

WORKSHOP MEETING MINUTES

THURSDAY, FEBRUARY 13, 2020

MUNICIPAL BUILDING

59 SO. WHITE HORSE PIKE

BERLIN, N. J. 08009

Workshop meeting was called to order at 6:30 pm by Mayor Rick Miller.

Roll call was taken. Present were Mayor Rick Miller, Council President Jim Pearce, Council members Simone, Hohing, Miller and Cummings. Councilman Badolato arrived a little after roll call.

Present also; CFO Debra DiMattia and Chief of Police Millard Wilkinson.

Department Head Reports:

Streets & Roads, Chairman Andy Simone

The 2020 Borough Road improvement grant funding was discussed with the engineers and Superintendent Allesbrook. The borough received \$245,000 from New Jersey Department of Transportation and the borough will be adding another \$100,000 for improvements and maintenance to Berlin's infrastructure. Discussion is on going as to utilizing public works to perform small Capitol projects rather than bidding Simone adds. Prices to purchase new equipment such as a Line Striping Machine, a street sweeper, a bucket truck and roadway repair equipment is being explored along with shared services with neighboring municipalities.

Councilman Simone is suggesting someone, at the least, from the department sign off on any information going public. Solicitor states any and all major incidents should be passed to council. Councilman Pearce asks the mayor to send out memo's regarding this procedure. Simone notes that the borough is playing our part to educate and inform our residents regarding restraining from putting plastic bags in their recycling bins. Soft plastics such as plastic bags, bulk item wrapping, straws and similar items jam up conveyor belts.

Regarding the construction on Watsontown/New Freedom Road that is a County project. The construction office has all documentation on the project.

Councilman Simone states he will give his entire report during the council meeting.

Buildings & Grounds, Chairman Len Badolato

Councilman Badolato stated he would give his full report during the council meeting.

Working on Blaese property and will keep council informed. Mayor informed Councilman Badolato of resident from 14 Independence Court who is seeking driveway repair regarding issue that goes back to June of 2018. Councilman Badolato will reach out to resident. Solicitor Long suggests a tort claim be filed by this resident.

Water & Sewer, Chairwoman Cummings

Chairwoman Cummings states that all 2019 projects regarding water and sewer have been completed. She states a large budget item for the 2020 budget will be regarding the meter swap outs that are behind three (3) years. Working with Engineer and the Superintendent John Allsbrook for the budgeting. She notes there are two news pieces of equipment up and running; the jet vac and the sewer video camera that our department of public works has been trained in. Cummings notes she will give full report during the council meeting.

Public Safety, Chairman Jim Pearce

Councilman Pearce states that there will be an additional meeting in the month of March for budgeting purposes. All governing body is good with 6 pm at various times for various departments on March 5, 2020 for a budget workshop. The department heads needed are DPW that will cover that department and buildings and grounds and the Chief of Police.

Councilman Pearce will give his full report during the council meeting.

Communications, Chairman Jake Miller

Councilman Miller states that he is working with the Berlin Newsletter for the upcoming spring newsletter. Working with Councilman Hohing on acquiring website updates.

Finance, Chairman Hohing

Working on preliminary budget discussions with departments. Working on website development enhancements especially updating past administration information. Will continue reviewing the resumes for the position of administrator to hopefully start interviewing for this position. Animal clinic was successful when held January 18, 2020. He states they are looking to improve some of the process and procedures involving the animal licensing in the upcoming future.

Mayor Rick Miller

Regarding the applicants received for a shared service administrator that he and Chairman Hohing went through. Mayor is suggesting that the council redirect their search for this position reflecting an applicant who not only qualifies for the position of administrator but who has strong municipal clerk background. He feels that the borough may have to re-advertise hoping to get more candidates now if now sharing this service. Councilman Hohing suggests we list on own website under employment.

Mayor advises that there are five people needed to sit on the Uber foundation hoping to be up and running up by March 1, 2020 for ride shares.

County Park improvements should be starting in the next week or two as the bid has been awarded. Plans are in house for this project. Councilman Simone and Pearce are working on the new Royal Farms sign financed from Royal Farms saying "Welcome to Berlin" with bigger letters, etc. Cross Keys road project will probably start in 2021 per the mayor expecting a traffic issue. Berlin Township interested in doing shared services with us. Conversations have been with the school basketball coach Len Myers who runs a lot of leagues with the possibility of taking over the community center noting there has been a loss in revenue with this facility. Ideas are being discussed regarding this.

Mayor Miller along with the entire council thanks the pending administrator Charleen Santora for coming out of retirement and helping the borough currently due to the current circumstances of not having an administrator and the municipal clerk being out on disability.

Solicitor Howard Long

Solicitor Long has drafted the pending administrator Charleen Santora's contract that can be approved at the council meeting subject to one modification and that is the hours worked per week cannot exceed 25 hours per week. This is a pension stipulation per Solicitor. He explains that the ASFCME contract is completed and available for review and is on agenda for approval and ratification. He explains some of the changes in the contract that have been negotiated and all agreed upon.

Councilman Pearce notes to council that anything on the website can be changed if there are any questions or concerns.

Mayor, Council and Solicitor all welcomed back Charleen Santora and wished her well and thanked her for helping the borough.

Mayor opened meeting to the public. There wasn't anyone from the public in attendance therefore meeting was closed to the public.

Motion to adjourn made by Simone seconded by Pearce. All were in favor.

Meeting adjourned at approximately 6:55 pm.



Charleen Santora

Acting Borough Administrator