



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

COUNCIL MEETING MINUTES
THURSDAY, AUGUST 14, 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 – Absent

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

***Swearing in of Joshua Bevan to the Berlin Police Department ***

APPROVAL OF MINUTES

Approval of July 10, 2025, regular meeting minutes, Motion; Councilman Badolato Seconded.;
Councilman Hohing AIF All in favor.

Approval of July 10, 2025, workshop meeting minutes, Motion; Councilman Badolato Seconded.;
Councilman Hohing AIF All in favor. .

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

Councilman Badolato began by giving updates on Borough Hall Projects.

Council Badolato talks about the upkeep of Borough Hall, such as recent tree trimming and the front entrance being painted, along with power washing the building.

Councilman Badolato also explains the two new Acroteria for the Berlin Hotel, as the previous one had been damaged in a recent storm.

PUBLIC WORKS, STREETS & ROADS - August 14, 2025

Department of Public Works:

- **40 tons** of single stream recycling was collected for the month of July.
 - Recycling removal costs – Variable market-based rate.
 - See **R2-39:25** Cooperative Pricing System **ID #57-CCCPS**.
- **310 tons** of trash were collected for the month of June.
- **500 pounds** of electric waste was collected for the month of July.
 - No cost to Boro for the removal by *Magnum Recycling*.
- **4.5 tons** of baled cardboard were collected for the month of July.
 - Included in the CC Cooperative Program.
- **DPW Operations Upgrades. DPW has been operating out of Trailer for over a full year.**
 1. 06/28/2024 – meeting for DPW Office and Garage upgrades. Attended by: Mike Kwaisur, John Allsebrook, Chris Kunder – Pennoni, Ann Marie Miller, McKeirnan Architects, Millard Wilkinson.
 2. 08/16/2024 - See attached borrowing analysis forwarded by CFO. Amortization schedule prepared by Phoenix Advisors:
 - a. **Site Work:** Parking Lot / Storm Water - \$750,000.00
 - b. **Office Building:** Current Plan **\$3 Mil** – See plan for cutbacks
 - i. Revision was submitted \$2.34 Mil down from above original of \$3.24 difference of \$900K

- c. **Garage Addition:** Current Plan **\$2.6 Mil** – Fits 8 Utility Vehicles / Mezzanine for Storage.
- d. **Existing Storage Building:** Upgrades to current plan - **\$140,000.00**
 - i. Seeking approval to delegate DPW to begin “Clean-up” of this site.
- 3. DPW Work Trailer rental for the month of March - **\$435.00 (Monthly Rate)**.
- 4. CFO advised “Current Plan” could be as much as 0.04 cent tax increase. The CFO will investigate running a proposed pay-out schedule from Phoenix. The CFO will also investigate implementation through stages.
 - a. The current decision to borrow is in a hold pattern to analyze the cost of material & interest on loans.
- 5. Discussion with the Mayor and Council is needed on how to proceed with the implementation needed.

1. Contractor Coordination & Infrastructure Planning

- **Borough Hall Irrigation System:** John met w/ the designated irrigation contractor to evaluate limitations on the current controller unit and explore the feasibility of installing additional sprinkler heads in Borough Hall.
- **Local Sidewalk and Safety Improvements:** John contacted a concrete contractor to identify and plan for necessary repairs along WHP, to identify existing trip hazards and enhance pedestrian safety.
- **Community Center Roof:** John met with a roof contractor to obtain quotes for the scope of work necessary to repair the roof.
- **Franklin Ave. Sewer Main Project:** John met the contractor (Zeuli) and Municipal Engineer (Pennoni) to review project plans for the replacement of the main. All pipe replacements are scheduled to be completed on August 8th. The repairs will be done in the following two weeks.
- **Water Utility Compliance and Repairs:** John coordinated w/ AC Schultes regarding two key water infrastructure matters
 - 1. Decommissioning of *Well #12* in accordance with NJDEP requirements.
 - 2. Repairs to the altitude valve located at the Chestnut Ave water storage tank.

2. Maintenance/Inspections and ER Repairs:

- **Kerhart Ave Water Service:** Conducted Inspection and performed necessary repairs required to repair a water service leak.

- **Hamilton Ave Leak Notification:** Investigated reported water service leak. Determined the issue was the responsibility of the homeowner. Notification was made to the property owner.
- **Leroy Ave Sinkhole:** Identified the cause as a deteriorated stormwater pipe. Repairs were made to restore structural integrity.

Berlin Villages: Inspection and repairs to Sewer force main. Parts have been ordered – expected delivery is approx. 3 weeks. There will be no disruption of service.

Water:

- **11** service orders for meter repair or replacement were completed in July.
- **70** utility mark outs were completed in July.
- Monthly maintenance at **both** water plants was completed in July.
- **5** Water-Meter Replacements in July.
- **Hydrant Flushing** – Scheduled for **October 2025**.
- **Miscellaneous Water:**
 1. **Bill List** – Reviewed 08/14th.
 2. DPW repaired a water service leak on Kerhart Ave.
 3. As per NJDEP REQUIREMENT: Well 12 will be decommissioned.
 4. Repairs to the altitude valve at Chestnut tank were made.
 5. Well #8 – Ground Testing for the site was conducted by “*Pennoni*” per their original recommendations. [BBWSX22016P Admin Bldg Maintenance Garage Well Bldg Wall Cracks Settlements Berlin NJ Geotechnical Proposal.pdf](#). To be coordinated by John Allsebrook, Anne Marie Miller, and Chris Kunder.
 - 10/08 – Received Geotech Report from Allsebrook - [BBWSX22016 - Geotech Report.pdf](#) Emailed 10/8.
 - Recommendations for building repairs are documented in Geotech Report.
 - **No advisement on how to proceed as of this report.**
 6. *American Water Co.*
 - The **State of NJ DEP mandates** Berlin Boro purchases, 600,000 gallons of water per day, or 18 million gallons of water per month from *American Water Co.*

Sewer:

- Completed all routine *monthly maintenance* at our **10 pump stations** in July.
- Completed all the routine *monthly maintenance* on our **10 emergency backup generators** at the sewer pump stations in July.
- **Miscellaneous Sewer:**
 1. **Bill List** – Reviewed 08/14th.
 2. 03/12/2025 – S. Franklin/Presidential – Undermining situation was determined to be damage/Crack to sewer main observed through camera footage.
 - Main is along a Camden Co. roadway however it is our responsibility.
 - Main is outdated and composed of asbestos
 - Footage shows dirt filling the main though the compromised area.
 - 03/12 – footage to be viewed by Chris Kunder of Pennoni. Report forthcoming.
 - 05/22 – Bid Specifications to be posted

- 06/12 – Contract to be awarded at June’s meeting.
 1. Project Awarded to RD Zeuli.
- 06/23rd – Preconstruction meeting scheduled at 59 S. WHP.
- 07/14th – Construction scheduled to begin to replace main. See attached detour provided from BBPD.
- The project is ongoing. Pipe replacement to be completed as of 8/8th. Re-paving to be completed over the next two weeks.
- Sewer force main serving the Villages complex was inspected. Inspection revealed required repairs made. Delivery time for necessary parts is approx.. 3 weeks. There has been no disruption to this sewer service.

Streets and Roads:

MUNICIPAL ROAD PROJECTS:

NJDOT-2025 program:

1. Preliminary municipal roads added: **Ridgewood Ave, Harker Ave, Wright Ave.**
2. Berlin Borough scheduled to receive \$171,437 NJDOT Grant.
3. Engineers estimated cost to complete project: \$430,000.00.
4. Pennoni cost and scope of work.
5. See **Resolution RES.R7-120:2025** on July Agenda

NJDOT-2026 program: Robotic Assessment being conducted.

1. **Resolution RES.R7-119:2025** on July Agenda.

➤ **PUBLIC SAFETY – Councilman Hohing –**

▶ **Statistical Data**

- 2,666 total calls for service compared to 2,601 in June
- 142 summonses compared to 182 in June
- 16 arrests compared to 21 in June
- 24 motor vehicle crashes compared to 36 in June
- 111 traffic stops compared to 129 in June

▶ **Directed Patrols**

- Tansboro Road for speeding violations ongoing directed patrols until Sept 4th
- W. Broad Ave for stop sign violations directed patrols ongoing until Sept 4th
- Solid Rock Church for Pastors Summit July 29th-July 31st
- S. Franklin/ Constitution for construction and detours

▶ **Tag Reader cameras**

- 582,527 total license plates read compared to 630,421 in June
- 67 searches for vehicles involved in criminal activity compared to 28 in June

- o 39 summonses issued from tag reader hits compared to 13 in June
- o 14 traffic stops related to tag reader hits compared to 7 in June

► **Community Policing**

- o National Night Out took place August 5th where officers participated in 6 block parties with Berlin Borough residents and spent time with Spring Oak Assisted living residents.
- o K-9 Car Show scheduled for August 19th

► **K-9 Clyde**

- o Mandatory in-service training 07/22/2025
- o 4 total deployments during mv stops resulting in 2 arrests for possession of narcotics, specifically cocaine, suboxone and drug paraphernalia

► **Miscellaneous**

- o Ptl. Joseph Baran named officer of the month for July
- o Retired Winslow Twp officer Jeffery Wyld has been hired as SRO for BCS
- o Retired Lindenwold officer Michael Gallegos has been hired as SRO for BCS
- o Joshua Bevan has been hired as a fulltime officer and will enter the Atlantic County Police Academy beginning on August 29th.

FINANCE – JAKE MILLER

Revenues Collected Report for July 2025

Permit fees \$23,323.00

Rental inspection fees \$800.00

Zoning Fees \$750.00

Resale inspection fees \$900.00

Community Center \$3,650.00

Tax collector \$291,429.66

Utility Collector \$320,174.07

Animal license fee \$100.00

Clerk's Office \$11,466.00

Court Office \$18,466.00

Council President Miller states the Tax Bills were mailed out August 13th with an extended due date of September 8th. This is on this evening's agenda as RES. R8-134:2025.

SOLICITOR – Mr. Howard Long – nothing to report.

➤ **MAYOR Miller Absent**

OLD BUSINESS

NONE

NEW BUSINESS

FIRST READING ON ORDINANCE - 2025-11

ORDINANCE OF THE BOROUGH OF BERLIN AMENDING CERTAIN LAND USE REGULATIONS SET FORTH IN SECTIONS 335-78 E (2) AND 335-80 E (2) OF THE LAND USE ORDINANCE OF THE BOROUGH OF BERLIN.

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

FIRST READING ON ORDINANCE - 2025-12

ORDINANCE OF THE BOROUGH OF BERLIN AMENDING CERTAIN PROVISIONS OF CHAPTER 256, ENTITLED, RENTAL PROPERTIES, IN THE BOROUGH OF BERLIN.

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

RES. R8-129:2025

Resolution approving the Hiring of Joshua Bevan to the Police Department.

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

CONSENT AGENDA Resolutions R8-130:2025 to R8-148:2025

Motion to open to the public: Councilman Mascarenhas Second; Councilman Hohing AIF: All in favor.

Motion to close public portion: Councilman Badolato Second; Councilwoman Cummings AIF: All in favor.

RES. R8-130:2025

Resolution approving a refund in the amount of \$395.00 for Camp Long-A-Coming Registration.

RES. R8-131:2025

Resolution approving a refund in the amount of \$545.00 for Camp Long-A-Coming Registration.

RES. R8-132:2025

Resolution approving the Annual Audit of the Borough of Berlin for the Fiscal Year 2024.

RES. R8-133:2025

Resolution establishing salaried compensation for the Fire and Housing Inspector Position.

RES. R8-134:2025

Resolution approving Certification of Mailing of Tax Bills on August 13, 2025, and establishing an extended due date of September 8, 2025.

RES. R8-135:2025

Resolution approving the purchase of one (1) 20-foot Christmas Tree for Borough Hall in the amount of \$27,761.73.

RES. R8-136:2025

Resolution approving the extended due date until September 30, 2025, for Gasoline Licenses for the year 2025 in accordance with new software implementation.

RES. R8-137:2025

Resolution approving Certificate for Payment No. 2 for the Borough of Berlin 2024 Roadway Improvement Program, to Pennoni Associates, Contract No. BBGEX 24006, in the amount of \$6,315.86.

RES. R8-138:2025

Resolution of the Borough of Berlin to amend adopted budget (Chapter 159) for special items of revenue and appropriations N.J.S.A 40A:4-87 for Covid ARP SLFRE in the amount of \$2,470.87.

RES. R8-139:2025

Resolution authorizing a tax overpayment refund to MRC Refunds, 300 Hackberry Road, Irving, TX 75063-0156 in the amount of \$3,497.68 to Block 2301 Lot 8.

RES. R8-140:2025

Resolution adopting a Spending Plan for the Borough of Berlin's Fourth Round of Affordable Housing Obligations.

RES. R8-141:2025

Resolution approving the refund of a duplicate permit that was issued for 5 Jason Drive, Berlin NJ 08009 in the amount of \$240.00.

RES. R8-142:2025

Resolution approving Borough vehicles no longer in use to be sold on Gov Deals, one (1) 1999 Ford Expedition VIN# 1FMPU18L4XLB01814.

RES. R8-143:2025

Resolution approving Change Order #2 for additional work on the White Horse Pike Demolition Project, for Ocean Construction for additional asbestos removal in the amount of \$80,300.00.

RES. R8-144:2025

Resolution approving the electrical installation for the Borough of Berlin Baseball Fields in the

amount of \$10,500.00.

RES. R8-145;2025

Resolution approving the Installation of two dugouts at the Borough of Berlin Baseball Fields by Chappine Construction, LLC In the amount of \$30,500.00.

RES. R8-146;2025

Resolution approving the purchase of two (2) new Acroteria for the Berlin Hotel due to damages in the amount of \$7,560.00.

RES. R8-147;2025

Resolution approving the payment of bills for the month of August totaling \$4,803,540.48.

RES. R8-148;2025

Resolution approving the Person -to-Person , Liquor License transfer of Renaissance Beverages II LLC / AKA Canals License # 0405-44-001-009, pending Buyer Attorney review.

MOTION TO APPROVE RESOLUTIONS R8-130:2025 to R8-148:2025 Councilman Badolato , Sec.; Councilman Hohing , RCV All in favor.

PRIVILEGE OF FLOOR

Motion to open the public portion: Councilman Badolato

Seconded: Councilman Mascarenhas 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 Wilkinson

Seconded: Councilman Hohing AIF: All Opposed: None

Submitted by:
Rachel von der Tann
Municipal Clerk

Residents Comments

Lynne Young

Voices concerns over taxpayer's dollars being spent on a Christmas tree for the Borough of Berlin.

Betty Velie

Talks about the upcoming ribbon cutting ceremony for Napa Auto Parts starting Thursday September 4, 2025.