



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

**COUNCIL MEETING AGENDA**  
**THURSDAY, MAY 8, 2025**

**REGULAR MEETING BEGAN IMMEDIATELY AFTER THE 6:30 PM WORKSHOP MEETING**  
**MEETING CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**STATEMENT OF ADVERTISEMENT:**

Notice of this meeting has been provided to the Courier Post and the Philadelphia Inquirer and is posted on the Borough Hall Bulletin Board stating the time, date, and the place of the meeting.

**ROLL CALL:**

Councilman Badolato - Present  
Councilwoman Cummings -Present  
Councilman Hohing -Present  
Councilman Mascarenhas – Present  
Councilman Wilkinson – Present  
Council President Miller – Present  
Mayor Miller – Present

Also present: Solicitor, Howard Long – Present  
Administrator, Anne Marie Miller – Present  
Municipal Clerk, Rachel von der Tann, RMC – Present

**APPROVAL OF MINUTES**

Approval of April 10, 2025, regular meeting minutes, Motion; Councilwoman Cummings Seconded.; Councilman Hohing AIF All.

Approval of April 10, 2025, workshop meeting minutes, Motion; Councilwoman Cummings Seconded. Councilman Hohing AIF All .

**COUNCIL REPORTS**

- **BUILDINGS & GROUNDS, PARKS, & RECREATION** - Councilman Badolato
- **PUBLIC WORKS, STREETS & ROADS** - Councilman Wilkinson
- **WATER & SEWER** - Councilwoman Cummings
- **PUBLIC SAFETY** - Councilman Hohing
- **YOUTH ATHLETICS , COMMUNITY EVENTS** - Councilman Mascarenhas
- **FINANCE** - Council President Miller

➤ **SOLICITOR** -Howard Long

➤ **MAYOR** - Rick Miller

➤ **BUILDINGS, PARKS, & RECREATION**

Councilman Badolato reports on plans to clean the front of a municipal building and complete a rain garden project at the community center. The rain garden project, in collaboration with the Pine Oaks Commission and Rutgers, will include an educational presentation for fifth-grade students. Repairs to a hole in the third floor of the municipal building, left from HVAC improvements, are planned.

The Historic Preservation Commission is considering renewing or replacing worn historic designation markers on buildings in town. Councilman Badolato suggests hiring Appraisal One to assess the market value of recently acquired properties for potential development. A motion is proposed to request an RFP from Appraisal One to determine land values and guide future development decisions.

➤ **PUBLIC WORKS, STREETS & ROADS** - Councilman Wilkinson

Councilman Wilkinson reports on recycling and waste removal statistics, including 43 tons of single-stream recycling and 32 tons of trash removed in April. The council discusses the costs associated with trash removal, which ranged from \$24,261 to \$33,702 per month from January to April. Updates on street maintenance projects and sidewalk repairs are provided.

The council discussed a proposed study to reduce the speed limit on Tansboro Road, with concerns raised about the cost and necessity of hiring engineers for the study. Alternative methods for conducting the speed study were suggested, including using existing police department equipment.

**WATER & SEWER** - Councilwoman Cummings -

Councilwoman Cummings reports the water department did 15 service orders for the meter repairs and replacements. The Borough completed 82-mark outs, and monthly maintenance on both the water plants was completed. The Borough had eight meters that were replaced. The Chestnut Avenue Tank Painting project is complete. The tank is back online.

The Borough has a few remaining meters that DPW is helping to get some meter readings. The Borough is confident everything should be operational and caught up by the next billing cycle.

The Borough has completed all the routine monthly maintenance of the 10 emergency backup generators at the sewer pump stations. The Borough is still working on upgrading the water meter software and should help resolve some of the billing issues.

➤ **PUBLIC SAFETY** – Councilman Hohing –

Councilman Hohing reports on police department statistics, including 2,800 total calls in April, 238 summonses issued, and 40 arrests. Community policing initiatives and K9 unit activities are

highlighted, including participation in job fairs and community events. The fire department responded to 89 calls in April, while EMS had 273 calls, with about 50% within the borough.

Patrolman Dominic Hodson and Patrolman Patrolwoman Amanda White attended the job fair Camden County College April 29th to recruit candidates for hire K9 client as usual had advanced training April 22nd. for suspicious Narcotic sessions of heroin, crack cocaine powder cocaine and oxycodone and Xanax. The Borough wants to congratulate Patrolman Connor Mansfield for be named officer of the month. There was an incident back on April 17th which involved EMS fire and Police on Jackson Road. Thanking the Mayor and Council and our first responders for the positive impact on the officers which we all did showing our support in that endeavor.

➤ **YOUTH ATHLETICS AND COMMUNITY EVENTS** - Councilman Mascarenhas

Representatives from the Berlin Athletic Association discuss their needs, including renegotiating the lease agreement, upgrading field lighting, and adding lights to the softball field for equity. The council expresses support for addressing these issues and improving communication with the sports organizations. The council and sports representatives discuss potential ways to generate revenue through tournaments, though time constraints are a concern for volunteers.

➤ **FINANCE** – Council President Miller-

Council President Miller goes over revenues collected from Borough Departments.

**Revenues Collected Report for February 2025**

Permit fees \$5,300.00

Rental inspection fees \$2650.00

Zoning Fees \$450.00

Resale inspection fees \$2000.00

Community Center \$500.00

Tax collector \$819,322.66

Utility Collector \$547,964.51

Animal license fee \$877.00

Clerk's Office \$4,351.00

Court Office \$22,034.54

**SOLICITOR** – Mr. Howard Long

The Solicitor goes over second readings and adoptions of several ordinances, including one granting renewal of municipal consent to Comcast and two bond ordinances for general capital improvements and sewer utility improvements. A first reading of a new bond ordinance for

general capital improvements has been introduced. The council approves a consent agenda containing multiple resolutions numbered R5 81 through R5 94, 2025.

➤ **MAYOR Miller**

Mayor Miller talks about Memorial Day Ceremony's.

Mayor Miller announces Town Wide Yard sale is May 4 with a rain date of May 5.

**OLD BUSINESS**

**SECOND READING ON ORDINANCE - 2025-07**

**AN ORDINANCE GRANTING RENEWAL OF MUNICIPAL CONSENT TO COMCAST OF GARDEN STATE L.P. CONSTRUCT, CONNECT, OPERATE AND MAINTAIN A CABLE TELEVISION AND COMMUNICATIONS SYSTEM IN THE MUNICIPALITY OF BERLIN, CAMDEN COUNTY, NEW JERSEY.**

Meeting open to the public on Ordinance No. 2025-07, Councilman Badolato , Second.; Councilman Hohing , AIF All .

Meeting closed to the public on Ordinance No. 2025-07 Council President Miller Second; Councilman Hohing, AIF All .

Motion to adopt Ordinance No. 2025-07 Councilman Hohing , Second.; Councilwoman Cummings , RCV All in favor.

**SECOND READING ORDINANCE - 2025-08**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2025 GENERAL CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY; APPROPRIATING \$448,000.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$425,600.00 BONDS OR NOTES TO FINANCE PART OF THE COST THEREOF.**

Meeting open to the public on Ordinance No. 2025-08, Council President Miller , Second.; Councilman Mascarenhas , AIF All .

Meeting closed to the public on Ordinance No. 2025-08 Councilwoman Cummings , Second; Council President Miller , AIF All. .

Motion to adopt Ordinance No. 2025-08 Councilman Badolato , Second.; Councilwoman Cummings , RCV All in favor.

**SECOND READING ORDINANCE - 2025-09**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2025 SEWER UTILITY IMPROVEMENTS, BY AND IN THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY; APPROPRIATING \$560,000.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$560,000.00 BONDS OR NOTES TO FINANCE PART OF THE COST THEREOF.**

Meeting open to the public on Ordinance No. 2025-09, Councilwoman Cummings , Second.; Council President Miller AIF All in favor.

Meeting closed to the public on Ordinance No. 2025-09 Council President Miller , Second; Councilman Hohing , AIF All in favor.

Motion to adopt Ordinance No. 2025-09 Councilwoman Cummings , Second.; Councilman Hohing , RCV All in favor.

## **NEW BUSINESS**

### **FIRST READING ON BOND ORDINANCE - 2025-10**

**BOND ORDINANCE PROVIDING FOR VARIOUS 2025 GENERAL CAPITAL IMPROVEMENTS, BY AND IN THE BOROUGH OF BERLIN, IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY; APPROPRIATING \$265,000.00 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$251,750.00 BONDS OR NOTES TO FINANCE PART OF THE COST THEREOF.**

Motion: Councilman Hohing Second: Councilman Badolato RCV: Councilman Wilkinson voted Nay. All other Council Members present voted Aye.

### **CONSENT AGENDA Resolutions R5-81:2025 to R5-94:2025**

Motion to open to the public: Council President Miller Second; Councilman Hohing AIF: All

Motion to close public portion: Council President Miller Second; Councilman Hohing AIF: All

#### **RES. R5-81:2025**

Resolution approving the hiring of Tabatha Lynn Scaffo, the Administrative Secretary of the Water Department for the Borough of Berlin , effective April 22, 2025.

#### **RES. R5-82:2025**

Resolution approving the resignation of Lynne Young as Clerk Typist for the Borough of Berlin effective April 23,2025.

#### **RES. R5-83:2025**

Resolution approving change order No. 2 decreasing the total contract amount by -\$6,500.00 for the Chestnut Tank Painting making the final contract price \$\$1,549,068.00.

#### **RES. R5-84:2025**

Resolution approving Pennoni to apply for the NJDOT FY 2026 Municipal Grant Application , on behalf of the Borough of Berlin , in the amount of \$2500.00.

#### **RES. R5-85:2025**

Resolution approving to wave the permit fee of \$54.00 for the food trucks for the K9 unit fundraiser in August.

**RES. R5-86:2025**

Resolution amending adopted budget (Chapter 159) for special items of revenue and appropriation N.J.S.A 40A:4-87 for “2025 Local Recreation Improvement Grant” in the amount of \$82,000.00.

**RES. R5-87:2025**

Resolution amending adopted budget (Chapter 159) for special items of revenue and appropriation N.J.S.A 40A:4-87 for “2022 Recycling Tonnage Grant” in the amount of \$11,448.36.

**RES. R5-88:2025**

Resolution amending adopted budget (Chapter 159) for special items of revenue and appropriation N.J.S.A 40A:4-87 for “HDSRF Grant in the amount of \$76,849.70.

**RES. R5-89:2025**

Resolution approving the proposal from Pennoni Associates to provide design, contract administration , inspection and construction management services for painting of the clearwell , backwash and filter tanks at Plant #1, in the amount of \$87,000.00.

**RES. R5-90:2025**

Resolution approving the proposal from Pennoni Associates to provide a concept plan to upgrade the lighting at the Softball and Little League fields located at Berlin Community School , not to exceed \$5,600.00.

**RES. R5-91:2025**

Resolution authorizing the CFO and Treasurer on behalf of the Borough of Berlin to add the Marie Fleche Library Director Mary Kristen Albertson to the Borough’s pension and health benefits , effective May 13, 2025.

**RES. R5-92:2025**

Resolution amending adopted budget (Chapter 159) for special items of revenue and appropriation N.J.S.A 40A:4-87 for “ Click it or ticket” in the amount of \$7000.00.

**RES. R5-93:2025**

Resolution approving May payment of bills in the amount of \$3,268,359.87.6

**RES. R5-94:2025**

Resolution approving change order No.1 for the White Horse Pike Building Demolition Project increasing the total purchase price by \$11,106.00 making the new contract price \$273,606.00.

**MOTION TO APPROVE RESOLUTIONS R5-81:2025 to R5-94:2025** Councilman Badolato , Sec.; Councilman Hohing, RCV All in favor. .

**PRIVILEGE OF FLOOR**

Motion to open the public portion: Council President Miller

Seconded: Councilman Hohing      AIF: All      Opposed: None

Motion to close the public portion: Councilman Mascarenhas

Seconded: Councilman Hohing      AIF: All      Opposed: None

**GOOD OF THE ORDER**

Motion to adjourn: Councilman Mascarenhas

Seconded: Councilman Hohing      AIF: All      Opposed: None

Submitted by:  
Rachel von der Tann  
Municipal Clerk