

BOROUGH OF BERLIN
COUNCIL/BUDGET MEETING MINUTES
SATURDAY, MARCH 17, 2018
MUNICIPAL BUILDING
59 SOUTH WHITE HORSE PIKE
BERLIN, NJ 08009
8:00 A.M.

Prior to meeting Mayor Bilella and Council met in the front of the Dias and had a group signing of the SRG Grant. Signing of Mayor and all Council members were done and pictures were taken

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 Rick Miller, Council Members Pearce, Badolato, Rocco, Buchanan, & MacDonnell.

PRESENT ALSO: Solicitor Daniel Long, Municipal Clerk Lois J. Sahina and Chief Financial Officer Michael T. Kwasizur

APPROVAL OF MINUTES

01-30-18 - Workshop Meeting Minutes
02-08-18 - Council Meeting Minutes
02-27-18 – Workshop Meeting Minutes

Motion to approve adoption of the minutes: Councilman MacDonnell

Sec.; Councilman Buchanan

All were favor but Council President Miller abstained from 02/02/18 Council Meeting Minutes & 02/27/18 Workshop Meeting Minutes

DEPARTMENT HEAD REPORTS FOR THE MONTH OF FEBRUARY 2018

Permit fees	\$16,827.00
Zoning fees	\$ 50.00
Re-sale inspection fees	\$ 600.00
Rental Inspections	\$ 1,000.00
Community Center fees	\$ 11,950.00
Tax collector's report	\$ 3,185,896.20
Utility report	\$ 62,790.90
Clerks report	\$ 2,170.00
Animal report	\$ 862.00
Court Administrator	\$ 24,861.08

Motion to approve department head reports for the month of February 2018; Councilman MacDonnell

Sec.; Council President Miller

All present were in favor

PAYMENT OF THE BILLS FOR THE MONTH OF MARCH 2018 IN THE AMOUNT OF \$2,027,890.89

Motion to approve payment of the bills; Councilman Buchanan

Sec.; Councilman MacDonnell

All present were in favor

1ST READING ORDINANCES

ORDINANCE 2018-10

AN ORDINANCE AMENDING SALARY ORDINANCE 2018-01, SUPPLEMENTING CHAPTER 62, SECTION 4 OF THE CODE OF THE BOROUGH OF BERLIN ENTITLED "SALARIES"

Motion to Introduce: Councilman MacDonnell

Sec.; Council President Miller

All present were in favor

READING RESOLUTIONS R03-01; 2018 THROUGH R03-13; 2018

MEETING OPEN TO THE PUBLIC ON RESOLUTIONS R03-01; 2018 THROUGH R03-13; 2018 – No one spoke

MEETING CLOSED TO THE PUBLIC

RESOLUTION R03-01; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING TAX REFUND IN THE AMOUNT OF \$1,792.65 FOR BLOCK 906 LOT 35 DUE TO MORTGAGE CO. OVERPAYMENT.

RESOLUTION R03-02; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE RESOLUTION TO AUTHORIZE THE BOROUGH OF BERLIN TO SOLICIT BIDS FOR THE PAINTING OF THE HOTEL

RESOLUTION R03-03; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE TAX REFUND IN THE AMOUNT OF \$3,205.30 FOR BLOCK 1408 LOT 3 DUE TO MORTGAGE CO. OVERPAYMENT.

RESOLUTION R03-04; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING ADVERTISEMENT FOR THE SALE OF LAND IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL LANDS AND BUILDINGS LAW

RESOLUTION R03-05; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING A CHANGE ORDER INCREASING THE 2017 PIPELINE REHABILITATION PROJECT IN THE AMOUNT OF \$10,087.52

RESOLUTION R03-06; 2018

AMENDMENT TO RESOLUTION R02-03; 2018 OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE ORIGINAL REFUND AMOUNT OF \$2984.78 BE AMENDED TO \$2,744.78, WHICH IS THE REMAINING AMENDED 10% BALANCE DOWN WHICH WAS ORIGINALLY PROVIDED AND APPLIED TO THE TOTAL PERFORMANCE BOND FOR GOLDEN CORRAL

RESOLUTION R3-07; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE CANCELLATION OF TAXES IN AMOUNT OF \$2,649.80 FOR BLOCK 1902 LOT 9 DUE TO THE APPROVAL OF A TOTALLY DISABLED VETERAN.

RESOLUTION R03-08; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE RELEASE OF REMAINING ESCROW TO GENE DINA WHO RESIDES AT 20 MONMOUTH AVENUE, BERLIN BOROUGH IN THE AMOUNT OF \$564.75

RESOLUTION R03-09; 2018

RESOLUTION OF THE BOROUGH OF BERLIN, COUNTY OF CAMDEN, STATE OF NEW JERSEY, AUTHORIZING THE REMAINING ESCROW BALANCE OF \$620.50 BE RELEASED TO T & A CONSTRUCTION FOR THE WATER PROJECT LOCATED AT 1005 LAFAYETTE AND 4 ABBETT AVENUE IN VOORHEES, NJ

RESOLUTION R03-10; 2018

RESOLUTION AUTHORIZING BOROUGH ENGINEERS TO BEGIN THE DESIGN AND CONSTRUCTION PLANS FOR THE BALL FIELD DRAINAGE PROJECT

RESOLUTION R03-11; 2018

RESOLUTION AUTHORIZING BOROUGH ENGINEERS TO BEGIN THE DESIGN, BIDDING, AND CONSTRUCTION PLANS FOR THE 2018 ROAD PROGRAM

RESOLUTION R03-12; 2018

RESOLUTION AUTHORIZING BOROUGH ENGINEERS TO BEGIN THE TRAFFIC CALMING STUDY IN CORRELATION TO OUR 2018 ROAD PROGRAM

RESOLUTION R03-13; 2018

RESOLUTION AUTHORIZING AN INTERLOCAL SERVICES AGREEMENT WITH BERLIN COMMUNITY SCHOOL FOR THE HIRING OF CLASS 2 AND/ OR CLASS 3 SPECIAL LAW ENFORCEMENT OFFICERS

Motion to approve Resolutions R03-01 through R03-13-; 2018 – Councilman MacDonnell

Sec.; Councilman Pearce

All present were in favor

BUDGET DISCUSSION

- CFO Mike Kwasizur handed out packets to Mayor and Council which broke down the entire Capital and Operating Budget by department and line item. Mr. Kwasizur also had a power point to correspond to the packet information. Mr. Kwasizur explained the upcoming state deadlines of submitting the approved budget
- Each Department Head went over their individual line items within their budgets and discussed projected expenses and projects per department for the upcoming 2018 year.
- Areas of discussion included each line item and if there was going to be an increase or decrease in allocation. Mr. Kwasizur also explained the areas that could impact the budget and how to balance and use surplus in the most cost-effective way.
- The upcoming expenditures for the 2018 Road Program will also include a Road Ranking and Traffic Calming Study.
- Grant application fees for the Historical Commission were taken into consideration in relationship to the Dill House and continued improvements to our historical locations within town.
- Unexpected approved tax appeals also have to be taken into considered, as this would affect the total surplus. In this event, the topic of starting a reserve dedicated to future tax appeals was suggested. This would prepare for the future and alleviate the need to burden the tax payers.
- The cost of healthcare, insurance and retiree's payouts were discussed.
- We just signed the SRO Agreement with the Berlin Community School. We are in the process of discussing the financial responsibility of each party. We will need to have a police car at the school at all times, along with hiring two new alternating SLEO officers.
- Additional IT storage for body camera software and expenditures to replace older police and DPW vehicles have been accounted for.
- Line item amounts were allocated including the ICCA, Ambulance Squad, Senior Citizens and the Fire Department including the purchase of a generator. If the cost is \$40,000 then we can get two quotes to purchase. If it is over \$40,000 we will have to go out to bid.
- A part time employee will be hired to work in the court office three days a week.
- We also need to purchase a new trash truck. This is a big expenditure and it will take one year to build.
- A ribbon cutting ceremony is being planned for mid-summer of 2018 for Simon Farms.

PRIVILEGE OF THE FLOOR - No one spoke

GOOD OF THE ORDER – No one spoke

Motion to adjourn; Councilman MacDonnell

Sec., Councilman Pearce

All present were in favor

Lois J. Sahina

Registered Municipal Clerk

March 17, 2018