

BOROUGH OF BERLIN  
COUNCIL MINUTES  
THURSDAY, DECEMBER 15, 2016  
MUNICIPAL BUILDING  
59 SO 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 Kupchik, Miller, Badolato, Rocco and Buchanan.

ABSENT: Council Member Kupchik

PRESENT ALSO: Solicitor Howard Long, Acting Municipal Clerk Lois J. Sahina , Administrator/CFO Michael T. Kwasizur and Police Chief Mike Miller

- **APPROVAL OF MINUTES**

- Council meeting of 8/11/16
- Council meeting of 9/15/16
- Council meeting of 10/13/16
- Council meeting of 11/10/16
- Special Water Meeting of 10/04/2016
- Special COAH Meeting 11/28/16

Motion to approve; Council Member Buchanan,  
Sec.; Council Member Badolato,  
RCV- All present were in favor.

- **DEPARTMENT HEAD REPORTS FOR THE MONTH NOVEMBER 2016**

Permit fees	\$11,615.00
Zoning fees	\$ 2,690.00
Re-sale inspection fees	\$ 1350.00
Rental Inspections	\$15,800.00
Community Center fees	\$600.00
Tax collector's report	\$4,563,118.95
Utility report	\$118,098.37

Clerks report	\$21,752.00
Animal report	\$ -0-
Court Administrator	\$ 24,264.77

Motion to approve; - Council Member Rocco,  
Sec.; - Council Member Buchanan  
RCV - All present were in favor.

## COUNCIL REPORTS

- BUILDINGS & GROUNDS, Chairman Len Badolato

I don't have a report tonight, but would like to thank the Police, Fire and DPW Departments for all of their help with the Santa Event on December 3, 2016 and the Historic Holiday Tour this past weekend. Both events were a great success. A lot of people are already talking about next year.

- STREETS & ROADS, Chairman Michael Buchanan

The county did an excellent job paving Tansboro Road. It has been completed from Heritage Dairy Stores to the beginning of the old K-Mart property. We are looking forward to its completion down to the Winslow area.

In 2017, we should consider reviewing the installation of a street lamp and painted crosswalk at the corner of New Freedom & Tansboro Road. There are many businesses around this area and currently there is no crosswalk or lighting. It is very dark in this area. This may be something to review and consider.

The timing of the light at of Clementon-Berlin Road and Franklin Ave may have to be revisited. A couple residents have informed me that on the weekend there is a buildup of traffic.

There is still a speeding concern throughout the town. We have a list of 15 plus streets in the borough where our residents are concerned. They have asked for more speed humps. We have installed two speed humps on Joans Lane and one on Zion & Stockton Boulevards. We notified the residents by mail, where the speed humps were to be installed and why. There have been some concerns expressed with the placement of the street hump signs. I am working with the residents and borough engineer to see if we can address this matter.

I am still working with the Berlin Soccer Club regarding their county grant that they received last year.

A few weeks ago, I attended the "Camden County Public Trails System" Open House. There is an initiative from the county to document how residents of Camden County can travel from the Delaware River all the way down to Atlantic County. When travelling through Haddonfield, Collingswood and all the other businesses districts, it is not until you come to the Berlin area that it starts to open up to farm land. I informed them that Berlin now has a bike lane on Berlin Road. They were very excited to document this information. They also have interactive software which

can be obtained on their website: [Camdencounty.com/trails](http://Camdencounty.com/trails). I have two pamphlets that can be reviewed. It's a great way to find out how you can benefit from the NJ trails system.

I attended the 3<sup>rd</sup>, 4<sup>th</sup> and 8<sup>th</sup> grade Christmas song Concert. It was a great way to get into the Christmas spirit.

- WATER & SEWER, Chairman Ron Rocco

#### DPW Report

- 11/17/16 - DPW repaired and completed a 4inch water main break on Laurel Hill Court.
- 12/11/16 - DPW repaired and completed 4inch water main break on Morton Ave.
- Work has begun to shut down Water Plant II for the winter season. The work consists of maintenance on all motors, pumps, valves, and chemical piping.
- Maintenance has also started on the interior of the buildings of Well House 11 & Plant #2
- 130 mark out Utility requests were completed
- There were 37 service calls made to repair or fix defective water meters

#### Sewer Report

- The disabled pump on Day Ave was replaced.
- Maintenance on all nine pump station generators were completed with no major problems found.

#### All November Income Reports for Water & Sewer 2016 vs. 2015 were read

Including: Water Usage, Income, Water Connections, Sewer Connections

I met for a preliminary meeting in August with our finance officer, engineer & the DPW supervisor. We identified the preliminary status of projects that we wish to complete for the next three or four years. Some of the areas will be addressed in January. A complete report will be given at our work session in February. We will be investigating financing and loan options for comprehensive studies for water and sewer issues, well upgrades, tank maintenance, water main improvements, and sewer lining.

- HEALTH & RECREATION, Chairman Rick Miller

I don't have a report tonight, but would like to thank the Fire, DPW department and Rotary Club along with all the other volunteers for helping with the Christmas Tree Lighting Event this year. It was a very nice and well attended event. With the help of the DVRC and many others in town, it helped to put a spotlight on our town. It was very well attended. I would also like to acknowledge Council Member Kupchik, although she is not here tonight, this would have been her last meeting. I would like to thank her for all her years serviced on council.

- PUBLIC SAFETY, Chairman Jim Pearce

Police Statistics for November 2016 was read;

1343 Calls Handled  
84 Investigations  
14 Drug Arrests

27 Criminal Arrests  
17 Warrant Arrests  
3 DWI Arrests  
42 Accidents  
311 Citations Issued

The “No Need to Speed Campaign” in November focused on Clementon Road, and between Tansboro Road, Smokey Run Drive and Washington Ave. Zion, Bryce and Sequoia were enforced because of the new three and four way stop signs.

We have had several public safety meetings lately. The council and mayor will see on tonight’s agenda R12-15 thru R12-18. We’re accepting the resignation of one of our Class II officer German Salazar-Ventura. In our public safety meeting, we have discussed that we were already minus one Class II officer. This was due to attrition when our old Chief retiring. We will be appointing two new Class II officers tonight. We will then be back at the same levels with these new hires. You will see both these names on the resolutions tonight.

We are also accepting the retirement of Lieutenant William Beasley. The Borough of Berlin has appreciated his service. We will be voting on a resolution to accept his retirement. The public safety committee has instructed Chief Miller to come up with a process of how to hire the next lieutenant. He is already in the final stages of this process. The public safety committee has reviewed this plan and he will be implementing it with council to hire/move up this candidate to Sergeant. When our current Chief moved up, we were then down a sergeant. We will be discussing a few of these things at our work session in February.

I would also like to thank Councilwoman Lynn Kupchik for her service and also thank all our borough employees and the volunteers. Together you have really made a difference. I wish everyone a Happy Holiday season.

- MAYOR, Jim Bilella

Unfortunately, Councilwoman Kupchik could not be with us tonight. I would also like to thank Councilwoman Kupchik for her many years of service to the town and her assistance and guidance over the years. I have talked to her many times about many issues and she has always been a sounding board for ideas of how we can better improve our town as a whole. I extend my many thanks.

I would also like to thank Lieutenant Bill Beasley, who is here tonight in the audience, for his many years of service to Berlin. We have a retirement agreement that will be approved tonight. Your service has been greatly appreciated.

We had a very successful Christmas Parade and Tree Lighting Event this year. I would like to thank the Rotary and Fire Company for their support to help expand and grow this event. The library has always been involved and a number of other groups have also gotten involved. They have supported new activities that have made it even more of a festive event. It was very well attended and people in our town really enjoyed the parade, the lighting of the trucks, the DPW

involvement with the float for Santa and his sleigh. The lighting of the Christmas tree, choir of songs for the holiday and the Christmas bazar, along with the roasting of chestnuts made for a unique and fun filled event for our residents. It was great to see the amount of support of a number of groups in our town.

The next weekend we had our (DDRC) Historic Holiday Tour Revitalization Corporation. This was a 1st year event. This was a very successful event with over 100 people touring various historic houses and buildings within our town. This highlighted the fact that we are a historic town and we can capitalize on that fact. Berlin is a destination for people to visit and there is a reason for people to come to Berlin. We showed that beyond being historic, we have a core business district and we have that core sense of “place” that people want to see. I am sure in the future it will be bigger and better. I would also again like to thank our DDRC.

This is our last meeting of 2016. Our reorganization will be on January 7, 2017 at 4:00 pm. I hope everyone will attend. This is a major meeting for the town. During this meeting, we will be re-organizing and creating all of our committees. We will also be conducting our regular business. Our next meeting after the reorg meeting, is not until the end of January and a lot of things need to happen between the reorg meeting and the next meeting at the end of January. We don't want to lose that time by not conducting our regular business meeting at reorg. The first month of the year is so critical in making decisions for later in the year. Our government process works within a certain time frame and we don't want to delay any processes due to down time.

I would like to wish everyone in our audience and anyone viewing the video a Merry Christmas and Happy Hanukkah and very joyous New Year.

- SOLICITOR, Howard Long  
We have made substantial progress in reaching the final agreement on the Simon Farms acquisition. I am very positive we will be able to iron out some of the final details that will set the stage for the acquisition in 2017.
- ADMINISTRATOR, Mike Kwasizur  
The Mayor asked me about animal control. We currently take animals to Cumberland County Animal Shelter, it is a hike for the residents. I looked at a few closer opportunities, including Camden County Animal Shelter and also Voorhees Animal Shelter. They were the exact same price as what we are currently being charged. Voorhees Animal Shelter is a no kill orphanage. That is my recommendation.

As far as animal control services, I was looking into getting into the County Co-op. It is less expensive and we would only pay them only once a quarter. Currently, there are about 18 towns in this program. Whenever we would have a dog loose or wild animal, we would call them and it would then be taken to Voorhees Animal Orphanage.

New phones are needed in the borough. The library really needs phones and public works doesn't even have a voice mail right now. We have a lot of residents complaining. I have

spoken with Rhino World and they could save us and estimated \$700.00 a month. We would start with the library.

The DPW superintendent and I met with a company called M2M Spectrum Management, it is man to machine software. All of this information is only preliminary. They would be able to install a box on our water tower. This would allow for GPS software to be put in our DPW trucks. They would extend to us a free year trial of this program. John would be able to log on to his phone and see what streets have been plowed when we have snow emergencies. This also has the ability, for a few dollars a month from the residents who wish to participate, to have a GPS chip on their animal collars and if their animal went missing, it could also be tracked on this same GPS system.

Mayor- Just for clarification, we are looking to have a resolution put on the January agenda at reorg to appoint the County as our animal control officer and that Voorhees Shelter would be the place where our animal control officer would take the animals. Our administrator confirmed the mayors statement.

I would like to go out of order for a minute. Our acting clerk, Lois Sahina, has successfully passed the clerks exam and is now eligible to be no longer acting clerk, but The Clerk, for the Borough of Berlin. We have resolution R12-10 on the agenda tonight, and I am asking council for confirmation of my appointment of Lois Sahina as our Registered Municipal Clerk, for a three-year period, beginning December 15, 2016, with three years extending after that. Three years being the term of a Municipal Clerk. May I have a motion please

Motion – Council Member Rocco

Sec- Council Member Buchanan

RCV- All present were in favor

## SWEARING IN OF THE NEW MUNICIPAL CLERK LOIS SAHINA BY MAYOR JAMES BILELLA

Husband Joe Sahina held the bible along with Jeannette Schelberg by her side.

Solicitor- Howard Long- Comment

I would just like to congratulate Lois for a great accomplishment. It is a very rigorous course and difficult test to become a Registered Municipal Clerk. It was so nice to see her husband Joe here tonight along with her daughter Victoria. It is nice to have them here and always good to see them. Also, standing here with Lois is was her mentor, Jeannette Schelberg, who I have worked with as a municipal clerk for over twenty years. The one thing I can tell you about a municipal clerk, I learned more about the law and how to operate a municipal government from the municipal clerk that I worked with, Ms. Schelberg, for twenty years than anything I could have learned out of any book. For Lois to bring her forward, as her mentor, I know she has taught Lois a lot of things, and Lois you have set your sights high to try and reach the level of Mrs. Schelberg. It is very nice

that you did that and to me it sends a message that you certainly have set the bar high for yourself. I have no doubt that you will be able to achieve that standard. So, Congratulations!

Lois Sahina replied by thanking all, including Howard Long, Council, The Mayor, Administrator and her family and friends.

Councilmen Rocco commented that a lot of comments were made in reference to the Tree Lighting and the Historic Tour and the different organizations, but one main recognition should go to Councilman Badolato. He was instrumental in all these ceremonies of revitalization for our town and the driving spirit of these events. I think it is the first time in the history of our town that these things have been accomplished and performed. Councilmen Badolato, Congratulations and thank you for your hard work. Councilmen Badolato commented with thank you, I really appreciate that, but I wouldn't have been able to do any of this without the support from the Mayor and Council. Everybody is instrumental and it's just not me. I am really looking forward to more good things to happen in the future.

## ORDINANCES

### **2<sup>ND</sup> Reading**

ORDINANCE NO. 2016-20 – ORDINANCE RESCINDING A DEFINITION SET FORTH IN CHAPTER 335, ZONING & LAND USE, ARTICLE II, AND RESCINDING ARTICLE VI, §335-77, R., (9) (e) OF THE CODE OF THE BOROUGH OF BERLIN

Meeting open to the public. - No one spoke

Meeting closed to the public.

Motion to Adopt: Councilmen Miller,

Sec.: Councilmen Rocco,

RCV – All present were in favor

## RESOLUTIONS

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R12-01 THROUGH R12-18;

2016 – No one spoke

### MEETING CLOSED TO THE PUBLIC

RESOLUTION R12-01; 2016 - A RESOLUTION AUTHORIZING AND APPROVING A CH. 159 BUDGET INSERTION FOR THE 2016 DRIVE SOBER OR GET PULLED OVER - HOLIDAY CRACKDOWN GRANT IN THE AMOUNT OF \$5,000.00

RESOLUTION R12-02; 2016 - A RESOLUTION AUTHORIZING AND APPROVING YEAR-END BUDGET TRANSFERS

RESOLUTION R12-03; 2016 – A RESOLUTION AUTHORIZING THE CANCELLATION OF CERTAIN TAXES WITH DELINQUENT AND CREDIT BALANCES UNDER FIVE DOLLARS

RESOLUTION R12-04; 2016 – A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE COUNTY OF CAMDEN TO ENTER INTO THE SOUTH JERSEY POWER COOPERATIVE PURCHASING AGREEMENT FOR THE PURCHASE OF ELECTRICITY

RESOLUTION R12-05; 2016 – A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE COUNTY OF CAMDEN TO ENTER INTO THE DEFAULTED PROPERTY REGISTRATION PROGRAM WITH COMMUNITY CHAMPIONS

RESOLUTION R12-06; 2016 - A RESOLUTION ESTABLISHING THE FEE FOR DEFAULTED PROPERTY REGISTRATION IN THE BOROUGH OF BERLIN PER THE REGISTRATION OF DEFAULTED MORTGAGE ORDINANCE 2016-19

RESOLUTION R12-07; 2016 - A RESOLUTION APPROVING & APPROVING THE COMMUNICATIONS WORKERS OF AMERICA, AFL CIO CONTRACT FOR THE DEPARTMENT OF PUBLIC WORKS COVERING 01/01/2017 THROUGH 12/31/19

RESOLUTION R12-08; 2016 - A RESOLUTION AUTHORIZING AND APPROVING A 4<sup>TH</sup> QUARTER UTILITY ADJUSTMENTS

RESOLUTION R12-09; 2016 - A RESOLUTION APPROVING A FEMA MITIGATION PLAN

RESOLUTION R12-10; 2016 - A RESOLUTION AUTHORIZING CONFIRMATION OF MAYOR'S APPOINTMENT OF LOIS SAHINA AS THE REGISTERED MUNICIPAL CLERK FOR A PERIOD OF 3 YEARS BEGINNING DECEMBER 15, 2016

RESOLUTION R12-11; 2016 - A RESOLUTION AUTHORIZING AND APPROVING A RESOLUTION CANCELLING WATER CHARGES IN THE AMOUNT OF \$48.00 FOR BLOCK 2501 LOT 81

RESOLUTION R12-12; 2016 - A RESOLUTION AUTHORIZING THE CANCELLATION OF SEWER APPROPRIATIONS FOR THE 2016 BUDGET

RESOLUTION R12-13; 2016 - A RESOLUTION AUTHORIZING THE CANCELLATION OF ALL OUTSTANDING CHECKS OVER 1 YEAR OLD

RESOLUTION R12-14; 2016 - A RESOLUTION AUTHORIZING THE REFUND OF A DEVELOPERS ESCROW BALANCE TO ROCKY NOVA LLC IN THE AMOUNT OF \$786.25

RESOLUTION R12-15; 2016 - A RESOLUTION ACCEPTING THE RESIGNATION OF GERMAN M. SALAZAR-VENTURA

RESOLUTION R12-16; 2016 - A RESOLUTION AUTHORIZING CONFIRMATION OF MAYOR'S APPOINTMENT OF ARTHUR KNAPP AS A SPECIAL LAW ENFORCEMENT OFFICER II

RESOLUTION R12-17; 2016 - A RESOLUTION AUTHORIZING CONFIRMATION OF MAYOR'S APPOINTMENT OF ROBERT DUGAN AS A SPECIAL LAW ENFORCEMENT OFFICER I

RESOLUTION R12-18; 2016 - A RESOLUTION AUTHORIZING RETIRMENT AGREEMENT FOR LIEUTENANT WILLIAM BEASLEY

RESOLUTION R12-19;2016 - A RESOLUTION AUTHORIZING THE REFUND OF A DEVELOPERS ESCROW BALANCE TO BERLIN BREWING COMPANY IN THE AMOUNT OF \$2,421.25

RESOLUTION R12-20; 2016 – A RESOLUTION AUTHORIZING THE REFUND OF A DEVELOPERS ESCROW BALANCE TO CHRISTINE REDNER IN THE AMOUNT OF \$507.50

Motion to approve Resolutions R12-01 through and R12-09 and R12-10 through R-20 2016 –  
Council President Pearce  
Sec.; Councilmen Buchanan  
RCV – All present were in favor

- **PRIVILEGE OF THE FLOOR**

Joe Theurer  
21 Coleman Road  
Berlin, NJ 08009

We received a notice about the dog licenses. Does the Borough have the licenses now? And if I come into the borough tomorrow to pay the \$10.00 can I get the license than or do I have to wait? The borough Clerk, Lois Sahina explained that we did something a little different this year. We are trying to be more pro-active by letting residents know that if they have not already purchased their 2016 license that they need to come in and do so. This letter also was used to notify residents that if they already have their 2016 license that this license will expire at the end of December and as of January 1, they can come in to renew or purchase a 2017 license. The resident wanted to know if he could come in and just pay for it and the clerk explained, no, not just yet. We have to wait until the computers roll over to the next year. We are just trying help the residents realize when things expire and when things need to be renewed. We have had a lot of calls and next year we will probably send these reminders out a little bit later. This year was

sort of a trial. The Mayor asked when they would be ready? The clerk explained on January 1, 2017, as of the beginning of the year.

Micky Armono  
112 Rich Ave  
Berlin NJ

Ms. Armano informed Council that in the Bi-centennial year, 1976, there was a historic house tour in Berlin. She also said she heard that the masterplan was being processed and wanted to know who was hired to do this process. Mayor Bilella explained that the process has started and that council approved the funding of the masterplan and the masterplan at the beginning of this year. It is in the committee stages of the planning board. There will be public meetings in the future. He also explained that the borough planner, CME, will be doing the masterplan and this must be done by a licensed planner in the state of NJ. Ms. Armano said that the planning board doesn't know anything about this. Mayor Bilella explained that the planning board does know about this and they were the ones who authorized this plan. This is being worked on by the subcommittee and planner and all members that volunteered. These are the people involved at this point and then after it will go to the whole planning board.

Ms. Armano wanted to know if there has been a traffic study done for the projected Royal Farms project. Mayor Bilella explained that they have met with the DOT and County, YTD we do not have a copy of this plan because Royal Farms has not yet made application. She is concerned about the side streets and traffic. She also said that when Wawa was interested in this property that this was not considered a good place for this type of business. Mayor Bilella explained that Royal Farms is doing their homework on this and is considering these concerns. She doesn't think that this is a good business for Wawa or another gas station. He asked her what business she thought should be there and she commented not another gas station. The Mayor said that she can bring her concerns to the planning board when they make application.

No one else spoke  
Closed privilege of the floor

**PAYMENT OF THE BILLS FOR THE MONTH OF DECEMBER, 2016 IN THE AMOUNT OF \$1,559,938.92**

Motion- Councilmen Miller,  
Sec.; Councilmen Buchanan  
RCV- All present were in favor

Motion to adjourn; Council President Pearce  
Sec.; Councilmen Badolato

Lois J. Sahina - RMC  
December 15, 2016