



**BOROUGH OF BERLIN
59 SOUTH WHITE HORSE PIKE
BERLIN, NJ 08009**

**REORGANIZATION MEETING AGENDA
MONDAY, JANUARY 6, 2025, 6:30 PM**

REORGANIZATION MEETING OF JANUARY 6, 2025, IS CALLED TO ORDER BY MAYOR MILLER

FLAG SALUTE

SUNSHINE STATEMENT

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 The Philadelphia Inquirer and posted on the Borough Hall Bulletin Board located within the Municipal Building showing the date, place and time of said meeting.

OATHS OF OFFICE

Councilwoman Elect Patricia Cummings will be sworn in by Commissioner Jeffrey L. Nash. Her mother Patricia Cummings will hold the Bible.

Councilman Elect Jake Miller will be sworn in by Mayor Rick Miller. His wife Robin, son Jacob and daughter Olivia will hold the Bible.

ROLL CALL

Mayor Rick Miller – Present
Councilman Len Badolato – Absent
Councilman Keith Hohing – Present
Councilman Jake Miller – Present
Councilwoman Patricia Cummings – Present
Councilman Millard Wilkinson – Present
Councilman Carl Mascarenhas – Present

MAYOR MILLER ACKNOWLEDGES DISTINGUISHED GUESTS

RES. R1-1:2025 APPOINTMENT OF HOWARD C. LONG, JR., ESQUIRE, FROM THE FIRM WADE, LONG, WOOD, & LONG, LLC, OF LAUREL SPRINGS, NJ AS BOROUGH SOLICITOR FOR THE YEAR 2025.

Motion: Councilman Mascarenhas Second: Councilwoman Cummings RCV: All in favor.

RES. R1-2:2025 APPOINTMENT OF ANNE MARIE MILLER TO THE POSITION OF ADMINISTRATOR FOR THE BOROUGH OF BERLIN EFFECTIVE JANUARY 1, 2025, TO DECEMBER 31, 2025.

Motion: Councilman Miller Second: Councilman Mascarenhas RCV: All in favor.

MOTION TO APPOINT COUNCIL PRESIDENT

Motion to appoint Jake Miller as Council President for the year 2025.

Motion: Councilman Hohing Second: Councilman Mascarenhas RCV: All in favor.

MAYOR’S APPOINTMENTS OF PLANNING BOARD MEMBERS

NEW APPOINTMENTS

- Wayne Hans Class II 1/1/2025- 12/31/2025
- Councilman Millard V. Wilkinson Class III 1/1/2025– 12/31/2025
- Harry Earle Class IV 1/1/2025 -12/31/2028
- Ken Ryker Class IV 1/1/2025 – 12/31/2028
- John Cole Alternate #2, Class IV 1/1/2025 – 12/31/2026

Motion: Councilman Mascarenhas Second: Council President Miller RCV: All in favor

RECOGNITION OF PLANNING BOARD MEMBERS

- Jeannie Schumacher Class IV 1/1/2022 – 12/31/2025
- Michael McGowan Class IV 1/1/2024 -12/31/2026
- Dan Pomponio Class IV 1/1/2023 - 12/31/2026
- Mayor Rick Miller Class I 1/1/2024 – 12/31/2027
- Eric Hahn Alternate #1, Class IV 1/1/2024 – 12/31/2025
- Fran Ballak Class IV 1/1/2024 – 12/31/2027

- Class I Mayor’s term corresponds to time in office.
- Class II Official of Municipality other than a member of the Governing Body, 1-year term
- Class III Member of the Governing Body. 1-year term
- Class IV Other citizens of Municipality appointed by the mayor for a 4-year. Term. N.J.S.A. 40A:55D-23

COMMITTEE APPOINTMENTS BY MAYOR WITH CONFIRMATION FROM COUNCIL

- Buildings & Grounds, Parks & Recreation** Len Badolato
- Public Works, Streets & Roads** Millard Wilkinson
- Water & Sewer** Patricia Cummings
- Public Safety** Keith Hohing
- Finance** Jake Miller
- Youth Athletics, Community Events** Carl Mascarenhas

Motion: Councilwoman Cummings Second: Councilman Hohing RCV: All in favor.

MAYOR’S APPOINTMENTS OF HISTORIC PRESERVATION COMMISSION MEMBERS WITH CONFIRMATION FROM COUNCIL

NEW APPOINTMENTS

- Len Badolato Council Liaison 1/1/2025 – 12/31/2025
- Luke Evers Class C 1/1/2025 – 12/31/2028

Motion: Councilwoman Cummings Second: Councilman Hohing RCV: All in favor.

RECOGNITION OF HISTORIC PRESERVATION COMMISSION MEMBERS

- Lisa Doris Alternate, Class C 1/1/2024 – 12/31/2025
- Karina Evers Alternate, Class C 1/1/2024 – 12/31/2025
- Michelle Secrest Class C 1/1/2022 – 12/31/2025
- Gail Mottershead Class C 1/1/2022 – 12/31/2025
- Tina Hoffman Class C 1/1/2023 – 12/31/2026
- Hal Taylor Class C 1/1/2024– 12/31/2027
- Jose Hernandez Class C 1/1/2024 – 12/31/2027
- Tracy Salvatore Class C 1/1/2024 – 12/31/2027

RECOGNITION OF HISTORIC PRESERVATION COMMISSION ADVISORS

- Millard Wilkinson, Jr Mayor Emeritus
- Class A A person who is knowledgeable in building design and construction or architectural history who may reside in the borough.*
- Class B A person who is knowledgeable or with a demonstrated interest in Local history who may reside outside the borough.*
- Class C Members who must be residents of the Municipality who hold no Other Municipal position except they may be members of the Planning or Zoning Boards.*

MAYOR’S APPOINTMENTS OF BOARD OF HEALTH MEMBERS WITH CONFIRMATION OF COUNCIL

NEW APPOINTMENTS

- Councilman Keith Hohing Council Liaison 1/1/2025 – 12/31/2025

Motion: Councilman Mascarenhas Second: Council President Miller RCV: All in favor

RECOGNITION OF BOARD OF HEALTH MEMBERS

- Diana Badolato Member 1/1/2024 – 12/31/2026
- Christina Miller Member 1/1/2024 – 12/31/2026

RECOGNITION OF LIBRARY TRUSTEE MEMBERS

- Nancy Grover Trustee 1/1/2023 – 12/31/2027
- Corrine Dowdel Trustee 1/1/2021 – 12/31/2025
- Millard Wilkinson, Jr. Trustee 1/1/2020 – 12/31/2024
- Deanna Schuenemann Trustee 1/1/2022 – 12/31/2026
- Mary K. Albertson Trustee 1/1/2024 – 12/31/2028
- Mayor Rick Miller Mayor
- Dr. Brenda Harring Berlin Community School Interim Superintendent

MAYOR’S APPOINTMENTS OF BOROUGH OFFICIALS WITH CONFIRMATION OF COUNCIL

- Treasurer Stacey Divello 1/1/2025 – 12/31/2025
- Fire Official William Behnke 1/1/2025 – 12/31/2025
- Fire Safety Inspector Joe Cornforth 1/1/2025 – 12/31/2025
- Fire Safety Inspector Dennis Rosenbaum 1/1/2025 – 12/31/2025
- Fire Chief Michael Kernan 1/1/2025 – 12/31/2025
- Zoning Official Wayne Hans 1/1/2025 – 12/31/2025
- Deputy EMC Fred Tuttle 1/1/2025 – 12/31/2025
- Deputy EMC Craig Fallstick 1/1/2025 – 12/31/2025
- P.A.C.O. Michael Kwasizur 1/1/2025 – 12/31/2025
- Property Maintenance Rushi Pandya 1/1/2025 – 12/31/2025
- Electrical Inspector John White 1/1/2025 – 12/31/2025
- Fire Sub Code Official Ron Snyder 1/1/2025 – 12/31/2025
- Plumbing Sub Code Inspector Dennis LaSasso 1/1/2025 – 12/31/2025
- Housing Inspector Dennis Rosenbaum 1/1/2025 – 12/31/2025

Motion: Councilwoman Cummings Second: Councilman Hohing RCV: All in favor.

DEPARTMENT HEAD RECOGNITIONS FOR OFFICIALS AND SUB-OFFICIALS FOR YEAR 2025

- Chief of Police Michael Scheer
- Michael Kwasizur Chief Financial Officer
- Ambulance Captain Lou DeMarco
- Emergency Mgt. Coordinator Rushi Pandya
- DPW Superintendent John Allsebrook
- Tax Assessor Michael Bernardin
- Tax Collector Kathleen DiOrio
- Municipal Clerk Rachel von der Tann

MAYOR’S APPOINTMENT OF PROPERTY MAINTENANCE BOARD WITH CONFIRMATION OF COUNCIL

NEW APPOINTMENTS

- Len Badolato Council Representative 1/1/2025 – 12/31/2025
- Ken Ryker Planning Board Rep. 1/1/2025 – 12/31/2025
- Diana Badolato Member 1/1/2025 – 12/31/2025
- Josh Minardi Community Representative 1/1/2025 – 12/31/2025

Motion: Council President Miller Second: Councilwoman Cummings RCV: All in favor

APPOINTMENT OF JIF COMMISSIONER AND COORDINATOR

- JIF Fund Commissioner Millard V. Wilkinson 1/1/2025 – 12/31/2025
- JIF Safety Coordinator Rushi Pandya 1/1/2025 – 12/31/2025

Motion: Councilman Hohing Second: Councilwoman Cummings RCV: All in favor.

APPOINTMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT REPRESENTATIVES

- C.D.B.G. Coordinator Councilman Jake Miller 1/1/2025 – 12/31/2025
- C.D.B.G. Alternate Michael Kwasizur 1/1/2025 – 12/31/2025

Motion: Councilman Hohing Second: Councilwoman Cummings RCV: All in favor.

COURT APPOINTMENTS WITH CONFIRMATION OF COUNCIL

NEW APPOINTMENTS

- Richard DeMichele Prosecutor 1/1/2025 – 12/31/2025
- Philip N. Muldoon Jr. Public Defender 1/1/2025 – 12/31/2025
- Kelly Foster Court Administrator 1/1/2025 – 12/31/2025

Motion: Councilman Mascarenhas Second: Council President Miller RCV: All in favor.

NEW APPOINTMENT OF MUNICIPAL COURT JUDGE

- Kristen McCrink, JMC Judge 1/1/2025 – 12/31/2027

Motion: Council President Miller Second: Councilman Hohing RCV: All in favor.

RESOLUTIONS:

Motion to open to the public for comment Resolutions R1-3:2025 to R1-11:2025

Motion: Councilman Mascarenhas Second: Councilman Hohing

All in favor: All Opposed: None

Motion to close public portion

Motion: Council President Miller Second: Councilman Mascarenhas

All in favor: All Opposed: None

RES. R1-3:2025 APPOINTING HUGH DOUGHERTY, P.E., CME OF PENNONI ASSOCIATES FROM HADDON HEIGHTS, NJ AS MUNICIPAL ENGINEER FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Mascarenhas Second: Councilman Cummings RCV: All in favor.

RES. R1-4:2025 APPOINTING HUGH DOUGHERTY, P.E., CME OF PENNONI ASSOCIATES FROM HADDON HEIGHTS, NJ AS WATER & SEWER ENGINEER FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilwoman Cummings Second: Council President Miller RCV: All in favor.

RES. R1-5:2025 APPOINTING DANIEL M. DIGANGI OF BOWMAN & COMPANY LLP, FROM VOORHEES, NJ AS AUDITOR FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Hohing Second: Councilman Mascarenhas RCV: All in favor.

RES. R1-6:2025 APPOINTING ARCHER AND GREINER, PC FROM VOORHEES, NJ AS BOND COUNSEL FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Wilkinson Second: Councilman Mascarenhas RCV: All in favor.

RES. R1-7:2025 APPOINTING CHRISTOPHER J. NOLL ENVIRONMENTAL RESOLUTIONS ,INC (ERI) FROM MT. LAUREL, NJ AS MUNICIPAL PLANNER FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Council President Miller Second: Councilwoman Cummings RCV: All in favor.

RES. R1-8:2025 APPOINTING EDGEWOOD ASSOCIATES OF BERLIN, NJ AS RISK MANAGEMENT CONSULTANTS FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Hohing Second: Councilman Mascarenhas RCV: All in favor.

RES. R1-9:2025 APPOINTING STUART PLATT, ESQ. OF THE LAW FIRM OF THE PLATT LAW GROUP FROM STRATFORD, NJ AS SPECIAL COAH COUNSEL FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilwoman Cummings Second: Councilman Hohing RCV: All in favor.

RES. R1-10:2025 APPOINTING ENVIRONMENTAL RESOLUTIONS ,INC (ERI) & COLLIERS ENGINEERING & DESIGN AS SPECIAL PROJECTS ENGINEERS FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Mascarenhas Second: Council President Miller RCV: All in favor.

RES. R1-11:2025 APPOINTING JHARTE ASSOCIATES OF BERLIN AS THE MANAGED IT PROVIDER FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

Motion: Councilman Hohing Second: Councilwoman Cummings RCV: Councilman Wilkinson and Councilman Mascarenhas voted No. Motion passes.

CONSENT AGENDA RESOLUTIONS R1-12:2025 TO R1-33:2025

Motion to open to the public: Councilman Mascarenhas Second; Council President Miller AIF: All in favor.

Motion to close public portion: _____ Second; _____ AIF: _____

RES. R1-12:2025 RESOLUTION ADOPTING TEMPORARY BUDGET FOR THE YEAR 2025

RES. R1-13:2025 RESOLUTION SETTING THE RATE OF INTEREST TO BE CHARGED FOR THE DELINQUENCIES OF TAXES, WATER, SEWER, AND ALL OTHER APPLICABLE MUNICIPAL CHARGES.

RES. R1-14:2025 RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN FOR THE YEAR 2025

RES. R1-15:2025 RESOLUTION DESIGNATING THE COURIER POST OF CHERRY HILL, NJ, AND THE PHILADELPHIA INQUIRER OF PHILADELPHIA, PA AS OFFICIAL NEWSPAPERS FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025

RES. R1-16:2025 RESOLUTION ESTABLISHING COUNCIL AND WORKSHOP MEETING DATES FOR THE YEAR 2025 AS FOLLOWS; COUNCIL MEETINGS ARE THE 2ND THURSDAY OF EACH MONTH. WORKSHOP MEETINGS ARE ON THE 4TH THURSDAY EVERY OTHER MONTH BEGINNING FEBRUARY 2025.

REGULAR COUNCIL MEETING DATES 2025

February 13	August 14
March 13	September 11
April 10	October 9
May 08	November 13
June 12	December 11
July 10	

EVERY OTHER MONTH WORKSHOP MEETING DATES STARTING AT 6:30 PM ON 4TH THURSDAY OF FOLLOWING MONTHS:

Feb 27	August 28
April 24	October 23
June 26	

- RES. R1-17:2025** RESOLUTION APPOINTING BERLIN BOROUGH TAX ASSESSOR, MICHAEL BERNARDIN, AS AUTHORIZED AGENT FOR TAX APPEALS
- RES. R1-18:2025** RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF NEW JERSEY GRANT PROGRAM ADMINISTERED BY THE DEPARTMENT OF LAW AND PUBLIC SAFETY, OFFICE OF THE ATTORNEY GENERAL.
- RES. R1-19:2025** RESOLUTION APPROVING AUTHORIZATION TO A CONTINUED CONTRACT WITH CLEAN AND GREEN CLEANING COMPANY OF PINE HILL, NJ EFFECTIVE JANUARY 1, 2025 – DECEMBER 31, 2025.
- RES. R1-20:2025** RESOLUTION AUTHORIZING THE BOROUGH OF BERLIN TO RE ENTER INTO A CONTRACT WITH VOORHEES ANIMAL ORPHANAGE OF VOORHEES NJ FOR ANIMAL SHELTER SERVICES EFFECTIVE JANUARY 1, 2025, TO DECEMBER 31, 2025.
- RES. R1-21:2025** RESOLUTION APPROVING NON-CONTRACTUAL EMPLOYEES TO RECEIVE A 3% COST OF LIVING INCREASE TO BASE SALARIES EFFECTIVE 1/1/2025.
- RES. R1-22:2025** RESOLUTION APPROVING THE RE ENTERING INTO A CONTRACT WITH INDEPENDENT ANIMAL CARE SERVICES OF WEST BERLIN NJ FOR ANIMAL CONTROL SERVICES FOR THE YEAR 2025.
- RES. R1-23:2025** RESOLUTION APPROVING MARK SCHIENDELMAN FOR THE POSITION OF DESIGNATED EMPLOYER REPRESENTATIVE (DER) AS REQUIRED BY THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND FOR ORGANIZATIONS WITH ONE OR MORE CDL DRIVERS.

- RES. R1-24:2025** RESOLUTION APPROVING AUTHORIZATION FROM BOROUGH COUNCIL TO ENTER INTO AN AGREEMENT WITH TRIAD ASSOCIATES OF VINELAND NJ FOR AFFORDABLE HOUSING ADMINISTRATIVE AGENT SERVICES FOR THE YEAR 2025.
- RES. R1-25:2025** RESOLUTION AUTHORIZING CHANGE ORDER #3 FOR WATER METER REPLACEMENT PROJECT PHASE 2-3 DECREASING THE TOTAL CONTRACT AMOUNT BY -\$222,247.00, MAKING THE TOTAL CONTRACT AMOUNT \$503,831.00.
- RES. R1-26:2025** RESOLUTION APPOINTING PHOENIX ADVISORS LLC AS INDEPENDENT MUNICIPAL ADVISOR OF RECORD FOR THE YEAR 2025.
- RES. R1-27:2025** RESOLUTION APPOINTING KATHY DIORIO DESIGNATED TAX SEARCH OFFICER FOR THE BOROUGH OF BERLIN.
- RES. R1-28:2025** RESOLUTION APPOINTING THE DESIGNATING TOWING COMPANIES FOR THE BOROUGH OF BERLIN FOR THE YEAR 2025.
- RES. R1-29:2025** RESOLUTION APPOINTING ANNE MARIE MILLER AS MUNICIPAL HOUSING LIAISON FOR THE BOROUGH OF BERLIN.
- RES. R1-30:2025** RESOLUTION APPROVING THE FOURTH ROUND OF AFFORDABLE HOUSING OBLIGATIONS.
- RES. R1-31:2025** RESOLUTION APPROVING THE LANDLORD AGREEMENT BETWEEN ARA ENTERPRISES, LLC AND BERLIN BOROUGH FOR AFFORDABLE RENTAL PROGRAM AT PROPERTY 137 S. WHITE HORSE PIKE.
- RES. R1-32:2025** RESOLUTION APPROVING AUTHORIZATION TO ENTER INTO A CONTINUED CONTRACT TO HitUsUpDesigns , LLC (HUD), FOR MONTHLY MAINTENANCE AND SECURE HOSTING, EFFECTIVE JANUARY 1, 2025 – DECEMBER 31, 2025.
- RES. R1-33:2025** RESOLUTION APPOINTING SPECIAL LAW ENFORCEMENT OFFICER (SLEO) BRIAN MAZZIOTTA TO MOVE FROM HIS CURRENT STATUS OF SLEO 2 OFFICER TO SLEO 3 OFFICER FOR THE DURATION OF THE 2024-2025 SCHOOL YEAR.

MOTION TO ADOPT RESOLUTIONS R1-12:2025 TO R1-33:2025

Motion: Council President Miller Second: Councilman Hohing RCV: All in favor.

PRIVILEGE OF FLOOR

Motion to open the public portion: Councilman Hohing Second: Councilman Mascarenhas RCV: All in favor

Motion to close the public portion: Councilman Hohing Second: Councilman Mascarenhas RCV: All in favor.

GOOD OF THE ORDER

Motion to adjourn: Council President Miller Second: Councilman Hohing RCV: All in favor.

Rachel Von der Tann
Municipal Clerk

Mayor Rick Miller congratulated Councilwoman Cummings and Council President Miller on there reappointments.

The Mayor thanks Administrator Anne Miller and Municipal Clerk Rachel von der Tann for their hard work and their efforts on making Berlin Borough run efficiently.

Mayor Miller everyone for coming out to the 2025 reorganization meeting.

Councilman Cummings extends her gratitude on her reappointment.

Council President Miller extends his gratitude on his reappointment.