

- I would like to give you an update of the property located at 85 & 87 White Horse Road. This property was pretty much granted to the Borough. We ordered the title reports and are waiting to receive them back. The deeds are prepared and once we receive them the deeds will be finalized and the Borough can take ownership of this property.

- **CHIEF FINANCIAL OFFICER, Michael T. Kwasizur**

- I don't have much to report tonight. Thank you for all the kind words Councilman Buchanan. He covered most of the information we covered in our meetings. The next couple meetings will be to develop more into the budget.

**1st READING ORDINANCES**

**ORDINANCE 2018-01**

**SALARY ORDINANCE AMENDS SALARY ORDINANCE 2017-03 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED “NON-CONTRACTUAL SALARIES”.**

**Motion to Introduce:** Councilman Buchanan asked the Mayor that we table this ordinance. We didn't have a work session before this meeting to discuss this ordinance.

Sec., Motion to table; Councilman Rocco

Voice vote: all present were in favor, no objections

**ORDINANCE 2018-02**

**AN ORDINANCE AMENDING ORDINANCE NO. 2017-04 SUPPLEMENTING CHAPTER 62 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED “CONTRACTUAL SALARIES”**

Chris Long – We should formalize the tabling of Ordinance 2018-01

**Motion to Table:** Councilman Buchanan

Sec.; Councilman Rocco

All present were in favor, no objections

**ORDINANCE 2018-03**

**AN ORDINANCE TO ESTABLISH PROCEDURES FOR ROAD OPENINGS AND ROAD OPENING REPAIRS IN THE BOROUGH OF BERLIN**

**Motion to Introduce:** Councilman MacDonnell

Sec.; Councilman Pearce

All present were in favor

**ORDINANCE 2018-04**

**AN ORDINANCE CONFIRMING AND AUTHORIZING THE SALE OF LANDS IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL LANDS AND BUILDINGS LAW FOR BLOCK 509, LOT 1 AND BLOCK 510, LOT 1 IN THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY**

**Motion to Introduce:** Councilman Badolato

**Sec.;** Councilman MacDonnell

All present were in favor

**ORDINANCE 2018-05- walk on**

**AN ORDINANCE RESTRICTING PARKING TO PERMIT PARKING ONLY ONE SECTIONS OF COLONIAL PARK DRIVE AND WAYSIDE ROAD, IN THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, IN THE STATE OF NEW JERSEY**

**Motion to Introduce:** Councilman MacDonnell

**Sec.;** Councilman Rocco

All present were in favor

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

**READING RESOLUTIONS R01-30; 2018 THROUGH R01-39; 2018**

**MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R01-30; 2018 THROUGH R01-39; 2018**

**MEETING CLOSED TO THE PUBLIC**

**RESOLUTION R01-30; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING A TAX SALE PURSUANT TO N.J.S.A. 54:5-19 & THE MAILING OF TAX SALE NOTICES PURSUANT TO N.J.S.A. 54:5-26

**RESOLUTION R01-31; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING TAX REFUND IN THE AMOUNT OF \$\$1,628.69 FOR BLOCK 1207 LOT 4 DUE TO MTG. CO. OVERPAYMENT

**RESOLUTION R01-32; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF 2018 TAXES FOR SOLID ROCK BAPTIST CHURCH, BLOCK 1700 LOT 9 DUE TO APPROVED EXEMPTION BY TAX ASSESSOR IN THE AMOUNT OF \$1,861.60.

**RESOLUTION R01-33; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF 2018 TAXES FOR SOLID ROCK BAPTIST CHURCH, BLOCK 1700 LOT 8 DUE TO APPROVED EXEMPTION BY TAX ASSESSOR IN THE AMOUNT OF \$8,124.90.

**RESOLUTION R01-34; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF CERTAIN TAXES WITH DELINQUENT AND CREDIT BALANCES UNDER FIVE DOLLARS

**RESOLUTION R01-35; 2018**

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF TAXES IN AMOUNT OF \$3,591.57 FOR BLOCK 2203 LOT 23 DUE TO THE APPROVAL OF A TOTALLY DISABLED VETERAN EXEMPTION

**RESOLUTION R01-36; 2018**

RESOLUTION AUTHORIZING ENGINEERS TO BEGIN DEVELOPING PLANS FOR THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) INSTALLATION FOR THE BOROUGH WATER SYSTEM

RESOLUTION R01-37; 2018

RESOLUTION AUTHORIZING A CHANGE ORDER TO SOUTH STATE INC. FOR THE 2017 ROADWAY IMPROVEMENT PROGRAM IN THE AMOUNT OF \$48,695.61 INCREASING THE TOTAL CONTRACT TO \$291,709.62

RESOLUTION R01-38; 2018

RESOLUTION AUTHORIZING AND DIRECTING THE BERLIN BOROUGH PLANNING BOARD TO UNDERTAKE A PRELIMINARY INVESTIGATION TO DETERMINE WHETHER THE PROPOSED STUDY AREA AS SET FORTH BELOW IS TO BE DELINEATED AN AREA IN NEED OF REDEVELOPMENT PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW (N.J.S.A. 40A:12A-1 ET SEQ.)

RESOLUTION R01-39; 2018

RESOLUTION AUTHORIZING PARTICIPATION IN THE SAFE AND SECURE COMMUNITIES GRANT PROGRAM

**Motion to approve Resolutions R01-30 through R01-39; 2018** - Councilman Buchanan

**Sec.;** Councilman Miller

All present were in favor, except Councilman MacDonnell voted in favor of all except abstained on only R01-37; 2018

**PRIVILEGE OF THE FLOOR –**

Morey Meyers  
11 Hillcroft Road  
Berlin, NJ

I am one of the residents who resides in Centennial Square. I have made everyone aware of this parking problem. I spoke to you, Mr. Mayor and Mr. Bansch, a couple of times last week. I want to thank Mr. Bansch for keeping me informed of the status of this situation and everyone for their help in looking into this situation. It has become a major problem. I like the potential resolution of the parking permits for the residents. It will make a big difference to the residents who live there and for safety reasons and many other reasons. Hopefully we can get this resolved. Thank you.

Mrs. Kahn  
5 Wayside Road  
Berlin, NJ

Thank you, Dan MacDonnell, I think that is a great solution.  
Will this be on both sides of the street? or just the one side of the street where the Institute is located?

Councilman MacDonnell – My thoughts are to start with the side of the street where the Institute is located and then see what happens. If this causes people to park in front of your house, then we can go a step further. I think that putting signs on the Institute side of the street may solve the problem. I think we should give this a chance.

Mrs. Kahn – It is very interesting, there is one young girl that parks her car and gets out and walks over the mound. What if she falls and gets hurt? Who will she sue the Institute or the city? only because it is not properly addressed.

Mayor Bilella – I have spoken to the Chief Operating Officer for the Hassman Institute. I made them very aware of the situation They are concerned and very apologetic about the problem that we are experiencing. They did agree that parking limitations were a part of the Planning Boards approval, in order for them to make improvements to their property. They are aware that they are not being good neighbors. They have given me their contact information, which I have passed it on to our Code Enforcement Officer, Bill Bansch and he said if there are any problems to contact him. The Hassman Institute is trying, but can't continually police where people park. I think the permit parking is another way of helping police the situation.

Bill Bansch

79 New Freedom Road

Berlin, NJ

Code Enforcement Officer working Part time in Borough of Berlin

Per the direction of the Mayor, a letter was sent to the Mobile Car Wash & Detailing Company. The letter stated that they are not allowed to wash and/or detail cars on any municipal streets within the Borough. If they want to wash and/or detail any cars for any of the employees of the Hassman Medical Group Center, please feel free to do so in their parking lot. We do not have a problem with that. Hopefully we can resolve some of the issues with the parking. I have my spies. If any of them don't already have my cell phone number by now, they will have it by the end of the night. If you have any future problems call me and I will be glad to take care of it. I would like to thank the Mayor and Council for another job well done in 2017 and I look forward to working with all of you in 2018.

**PAYMENT OF THE BILLS FOR THE MONTH OF JANUARY 2018 IN THE AMOUNT OF \$4,166,431.22**

**Motion to approve payment of the bills;** Councilman Buchanan

Sec.; Councilman MacDonnell

All present were in favor

**FOR THE GOOD OF THE ORDER-** No one spoke

**Motion to adjourn;** Councilman Pearce

Sec.; Council President Miller

All present were in favor

Lois J. Sahina

Registered Municipal Clerk

January 18, 2018