

BOROUGH OF BERLIN
WORK SESSION MEETING MINUTES
JUNE 08, 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 Member Kupchik, Council Member Miller, Solicitor Howard Long

PRESENT ALSO: Solicitor Christopher Long and Administrator Charleen Santora, Acting Clerk Lois Sahina

- **COUNCIL REPORTS:**
- **BUILDINGS & GROUNDS,** Chairman Len Badolato

Tom Reilly from the electric company will be out to fix the wooden bolts and studs on the electric polls. Starting June 15th, the street light parts will start to be replaced. Part of the lights down the pike are very bright and others are dull. These were not wired correctly when originally installed. The south side of the pike is being done because the other side of the street can't be dimmed. We will also have to pay for more lights on the south side, however Council Member Badolato recommended that we move some of the light from the other side to the south side because there are too many lights on this side anyway. The Mayor stated that this does not involve having a study done by the engineer.

There are wooden covers that are being replaced and while this is done approximately 48-50 pavers will be installed which this area is currently exposed dirt. This will take about ½ a week while doing four lights at a time. If this is not done when the lights are fixed than DPW will have to take the truck and get the pavers and do the job afterwards

- **STREETS & ROADS,** Chairman Michael Buchanan

There are some curbing safety hazards that need to be addressed on the county roads. There are also some areas on Franklin Ave that need repair. DPW will be calling the company to come and fix the hatch. there is still a problem with parking on Malan Ave and Chestnut because of the VFW, Kingdom Hall. An ordinance for parking signs will be put in place along with quest parking passes. Kingdom Hall has spoken to the VFW about possibly purchasing some of

their property in the back of the hall for parking purposes but this is only talk at this point.

The residents on Tansboro road will be contacted about the installation of new piping being installed on this road. In order to replace the piping these residents will have to have a part of their front lawns dug up.

There is a list of 15 potential roads in the borough that are being reviewed for placement of speed humps.

- **WATER & SEWER**, Chairman Ron Rocco
There were some questions that were addressed to HD Water Supply about this system which is being considered. Two representatives explained that all meters go into towers and then would go into the system server. Our current software is from 2007. It has well outlived its usefulness and we need an upgrade to the borough software. The new software does not work on our servers so they would have to be replaced. Once everything is replaced they will match and be updated. This is not an update to the hardware only software. There were some concerns expressed about if we should have a problem with this new software will we be backed up on line. This is our data however the software will be covered but not the hardware. There are also three other backup systems. One in North Carolina, Idaho and Canada.
We are currently on under a five-year contract agreement which is the industries standard. If we go with this program than we will be pro-rated from the time we start to end which will not be a five-year period in the beginning. They can apply our current contract with their contract. We would be billed annually. Chris Long explained that RFP will have to be done as this would be over the bid threshold but under the bid. Council Member Rocco asked if we would have to get re-quotes.
 - **HEALTH & RECREATION**, Chairman Rick Miller
 - **PUBLIC SAFETY**, Chairman Council President Jim Pearce
- FINANCE**, Chairman Lynn Kupchik- no report absent
- **MAYOR**, Jim Bilella
The Gap Legislation and COAH Compliance issues were discussed. The borough has not had any requirements added in the last ten years to present.

We are also working on an Escrow Resolution agreement for redevelopment. We are also working on an agreement with the library to approve shared services. This will save everyone money. We will be advertising to the general public and accepting resumes to see who has the interest in this agreement. The library is considered a redevelopment area. It is commercially zoned and the developer will pay for the ultimate plan but it does have to go through the Planning board first. DPW can tackle the smaller jobs.

The fire chief has expressed that the fire company is in need of new equipment.

We are proud to announce that we have a resident Mary Barella who will turn 100 years old on Friday. She resides in the Spring Oaks Assisted living. Council Member Pearce will be presenting her with a proclamation to recognize her many years and 100th birthday. She will be recognized in this milestone and presented with a proclamation.

ADMINISTRATOR- Charleen Santora discussed areas that needed attention on Jefferson Ave at the Andes Junction project. The performance bond will be dropped to a maintenance bond by the recommendation of our borough engineer, Pennoni. With this maintenance bond escrow money, 7 houses with cracked aprons will be fixed.

The Borough also owns a property on the White Horse Pike which is currently being rented and the lease is ending in September. There was a question whether the renters can stay on month by month because they don't want to move.

A letter will be composed addressing this matter and there will be a 3% increase to their rent. The residents want to have an answer as soon as possible.

The borough is not in the business to own and rent property because this type of building could become a ratable. We will move forward in trying to see this property.

On 22 Day Ave., there were repairs done to the trenches. Five foot of this project has already been completed.

We currently have a fifteen-page property maintained ordinance that needs review before placing on the agenda. There are some areas that stipulate to the ordinance. A committee was formed consisting of Council Member Badolato and Council Member Buchanan. One of the areas that need to be addressed includes the presence of Clothing Bins. This ordinance is put in place to protect residents and punish others who go against the ordinance and when needed to summons those that do not abide by the rules.

- **SOLICITOR**, Christopher Long – no comment

Privilege of the floor - no one spoke
Privilege of the floor closed

CLOSED SESSION

Motion to go into closed session to discuss personnel matters regarding the
CFO/Administrator position Council President Pearce
Seconded – Council Member Buchanan
RCV- All present were in favor

Motion to go back into open session; Council Member Buchanan
Seconded- Council President Pearce
RCV- All present were in favor

Motion to adjourn; Council Member Buchanan
Seconded: Council Member Rocco
RCV- All present were in favor

RESOLUTION R6-1;2016 A RESOLUTION OF THE BOROUGH OF BERLIN,
COUNTY OF CAMDEN, AUTHORIZING THE APPOINTMENT OF CHIEF
FINANCIAL OFFICER FOR THE BOROUGH OF BERLIN IN ACCORDANCE
WITH THE PROVISISONS OF N.J.S.A. 40A:9-140.3 AND BERLIN BOROUGH
ADMINISTRATIVE CODE SECTION 46-18ETSEQ.

RESOLUTION 6-2;2016 A RESOLUTION OF THE BOROUGH OF BERLIN,
COUNTY OF CAMDEN AUTHORIZING THE APPOINTMENT OF A BOROUGH
ADMINISTRATOR IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A.
40A:9-136 AND BERLIN

RESOLUTION 6-3;2016 A RESOLUTION TO APPROVE LIQUOR LICENSE
RENEWALS FOR THE FISCAL YEAR OF 2016-2017

Motion to approve – Council President Pearce
Seconded – Council Member Buchanan
RCV- All present were in favor

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

Charleen Santor
RMC

LJS/ljs
Acting Clerk