

BOROUGH OF BERLIN
WORKSHOP MEETING MINUTES
TUESDAY, JUNE 6, 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

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

• **COUNCIL DISCUSSION:**

- BUILDINGS & GROUNDS, Chairman Len Badolato
 - The signage that is being made for the Borough Hall doors is in the process of being made.
 - I met with Mr. Hoffman. The little league funds that the borough has allocated is fine.
 - We will be installing bullet proof glass with a microphone on the counter in the Construction and Zoning Office. This will be like the glass that is installed in all of the other borough offices.

Mayor Bilella explained that at this time we would be going out of sequence of our meeting and will be going into closed session.

Mr. Long added that we needed to go into closed session to discuss personnel matters and it would not take any longer than 10 to 15 minutes.

Motion to go into closed session: Councilman MacDonnell

Second: Councilman Buchanan

All present were in favor

CLOSED SESSION TO DISCUSS EMPLOYMENT

Motion to go back into open session: Council President Pearce

Seconded: Councilman MacDonnell

All present were in favor

- STREETS & ROADS, Chairman Dan MacDonnell
 - We received the 2017 NJ DOT Grant funding in the amount of \$187,000.00. This funding will be used to fix the worst streets first. We will start with Constitution Boulevard located in the Centennial Square Development. There are also some small projects that will be covered in this development.

- WATER & SEWER, Chairman Ron Rocco
 - No report was given

- HEALTH & RECREATION, Chairman Mike Buchanan
 - On May 21, 2017, the cleanup in the Park was a great success. Thank you to all the people who participated.
 - We are still in need of a community center attendant.
 - Department of Public Works has dropped off three regular and three recycling cans for the use at the soccer fields.
 - I will be attending the BCS 8th grade graduation on June 19, 2017 at the Berlin Community School.
 - The Berlin Fire Company #1 revealed their new fire truck on June 10, 2017. The new 2017 Pierce Impel Ascendant 107 Quint can transport up to 500 gallons of water and its ladder extends to 107 ft. high. This reception will be open to the public and light refreshments will be served after the ceremony.
 - This is the last call for any lost and found items that are still at the Community Center. On June 17, 2017, all unclaimed items will be donated.

- PUBLIC SAFETY, Chairman Jim Pearce
 - The revealing of the new fire truck will be a nice event and I encourage everyone to come out and join in on the ceremony and reception.
 - The parking ordinance is still in the hands of the Planning Board and Planners, CME. Two residents have filed for a variance to get relief. These residents are Mark Houck and Stephanie Richardson. The Planning Board is relaxing the rules and the engineers are not looking at charging fees for the application and advertising. The ordinance was done as a blanket ordinance. If there are extenuating circumstances people can appeal the ordinance. These residents are not completely happy, but they do understand the reasoning behind the ordinance. There will be no escrow or collection fees issued.

- Councilman Badolato commented: When we do an ordinance and it is not enforced, this is what happens.

- Mayor Bilella commented: There is no guarantee that our plan will match the planners plan. The plan and many not fit the resident's situation, so ultimately there is no guarantee to any resident.

- There are a number of bikes that have been collected by the Police Department. The Chief doesn't feel that they should be donated due to the liability factor on the Borough. The CFO will be taking care of these items. They will not be donated nor sold.
- FINANCE, Chairman Rick Miller – absent – CFO – Mike Kwasizur gave a summary of all department reports.
- MAYOR, Jim Bilella
 - Our Clerk will be issuing late notice warnings for the animal licenses of the 2017 year. Summons will be issued one week after the warnings are sent.
 - There are rental properties that are not adhere ring to the property maintenance ordinance. Summons will also be issued in this area when complaints are received.
 - The foreclosed property in the Centennial Square Development on Brierhill has been going on for years. The owners are located out of state. If we condemn this property, it would be our responsibility to pay for the demolition. We would have to lien the property, and the property would sell for less than its worth. This was done approximately 15 years ago on a property on Jones Lane in the Belair Development. Mr. Bansch has been instructed to issue the maximum fine of \$1000.00 per day to the owners. We are hoping this will make the owners either make improvements, demolish or sale this property. If we go over \$2000.00 per day than we risk the chance of their lawyer taking the Borough into Superior Court. We would like the owners to knock this house down and clean up the property. Currently the lot and house estimated worth is approximately \$60,000.00. The property is contaminated and would need to be cleaned up. The cost to remediate the dirt would be much less expensive if the contamination has not gone down into the ground and is only on the top level of dirt.
 - We are currently at the height of property maintenance season where we receive numerous calls about properties grass not being maintained.
 - I am in the process of having a newsletter published two times a year, in the Fall and Spring, for the residents. A company called “Home Town Press” currently does newsletters for surrounding municipalities in the area. Ours would like the same as the newsletter that is done for Winslow Township. There would be no fee to the Borough or taxpayers. This will be funded through advertising within the newsletter. The only cost to the Borough is for postage. They would be mailed in bulk. The cost per issue would be 17 cents. A total amount for postage would be \$500.00 each mailing. The newsletter will be approximately 15 pages. Articles from the Mayor, Council, Committee heads & Public Works will be an example of what will be included. This will be a great tool to inform our residents, especially our Seniors who may not be connected to the internet or our website.
- SOLICITOR, Howard Long
 - I do need to discuss some litigation and contractual matters in closed session.
 - We are 99.9% finished with the agreement of sale with the Berlin Farmers Market, LLC. This agreement will utilize the open space funds that were approved years ago. This is a

win situation for the Borough. We would like to connect the Camden County Park trails with this acreage area behind the school. We can now also take advantage of State funding and the County is also interested.

There is a total of 24 acres being purchased by the Berlin Farmers Market LLC. After the purchase of the Simone Family Farm, they will subdivide the 24 acres. The Borough will purchase 14 of these acres along with the house. The Auction will keep 10 acres to be used as warehouse storage. Because the acres were previously used as farmland, the Borough can roll back taxes for the last three years and collect a total of \$200,000. The settlement of this property will be approximately Oct 1, 2017.

- CMFO, Michael T. Kwasizur - No report given

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R06-01;2017 THROUGH R06-02; 2017 – No one spoke

MEETING CLOSED TO THE PUBLIC

RESOLUTION R06-01; 2017 – A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, ACCEPTING THE RESIGNATION OF ADMINISTRATOR/CERTIFIED MUNICIPAL FINANCE OFFICER MICHAEL T. KWASIZUR

Motion to accept Resolution R06-01; 2017 - Councilman Badolato
Sec; Councilman Rocco

RESOLUTION R06-02; 2017 – A RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, APPOINTING MICHAEL T. KWASIZUR AS THE FULL-TIME CERTIFIED MUNICIPAL FINANCE OFFICER

Motion to accept Resolution R06-02; 2017- Councilman Pearce
Sec; Councilman Rocco
All present were in favor

Mayor Bilella – Are there any questions in reference to this agenda?
No one spoke
All present were in favor

PRIVILEGE OF THE FLOOR:

Christine Hoffman
55 Summit Avenue
Berlin, NJ 08009

On June 17, 2016, one year ago, I came to the Council Meeting because we had an opportunity to apply for a \$50,000 grant through the State. This opportunity was to apply to receive funding to help preserve historic landmarks in Berlin Borough, specifically the Hotel. After applying, we received \$15,000.00 out of the total \$50,000.00. Again, this year we want to apply for this same grant opportunity. I come to you again, because my husband Joe and I have already donated over 52

hours of our own time towards helping to restore the hotel. It is in desperate need of replacement wood that have rotted away, along with painting of the exterior. The next round for this application is due on July 17, 2017. We need the funding to do the application. By submitting this application this year, we could again be granted funding to help us continue with these necessary improvements.

Mayor Bilella – We do not have a lack of excitement for this project, however there are a number of things going on at this time. The cost to paint the hotel will be approximately \$50,000.00. and that would require us to go out to bid for this project. We were just awarded \$187,000 grant from the NJDOT for the road program and it costs about \$1,200.00, less than 1% of the fee for the application. We would need to find a person who can do the grant application who is more cost effective.

We would need to do a resolution to match funds. We have to spend \$3750.00 before it is matched. Is there any work that DPW could do?

Mike Kwasizur, CFO – We can take it out of the Capital Fund, but we must show we have spent \$3750.00 first.

Mayor Bilella – Go ahead and apply and see what we receive.

Councilman Badolato- Why can't we use some of the abandon property money that we have collected? Is it because it isn't appropriated and we can't use this until next year?

Resident Christine Hoffmann – Who will be doing what parts of the application? I think we should have a meeting to write the grant.

Councilman Badolato and Andy Simon will be meeting this Thursday and we will try and get ERI Engineering Firm to help write or review the application.

All of the Council agrees that the application should be written.

We will need a resolution to apply to go on the next council meeting agenda.

Bill Bansch
79 New Freedom Road
Berlin, NJ 08009

When the new property maintenance ordinance was written it did not stipulate what the permit fee for dumpsters would be? Would there be a charge per month, yearly? The Borough is losing approximately \$10,000 to \$15,000 per year with the lack of dumpster permits. There is no permit application in place currently.

Councilman MacDonnell- How about \$50.00 per month?

Councilman Rocco – Trash is always blowing out of the construction dumpsters.

Mr. Long- Ordinance 246-15 Section 6, an amendment to the Property Maintenance Ordinance must be done to include this on the next meeting agenda in July 2017.

James Anthony Bilella III
10 Thomas Avenue
Berlin, NJ 08009

I am currently working on my Eagle Scott project. I need 100 hours of community service as part of my project. If the Borough is in need in any office of help please contact me.

Motion to go into Closed Session- Council President Pearce
Sec; Councilman Badolato

CLOSED SESSION TO DISCUSS LIDIGATIONS AND CONTRACTS

Motion to go into Open Session – Councilman Buchanan
Sec; - Council President Pearce

ATTACHED – PROPOSED JUNE 15TH, 2017 COUNCIL MEETING

Motion to adjourn; Council President Pearce
Sec., Councilman Badolato
RCV: All present were in favor

Lois J. Sahina
Registered Municipal Clerk
June 6, 2017