

**BOROUGH OF BERLIN**  
**WORKSHOP MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 8, 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 Rick Miller

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

**PROCLAMATION** – November is Epilepsy Awareness month. Mayor Jim Bilella read and presented a proclamation to resident, Jessica Evans who suffers from Epilepsy. On Monday, November 13, 2017 she will be having her fifth brain surgery to help with the symptoms of this central nervous system (neurological) disorder.

- **COUNCIL DISCUSSION:**
- **BUILDINGS & GROUNDS, Chairman Len Badolato**
  - The heating and air conditioning pipes in borough hall are being wrapped.
  - Cindy Williams is in the process of putting color schemes together to present to the Historical Society for the painting of the hotel section of the library.
  - I have received two estimates to have the cupola painted. One was for \$30,000.00 and the other was from American Custom for \$10,000.00 - \$11,000.00.
  - The library is considering purchasing two more lights to be installed in the back of the library parking lot.
- **STREETS & ROADS, Chairman Dan MacDonnell**
  - Congratulations were extended to Len Badolato and Rick Miller.
  - The 2017 Road Program is underway on Constitution Boulevard and North Brill Ave. Although it will be a tight fit, grates will be put on these drains on North Brill Ave.

- The 2018 NJDOT Grant Application has been submitted. There is a very good chance that we will be awarded double the amount that we were awarded in 2017, due to the gas tax.
  - I am going to continue to address the county about the need for lights on Cross Keys Road.
  - The County did fix the utility issues on New Freedom Road.
  - There is a possibility that the County is considering repaving White Horse Pike to New Freedom Road in 2018.
  - I would like to see Atlantic Electric contacted about trying to clean up the excess wiring along the White Horse Pike. CFO- Mike Kwasizur stated that Alberto Lopez from the County could be contacted about this issue. I would also like to contact an arborist about replacing trees along the pike.
  - Could an ordinance put on the next agenda about road opening permits for utilities? I would like it to be similar to the ordinance that Voorhees has in place.
- WATER & SEWER, Chairman Ron Rocco
    - Congratulations were extended to Len Badolato and Rick Miller.
    - On our next agenda you will see a resolution for the purchase of the remote camera system. This system will pay for itself in a year or two. It will help to forecast future needs and potential problems of our infrastructure of our pipelines and sewers. This system will also be considered for use as a shared service. We will look into training as many DPW employees as possible to work this system.
- HEALTH & RECREATION, Chairman Mike Buchanan
    - Congratulations were extended to Len Badolato and Rick Miller.
    - The pathway lighting from the Community Center around the soccer fields will consist of a total of 59 lights, 50 feet apart. We are not sure how long this will take to install. While the job is being done, the contractor said he can run an extra convert, in case we want to add extra lighting in the future. If one of the lights is damaged it can be easily replaced by unbolting.
- PUBLIC SAFETY, Chairman Jim Pearce
    - The Chief is in the process of advertising for two class two officers. He has expanded the deadline of receiving resumes until November 13<sup>th</sup>. The Chief discussed the hiring of these two officers with our CFO before moving forward. It was cleared beforehand that the funding was available.
    - There is a lack of proper storage area for the body cams. This also has been cleared by our CFO and the storage is now being updated.
    - The Chief is asking for another full-time officer and a position of 5<sup>th</sup> sergeant to be assigned to one of our existing officers. Our ordinance states we can have up to 5 sergeants and we currently have 4 sergeants. One of them being a detective. We have three squads and we should have a sergeant on each squad at all times, which we don't have. Council all agreed to swear in an officer of the Chiefs choice as a 5<sup>th</sup> sergeant in December with the funding of an additional \$5000.00 to be started as of 1/1/18. Another fulltime officer is not feasible at this time.

- The Chief would also like to see our Police Department become accredited. This accreditation helps provide protection against lawsuits that may be filed in the future. There is an initial cost to becoming accredited. Council would like a detailed analysis of the commitment in man hours and finances. It will take a lot of current man power hours and time to meet the criteria to become accredited. No overtime or comp time over time is to be used in this process. The Chief would just like to know at this time if Council feels it is worth looking into. Council agreed to have the Chief proceed.
  - I would like to have an ordinance put in place for the procedures of opening and closing of roads. There is special training in the area of TCC that can be taken through Rutgers to become a TCC Officer.
- FINANCE, Chairman Rick Miller – No report given. Absent
  - MAYOR, Jim Bilella
    - I would like to go into closed session to discuss matters of sale and land acquisition.
  - SOLICITOR, Chris Long
    - Congratulations were extended to Len Badolato and Rick Miller
    - No other report at this time.
  - CMFO, Michael T. Kwasizur -
    - I have put together a memo to administer to department heads concerning a change to the Policies and Procedures in regard to Capital Purchases. These changes will include the CFO's approval on the purchase of large items and matters of employment. The funding must be in place prior. Councilman Pearce requested to have this memo reworded.

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

MAYOR, Jim Bilella - I would like a motion to go into closed session to discuss matters of sale and land acquisition

Motion – Councilman Badolato  
Sec; - Councilman MacDonnell

Motion to enter out of closed session – Council President Pearce  
Sec., - Councilman Buchanan

Councilman Badolato – I would like to go to the state about design controls along the White Horse Pike and address them about bump outs. There will also be a need to replace two people on the historic commission who have a back ground in dealing with historic issues.

Mayor Bilella – I would like a 1<sup>st</sup> reading Masterplan Ordinance to be placed on the next agenda that would involve zoning. Some of the areas that are still zoned residential need to be changed to commercial. The Lucien's Shopping Center behind the facility on Clementon Road is an example of one of these areas.

Mike Kwasizur, CFO - The RFP's for professionals will be advertised and be due by mid-December.

ATTACHED – PROPOSED NOVEMBER 16<sup>TH</sup>, 2017 COUNCIL MEETING

Motion to adjourn; Councilman MacDonnell  
Sec., Councilman Badolato  
Voice Vote - all in favor

Lois J. Sahina  
Registered Municipal Clerk  
November 8, 2017