



## BOROUGH OF BERLIN

### WORKSHOP MEETING MINUTES

THURSDAY, JUNE 9, 2022 – 6:30 PM

Mayor Miller called the meeting to order at 6:01 pm. He stated that adequate notice of this meeting had 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 The Philadelphia Inquirer and posted on the Borough Hall Bulletin Board showing the said meeting's date, place, and time.

Present: Councilmembers Badolato, Cummings, Miller, Simone, Pearce (arrived at 6:14 PM), and Mayor Miller

Absent: Councilman Hohing

Also, Present: Howard Long, Solicitor  
Charleen Santora, Acting Administrator  
Debra DiMattia, CFO (arrived at 6:45 PM)  
Michaela Bosler, Municipal Clerk

#### **COUNCIL DISCUSSION:**

The Administrator led a discussion regarding the status of various lease agreements the Borough has with existing tenants. She indicated that there is a resolution on the agenda for tonight's meeting to authorize the execution of a lease with NJ Transit for the Berlin Railroad Station. The governing body discussed the new provision on this lease that indicates the Borough would have to pay NJ Transit. The governing body generally agreed that a discussion should be had with NJ Transit to not pay any fees as the site is historical, and that the resolution may stay on the agenda, but the lease should not be executed until that discussion is had.

The Administrator discussed other lease status that the Borough holds that have expired. The lease for 69 S. White Horse Pike expired in 2019, and the tenant is now using the building on a month to month basis with the same rent fees in the original agreement. The governing body discussed establishing a new lease.

The lease for the PNC Bank ATM expired in 2017, and the tenant uses the building on the month to month basis, however they have been increasing the amount they pay on their own accord. The governing body discussed establishing a new lease.

The lease for 91 Clementon Road expired in 2018. The tenant has been requesting to lower the rent to various departments.

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Councilman Simone indicated that all expired leases and corresponding rent should be assessed at fair market value.

The Administrator indicated that the leases for Verizon Water Towers and USPS Post Office are good and up to date.

The Administrator indicated that AT&T has a lease for the cell tower which has not been paid in over a year, and she is working on contacting them to request the outstanding payment be disbursed to the Borough.

The Administrator informed the governing body that there is a resolution on the agenda to release Montebello performance bonds without having the maintenance bonds first. The Solicitor commented that this is not typical practice, however he has been in communication with Montebello's attorney and is comfortable with the release.

The Administrator received a letter from residents of Leroy and Park Avenue regarding street vacations. In regards to Leroy, there is a resident requesting the Borough official designate a section of the street as vacated by ordinance. The Solicitor commented that the Engineer should review and ensure it is a paper street. In regards to Park, there is a resident requesting to purchase part of the vacated street as part of her property. The Solicitor suggested having the Engineer look into it.

The Administrator discussed the lighting efficiency study within Borough Hall. There is a cost savings factor if existing lights were replaced with LED lights. Councilman Badolato commented that the CFO is looking into it. The governing body generally agreed to look further into it.

The Administrator requested approval to look into purchasing new chairs for the court room/council chambers. Chairs must lock together as required by rules of municipal court. The governing body instructed the Administrator to move forward with obtaining quotes.

The Administrator discussed an inquiry from a Long-a-Coning resident regarding a discrepancy between the HHA and property owners over the maintenance of the retention basin. The Solicitor stated it should be in the property owner's deed. Mayor Miller commented that Chris Norman is going to look into this.

The Administrator informed the governing body that the DPW will be short handed with upcoming retirements. There is a resolution on the agenda to hire someone starting July 1<sup>st</sup>, and another resolution to hire summer help. The Administrator commented that the DPW will no longer be using the temp service.

The Administrator informed the governing body that she received notice from the former Technical Assistant to the Construction Official/Planning Board Secretary will not be returning back to the Borough. There is a resolution on the agenda to hire a new individual to this position. The shared service with Laurel Springs will stay in effect until the new individual is trained.

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The Administrator informed the governing body that the Property Maintenance Officer has resigned. There is a resolution to hire a new individual to this position, and she is working on getting her set up.

The Administrator informed the governing body she received a letter from Weaver Group to purchase the Chestnut Avenue Water Tower. The Solicitor commented that other towns have received these requests as well. The governing body is not interested in selling it.

Councilman Badolato informed the governing body that he obtained a quote for line striping for the traffic calming plan, however the quote cannot be accepted until the bond ordinances are adopted and the estoppel period has passed.

**EXECUTIVE SESSION**

- RES. 2022:090      EXECUTIVE SESSION  
    *Item:*              *General Personnel Matters*

Pearce motioned to approve Resolution 2022:090. Cummings seconded the motion with all members present voting in favor in a Voice Vote


Pearce motioned to close the meeting to the public at 6:45 PM. Cummings seconded the motion with all members present voting in favor in a Voice Vote.

Pearce motioned to open the meeting to the public at 6:58 PM. Cummings seconded the motion with all members present voting in favor in a Voice Vote.

No action was taken in executive session. All members that were present before the executive session were present upon return to open session.

Meeting was adjourned at 6:59 PM and everyone transitioned to the courtroom.

Minutes respectfully submitted by:



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Michaela Bosler RMC  
Municipal Clerk