

DECEMBER 16, 2019

**BI-MONTHLY MEETING OF THE MAYOR AND COUNCIL OF THE TOWNSHIP OF BERLIN, CAMDEN COUNTY, NEW JERSEY AT BERLIN TOWNSHIP MUNICIPAL HALL DECEMBER 16 , 2019 AT 5:30 P.M.**

Mayor Magazzu opened the meeting and stated that pursuant to the requirements of the Open Public Meetings Law, notice of this meeting was advertised in the Courier Post, Record Breeze and posted on the bulletin board.

All in attendance joined in the Salute to the Flag.

**ROLL CALL**

**Present-** Mayor Magazzu, Council President, Morris, Councilman Epifanio, Councilwoman Bodanza, Councilman Sykes

**Also Present-** Solicitor, Eric Riso, CFO, Joyce Tinnes, Chief of Police Leonard Check, Township Engineer / Public Works Director, Chuck Riebel, Property Maintenance / Animal Control, Josh Shellenberger

**Absent-**

**ENGINEER'S AND DIRECTOR'S REPORT**

**A. CHANGE ORDERS AND VOUCHERS**

None at this time

**B. ORDINANCES AND RESOLUTIONS**

The Governing Body may want to consider passing resolutions and an ordinance for the following matters:

**1. REQUEST FOR INCREASE IN SEWER ALLOCATION**

I recommend that the Governing Body consider passing a resolution, requesting that the CCMUA and NJDEP grant an increase in the sewer allocation to the Township. At this time, the Township is very close to committing the current allocation amount and is unable to allow for the full development of recently approved developments and anticipated developments.

**2. POSSIBLE AMENDMENTS TO CHAPTER 280, SOLID WASTE**

I recommend that the Governing Body consider introducing an ordinance to amend Chapter 280 to address the necessary changes for limitations of acceptable recyclable materials, delete the collection of recyclables from commercial establishments, along with other changes.

**3. REQUEST FOR THE RELEASE OF PERFORMANCE GUARANTEES**

Requests have been made for the release of the performance guarantees for the following sites:

- a. West Berlin Equities at the corner of NJSH Rt. 73 and D'Angelo Drive,

**DECEMBER 16, 2019**

- b. McDonald's Restaurant, BJSR Rt. 73 and
- c. CPAP Shop, Cooper Road

Due to outstanding site issues, which must be addressed by the applicants, I continue to not recommend that the performance guarantees for any of these sites be released, at this time.

**4. REQUEST FOR REDUCTION IN THE AMOUNT OF THE PERFORMANCE BOND FOR MONTEBELLO, SECTION 6**

I am not aware of a formal request being made to the Township Clerk for the reduction of the performance bond. I am, also, waiting for the inspection report and recommendation from the consulting inspector. If the formal request has been made by the developer and the consulting inspector has submitted their recommendation for the reduction in the bond amount, I request that I be given the opportunity to review the inspector's recommendation and submit my confirmation or a different recommendation.

**5. PROHIBITION OF VEHICULAR TRAVEL ALONG RT. 73 SOUTHBOUND SHOULDER- PEP BOYS DRIVE TO RIGHT TURN LANE FOR BERLIN CIRCLE PLAZA DRIVE**

I recommend that the Governing Body consider passing a resolution, supporting Police Chief Check's recommendation for the prohibition of vehicular travel along the shoulder of Rt. 73 southbound lane, from the drive at Pep Boys to the right turn lane for Berlin Circle Plaza, and the installation of the necessary signage and pavement markings. I recommend that the resolution be submitted to the Traffic Division of the NJDOT to support the request that has been submitted to and is being considered by the NJDOT.

**C. ENGINEERING**

**1. IMPROVEMENTS TO HAZEL AVENUE, CHESTNUT AVENUE TO CUSHMAN AVENUE (PARTIAL N.J.D.O.T. FY2015 MUNICIPAL AID FUNDING)**

We are preparing and expect to submit the paperwork to the N.J.D.O.T., in the immediate future, for project closeout and release of the final reimbursement of the grant funds.

**2. IMPROVEMENTS TO CLARENCE AVENUE, HADDON AVENUE TO VETERAN'S AVENUE (N.J.D.O.T. FY2018 FUNDING - \$210,000.00) AND SPRUCE AVENUE, CHESTNUT AVENUE TO CUSHMAN AVENUE (NJDOT FY 2019 FUNDING-\$186,000)**

The N.J.D.O.T. has allotted \$210,000 for Clarence Avenue. The estimated cost for this project is \$275,626.00. I believe that the Governing Body has allocated the shortfall in funding, in the amount of \$65,626.00. The NJDOT funding should cover the cost for the improvements to Spruce Avenue.

I intend to bid both projects in one bid package. The consultant has completed the fieldwork and drafting of the existing conditions for Spruce Avenue. I have completed the design for Spruce Avenue and submitted to the consulting engineer for drafting. I have submitted the request to the two property owners for the granting of a roadway easement, within their properties. I have received a favorable response from one owner and am waiting for a response from the other owner. I will prepare the metes and bounds decryptions for easements and submit them to Mr. Platt, Esq. for preparation and recording of the deeds of easement.

I am, currently, performing the design for Clarence Avenue and expect to submit it to the consulting engineer for drafting, in the immediate future.

**DECEMBER 16, 2019**

**3. NJDOT FY2020 MUNICIPAL AID APPLICATIONS**

The N.J.D.O.T. has announced that they have approved funding, in the amount of \$150,000, for the improvements to Day Avenue, which was listed as Priority 2, behind the improvements to Lester Avenue. The amount requested for Day Avenue was \$167,000.

**4. CAMDEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, IMPROVEMENTS TO AND AT THE SENIOR CITIZENS BUILDING AND APPLICATION FOR 2019**

No update to report.

**5. CAMDEN COUNTY OPEN SPACE AND RECREATION ENHANCEMENT GRANT PROGRAM**

I believe that the Governing Body has authorized the endorsement of the Shared Services Agreement with the County. I anticipate that the Township Public Works staff will order and install the seating, in the early Spring of 2020.

**6. ACCEPTANCE OF THE SANITARY SEWER PUMPING STATION FROM THE DEVELOPER OF MONTEBELLO**

The Governing Body adopted Ordinance No.2019-7, on October 29, 2019, with conditions of the acceptance of the facility. I request that the Governing Body and/or Mr. Platt's Office inform me when the various documents have been submitted and recorded so we can implement the necessary maintenance and upgrades to the facility.

**7. REQUEST FOR AN INCREASE IN THE SANITARY SEWER ALLOCATION**

I had mentioned, in my last report, that several years ago, the Township requested an increase in the sewer allocation, for build-out conditions to approximately 1.6 million gallons per day (MGD). Due to restrictions, at that time, with the CCMUA conveyance system, the Township was limited to an increase to 1.025 MGD.

With the current requests for approved and potential developments, it is expected that the allocation will be exhausted in the immediate future. Therefore, I recommend that the Governing Body pass a resolution to authorize the request for an increase in allocation from the CCMUA and NJDEP.

If acceptable to the Governing Body, the increase in allocation could include additional allocation for the sewer service area within the Haddon Avenue/Lafayette Avenue area of Voorhees Township.

**8. SEWER EXTENSION/ TREATMENT WORKS APPLICATION FOR SONOMA TRAIL SINGLE-FAMILY RESIDENTIAL DEVELOPMENT, COOPER ROAD AND TAUNTON AVENUE**

At the last Council Meeting, the Governing Body passed Resolution No. 2019-195, endorsing the sewer extension and authorizing the Mayor to sign the application for, only, the amount of flow, which has been allotted for this site.

**9. PARTICIPATION IN THE CHERRY HILL TOWNSHIP TRAFFIC SIGNAL MAINTENANCE AND INSPECTION PROGRAM**

In October, the Governing Body passed Resolution No. 2019-185, authorizing the participation in the Cherry Hill Township co-op. Since I have not received any documents from Cherry Hill Township, I have requested an update from their Public Works Superintendent. Once I receive his response, I will inform the Governing Body.

## DECEMBER 16, 2019

### **10. POSSIBLE USAGE OF SPORTS FACILITIES FOR YOUTH AND ADULT SPORTS PROGRAMS**

Mayor Magazzu has informed me that she has been discussing the strengthening of the municipal sports programs and greater usage of the municipal fields with representatives of other municipalities, within the County.

### **11. IMPROVEMENTS TO HADON AVENUE, ZULKER AVENUE TO WALKER AVENUE**

We are in the process of scheduling a meeting with County Representatives to discuss this matter, in further detail.

### **12. AMENDMENTS TO THE ZONING CODE, REDEVELOPMENT PLAN FOR HADDON AVENUE AND THE ZONING MAP**

I recommend that any amendments to zoning district lines, be addressed as soon as possible so the zoning map can be adopted by the Governing Body.

### **13. TRAFFIC MATTERS ALONG N.J.S.H. ROUTE 73**

#### **a. Request for Do Not Drive on Shoulder, Southbound Rt. 73 at Minck Avenue**

To date, I am still waiting for a response from the N.J.D.O.T. Traffic Division, regarding the status of their consideration for this request. If I do not receive any response, in the immediate future, I will, again, request the assistance of the N.J.D.O.T. municipal relations representative.

#### **b. Problem Statements to N.J.D.O.T. for the Left/U-Turn Movement at Franklin Avenue and DO NOT BLOCK INTERSECTION at Fairview Avenue**

I, still, must complete and submit the Problem Statements to the N.J.D.O.T, which I expect to do in the near future.

#### **c. Request for a Traffic Signal at D'Angelo Drive and Improvements to the Intersection at Franklin Avenue**

I will be contacting the NJDOT to, again, request a meeting to discuss the existing conditions and possible improvements.

### **14. POSSIBLE REDUCTION OF SPEED LIMIT ALONG HOPEWELL ROAD**

At the last Council Meeting, I mentioned that the Governing Body for Waterford Township adopted Ordinance No. 2019-4, reducing the speed limit along northbound Hopewell Road, within Waterford Township, to 25 MPH. The Governing Body agreed to follow suit by reducing the speed limit along the southbound lane to 25 MPH.

I believe that it may be necessary for the Freeholders to consent to the reduction in the speed limit. I defer this matter to Mr. Platt for his recommendations and direction.

### **15. 2018 STREET IMPROVEMENTS PROGRAM**

We must complete the fieldwork and design work for the gutter reconstruction project within the Pinecrest section of the Township. Once we complete the design, we will determine if the Pinecrest project can be performed by the Public Works Department, in whole or parts and/or what must be bid for contracted work. I am using an engineering consultant for the CAD work. The Governing Body has authorized the advertisement and opening of bids or quotes, dependent upon the anticipated costs, for the supply and delivery of roadway construction materials.

**DECEMBER 16, 2019**

**16. 2020 CAPITAL IMPROVEMENTS PROGRAM**

Ms. Tinnes, CMFO, QPA, has provided us with a list of the projects and purchases, which have been authorized by the adoption of Ordinance No. 2019-6.

**17. TOWNSHIP OWNED BATE AVENUE SITE (FORMER MUNICIPAL BUILDING AND ADMINISTRATIVE BUILDING)**

I continue to recommend that the demolition of the existing building be performed, in the immediate future. I have, also, recommended that consideration be given to the rezoning of the block and the redevelopment plan be amended to allow for the desired residential development of the Township owned lands and, possibly, the adjacent privately-owned lands. Over the years, I prepared sketches for possible lot layouts for various types of residential development for consideration by the Township.

**18. TOWNSHIP OWNED PROPERTY AT 191 MCCLELLAN AVENUE; BLOCK 521, LOT 9**

We continue to strongly recommend that the building be demolished in the immediate future. I do not believe that funding has been allocated for this demolition.

**19. WATER DISTRIBUTION SYSTEM- BERLIN BOROUGH WATER DEPARTMENT**

I would assume that the Governing Body for Berlin Borough is, currently, preparing their budget for next year. I recommend that a request be made to the Borough for a listing of the proposed improvements, if any, which they intend to make to the water distribution system, which would affect the users in Berlin Township.

**20. STORM DRAINAGE IMPROVEMENTS**

**a. Lester Avenue Drainage and Stormwater Management**

**1) Phase 1- Construction of Storm Inlets, Piping and Temporary Stormwater Management Facility**

The Governing Body has decided to apply for NJDOT FY2020 Municipal Aid funds to supplement the Township funds for this project. I am hopeful that bids will be able to be received, immediately after the NJDOT notifies the Township of the approval or denial of funding for the project.

**2) Phase 2- Extension of Storm Drainage to the Existing Stormwater Management Facility at the Luke Avenue Recreation Complex**

All engineering work must, still, be performed so that the request can be made to Public Service Electric and Gas to grant an easement for and allow for the construction of the storm pipe across their property.

**b. Flooding of the Intersection of Haddon Avenue and Lucas Avenue**

No update to report. I have not received any word from the County that they have proceeded with the study that we discussed several months ago.

**c. Kelley Drive Stormwater Basin Reconstruction**

It is my understanding that, in order for the work to be performed, the funds must be re-allocated for this project. It is my understanding that the funds were contributed by Walmart, several years ago.

**d. Mt. Vernon Avenue at the Elementary School**

**DECEMBER 16, 2019**

No update to report, at this time.

**e. Storm Drainage Issues within the Southwest Portion of the Township**

We will continue to monitor the water elevations, within the N.J.D.O.T. stormwater management facility, at the corner of Walker and Zulker Avenues. I am hopeful that the N.J.D.O.T. will continue with the maintenance of this facility to reduce the potential for the flooding of the upgradient properties.

**21. TAX MAP REVISIONS AND ZONING MAP**

The Tax Maps and Zoning Map must, still be revised. I have reported, in the past, that it will be necessary to procure the services of other parties to make the revisions. Now that the final plan of lots has been filed for Section 6 of the Montebello development, we will be revising the Tax Maps to include this section.

It is necessary for the Governing Body to adopt the revised Zoning Map as the official map, after it has been revised to be consistent with the direction of the Planning Board and Governing Body.

**22. REQUEST TO THE PINELANDS COMMISSION FOR THE REDESIGNATION OF ZONES WITHIN THE PINELANDS AREA/ AMENDMENTS TO THE TOWNSHIP CODE DUE TO THE REVISIONS TO THE PINELANDS COMPREHENSIVE MANAGEMENT PLAN**

To date, I have not met with the Pinelands planning staff to obtain their input, regarding the matter. After discussing the matter with the Pinelands staff, the matter will be reviewed by the Township Planning Board. The Planning Board will, then, submit their recommendations to the Governing Body for their consideration for introducing and adopting an amending ordinance.

**23. STUDY FOR THE DESIGNATION OF TRUCK ROUTES THROUGHOUT THE TOWNSHIP**

I must, still, complete the study and submit my recommendations to the Governing Body for consideration for adoption of the necessary ordinance.

**24. MONTEBELLO AGE-RESTRICTED RESIDENTIAL DEVELOPMENT**

**a. Transfer of the Sanitary Pumping Station to the Township**

No further update to report.

**b. Request for Reduction in the Performance Bond amount for Section 6**

I question if the formal request for this reduction has been submitted to the Township Clerk and if the consulting inspector has submitted their recommendation to the Township. I recommend that, before the Governing Body takes any action, regarding this request, that I have the opportunity to submit my comments and recommendations to the Governing Body, regarding this matter.

**c. Replacement of Sidewalk Along Various Streets**

We observed the conditions and marked the sections of sidewalk and driveway aprons to be Replaced with the developer. It was my understanding that the developer intended to perform the replacement work, before the end of the year. Since I haven't received any schedule from the developer, I can only assume that they have decided to wait to perform the replacement work after the winter season.

## DECEMBER 16, 2019

### **d. Possible Traffic Improvements at the Intersection of Cooper Road and Commerce Lane/ Montebello Drive**

I recommend that, in the near future, traffic counts be performed to determine if the traffic volumes warrant the installation of a traffic control signal. I, also, recommend that the necessary consents be obtained from the necessary property owners, if and where necessary, to allow for the clearing of trees to improve the sight lines at the intersection.

### **e. Stormwater Maintenance Plan and Responsibility for Cleaning of the Receiving Ditch Across Taunton Avenue**

The developer must, still, revise the Stormwater Maintenance Plan to address my comments and questions. The matter of responsibility for the cleaning and de-snagging of the ditch, across Taunton Avenue must be resolved by the developer. I recommend that this matter be resolved, in the immediate future, so that the required party commences with the clean-up of the ditch. I have recommended that this matter, also, be addressed by the developer of the Sonoma Trail residential development, the property in which the ditch is located within.

## **25. FORMER C&M MOTORS SITE, 182 HADDON AVENUE**

Some time ago, we have met with a NJDEP representative to discuss possible provisions for funding the investigation and analysis of possible groundwater and soil contamination. We, also, discussed the possibility of construction of a municipal park and parking area, as part of the clean-up project. I believe that, now that NPP funds have been approved for the Old West Berlin section of the Township, it may be possible to utilize obtain funding through various funding sources.

## **D. PUBLIC WORKS DEPARTMENT**

### **1. CONTRACT WITH PUBLIC WORKS EMPLOYEE ASSOCIATION FOR 2020**

Since the current contract will be expiring at the end of 2019, it will be necessary to negotiate a new contract with the Association. I do not believe that the employees have selected representatives to negotiate the new contract. It appears that, as the end of 2019 is quickly approaching, the matter will be carried into 2020.

### **2. OPERATIONS AND STAFFING**

The Public Works staff is, currently, concentrating their efforts with leaf collection. Other tasks are being performed and supervised by Mr. Simone.

Throughout the year, the Department has employed temporary/ seasonal, part-time employees to fill the void, where necessary. Throughout the year, the Department is in need of additional staff to perform all of the public works tasks, which are currently assisting with leaf collection and will be needed for snow removal and treatment tasks.

I recommend that the Governing Body consider authorizing the hiring of a full-time employee and request any possible assistance for the recruitment of additional, part-time employees. Mr. Simone has scheduled safety training classes for the full-time and part-time/seasonal staff, which are held mainly through the winter months. He, also, continues to hold tool box talks, frequently, to provide updates for the operations and stress safety for the staff.

### **3. DISPOSAL OF SOLID WASTE AND RECYCLABLES, ELECTRONICS AND BULKY WASTE**

#### **a. Ordering of Lids for Carts**

The Department is in the process of ordering additional lids to allow for the distribution of

## DECEMBER 16, 2019

carts to new residents.

### **b. Solid Waste**

No further update to report, at this time.

### **c. Recyclables**

The Public Works staff continues to tag and not collect the contents of those recyclables carts, which contain unacceptable items. At this time, I recommend that the Township begin citing the repeat offender (over 4 or more occasions). I note that the notification process was initiated back in June, 2019.

On December 6, 2019, the County Counsel held a meeting with municipal public works managers to inform us of the Judge's decision, regarding current contract with Republic Services, the operator of the recycling processing facility. It is my understanding that the Judge has ruled that the municipalities must comply with the contractual limitation of 8% unacceptable items in the recycling stream and that Republic cannot deny a municipality from delivering recyclables to their facility. They can deny non-complying loads and direct the municipality to remove the load from their facility within a reasonable time.

The County Counsel mentioned that the County intends to exercise their right to extend the current contract over the next two years.

It is hopeful that Republic will not begin to reject loads as it will be difficult for municipalities to arrange for the removal and disposal of the load, in a reasonable and cost-effective manner.

### **d. Electronics**

Electronics continue to be collected on bulky waste collection date and residents are dropping them off at the Public Works Complex. On an as-needed basis, Thanks for Being Green, LLC collects and processes the electronics, at no cost to the Township.

### **e. Bulky Waste**

We continue to provide information to the residents, regarding the scheduling of the collections on the last Monday of the month and the ability for residents to drop-off items, during the work day and on the second Saturday of the month, at the Public Works Complex. We recommend that the Township consider providing periodic reminders, in addition to the notices in the calendar and on the website, to the residents.

Due to frequent requests, we continue to stress to the residents that waste, generated from house clean-outs, demolition and construction projects are not accepted by the Township.

### **f. Vegetative Waste**

There is no collection of vegetative waste scheduled for the months of December, 2019 through February, 2020. Collection will commence, again, in the beginning of March, 2020.

### **f. Leaf Collection**

Leaf collection is scheduled to continue to mid-December, 2019. After that, the next leaf collection will be in the beginning of April, 2020.

## **4. UPDATE OF THE WEBSITE AND CALENDAR FOR 2019**

We will continue to update the website to address public works matters, especially, the issues



regarding what are acceptable recyclables materials. Mayor Magazzu has been posting information of the social media sites, regarding this matter.

**5. REQUEST FOR CAPITAL IMPROVEMENTS AND PURCHASES**

I have submitted the budget request for 2020 for staffing, capital improvements and equipment purchases. I would be glad to discuss the contents of the request, in further detail, with members of the Governing Body and Chief Financial Officer.

**6. REPLACEMENT OF BANNERS**

Since many of the banners have are worn and/or damaged, we will be obtaining prices for the replacement of damaged banners and submit the prices to the Governing Body for consideration for the authorization of the work.

**7. IMPROVEMENTS TO THE UNFINISHED ROOMS AT THE MUNICIPAL BUILDING**

Mr. Simone has been receiving current quotes for the various improvements. We anticipate the remaining work being completed in early 2020.

**8. IMPROVEMENTS TO PUMPING STATIONS**

We will continue to update the various components of the pumping stations.

Please contact me with any questions or comments, regarding the contents of this report.

**I wish the members of the Governing Body and your families, the staff, residents and business owners in Berlin Township a Happy Holidays!**

**I thank the Governing Body for the opportunity to serve you and the residents of Berlin Township in 2019 and past years and, hopefully, continuing to serve you, in the future!**

Sincerely,

Charles J. Riebel Jr., P.E., P.L.S., P.P., C.M.E., C.P.W.M., C.R.P.  
Township Engineer and Director of Public Works

**ORDINANCE 2019-8 AN ORDINANCE FIXING AND DETERMINING SALARY RANGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF BERLIN, COUNTY OF CAMDEN , NEW JERSEY.**

**DECEMBER 16, 2019**

<b>POSITION</b>	<b>FROM</b>	<b>TO</b>
Mayor	\$0.00	\$ 56,000.00
President of Council	\$0.00	\$ 10,000.00
Councilperson	\$0.00	\$ 8,000.00
Township Clerk	\$0.00	\$ 75,000.00
Coordinator on Aging/Disabled	\$0.00	\$ 600.00
Chief Financial Officer	\$0.00	\$ 75,000.00
Finance Clerk (Part-time)	\$0.00 per hour	\$16.00 per hour
Finance Clerk (Full-time)	\$0.00	\$ 40,000.00
Tax Collector	\$0.00	\$ 75,000.00
Tax/Sewer Clerk	\$0.00	\$ 40,000.00
Tax Assessor	\$0.00	\$ 30,000.00
Director of Public Works/Township Engineer w/C-2 Wastewater License	\$0.00	\$ 170,000.00
Building Custodian/Property Maintenance/Zoning Officer/Board of Health Inspector	\$0.00 per hour	\$24.00 per hour
Construction Code Official/Building Inspector	\$0.00	\$ 31,000.00
Emergency Management Coordinator	\$0.00	\$ 3,000.00
Prosecutor	\$0.00	\$ 15,000.00
Deputy Public Works Director	\$0.00	\$ 75,000.00
Recreation Coordinator (Not to exceed 10 hours per week)	\$0.00 per hour	\$16.00 per hour
Recreation Coordinator/Special Events	\$0.00	Minimum wage
Librarian	\$0.00	\$16.00 per hour
Municipal Judge	\$0.00	\$ 25,000.00
Municipal Court Administrator	\$0.00	\$ 75,000.00
Animal Control Officer	\$0.00 per month	\$600.00 per month
Assistant Township Clerk (w/Registrar Certification)	\$0.00	\$ 40,000.00
Engineering Technician	\$0.00	\$ 60,000.00
Public Works/Engineering Clerk	\$0.00	\$ 40,000.00
Administrative Secretary to Land Use (With Registrat Certification)	\$0.00	\$ 60,000.00
Fire Sub-Code Official	\$0.00	\$ 7,500.00
Plumbing Inspector	\$0.00	\$ 6,000.00
Electrical Sub Code Official/Electrical Inspector	\$0.00	\$ 12,000.00
Property Maintenance Inspector - PT (not to exceed 8 hours per week)	\$0.00 per hour	\$17.00 per hour
Police Department - Clerk Typist	\$0.00	\$ 40,000.00
Crossing Guards	\$0.00 per hour	\$16.00 per hour
Temporary Clerk Typist	\$0.00 per hour	\$16.00 per hour
Emergency Event Temporary Public Works Laborer	\$0.00 per hour	\$25.00 per hour
Emergency Event Temporary Mechanic	\$0.00 per hour	\$30.00 per hour
Bus Driver	\$0.00 per hour	\$20.00 per hour

**DECEMBER 16, 2019**

Clerk Typist - PT to Include Library Clerk	\$0.00 per hour	\$16.00 per hour
Deputy Court Administrator	\$0.00	\$ 40,000.00
Court Recorder Operator	\$0.00 per Court	\$87.00 per Court
Temporary Court Assistant	\$0.00 per court	\$125.00 per Court
Sewer Clerk	\$0.00	\$ 5,000.00
Student Clerk Typist	\$0.00	Minimum wage
Chief of Police	\$0.00	\$ 140,000.00
Lieutenants of Police	\$0.00	\$ 115,000.00
Sergeants of Police	\$0.00	\$ 110,000.00
Date of Hire without Certification	\$0.00	\$ 36,000.00
Date of Hire with Certification or Police Academy Graduation	\$0.00	\$ 50,000.00
Beginning of Second Year	\$0.00	\$ 52,000.00
Beginning of Third Year	\$0.00	\$ 60,000.00
Beginning of Fourth Year	\$0.00	\$ 65,000.00
Beginning of Fifth Year	\$0.00	\$ 70,000.00
Beginning of Sixth Year	\$0.00	\$ 80,000.00
Beginning of Seventh Year	\$0.00	\$ 85,000.00
Beginning of Eighth Year	\$0.00	\$ 100,000.00
PT Class II SLEO Officer	\$0.00 per hour	\$20.00 per hour
PT Class II SLEO Officer (School Security)	\$0.00 per hour	\$40.00 per hour
Traffic & Other Services	\$0.00 per hour	\$75.00 per hour
Traffic & Other Services (Township Projects)	\$0.00 per hour	\$45.00 per hour
Employees of Public Works Department	\$0.00 per hour	\$40.00 per hour
Employees of Public Works Department (Temporary)	\$0.00 per hour	\$25.00 per hour
Sewer Department Standby	\$0.00 per month	\$225.00 per month

**Introduced: November 25, 2019**

**Adopted: December 16, 2019**

Motion by Council President Morris, second by Councilman Sykes to open the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu opened the meeting to the public for questions or comments on Ordinance 2019-8.

No comments were to be heard.

**DECEMBER 16, 2019**

Motion by Council President Morris second by Councilman Sykes to close the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu closed the meeting to the public for questions or comments on Ordinance 2019-8.

Motion by Councilwoman Bodanza second by Councilman Sykesto adopt Ordinance 2019-8. Ordinance approved by call of the roll, five members present voting in the affirmative.

**RESOLUTION 2019-196 RESOLUTION OF THE TOWNSHIP OF BERLIN AUTHORIZING, THE IMPOSITION OF LIENS IN ACCORDANCE WITH CHAPTER 249 OF THE CODE OF THE TOWNSHIP OF BERLIN ENTITLED, "PROPERTY MAINTENANCE.**

**WHEREAS**, N.J.S.A. 40:48-2.12(f) authorizes a municipality to perform certain acts of property maintenance and to charge the costs thereof as a lien against the real property on which such maintenance is performed; and

**WHEREAS**, Chapters 249 of the Code of the Township of Berlin establish, *inter alia*, the procedure by which such property maintenance shall be performed and the process through which the costs thereof shall be established as municipal charges and/or liens against the real property upon which such maintenance is performed; and

**WHEREAS**, the Code Enforcement Officer for the Township of Berlin was notified and became aware that property maintenance was necessary for certain real properties located in the Township of Berlin listed as follows:

<b><u>Property: Block/Lot</u></b>	<b><u>REASON</u></b>
248 Powell Ave. B-1811 L-19	leaf removal

**WHEREAS**, pursuant to Chapter 249 the Code Enforcement Officer issued Violation Notices to the property owner(s) or responsible party(ies) relating to the above-referenced conditions which were found to be health and safety hazards; and

**WHEREAS**, the property owner(s) or responsible party(ies) failed to take appropriate action as required in said Violation Notices and the Code Enforcement Officer placed a work order with outside vendors to have such work performed as necessary to protect the health, safety and welfare of the Township; and

**WHEREAS**, the Code Enforcement Officer provided invoices as certification of all costs associated with the above-described work performed in order that the monies expended to pay outside vendors to perform the services at these properties could be charged against the respective properties as more fully set forth below;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Township of Berlin that it hereby authorizes, approves and ratifies the assessment of municipal charges and/or liens on the following properties as of the date first noted below in accordance with the

**DECEMBER 16, 2019**

certified costs provided by the Code Enforcement Officer as described above, and further resolves that these amounts shall forthwith become a lien on such lands as provided for herein:

<u>Property: Block/Lot</u>	<u>Date Charged</u>	<u>Amount</u>	<u>Reason</u>
248 Powell Ave. B-1811 L-19	12/16/19	\$170.00	leaf removal

**BE IT FURTHER RESOLVED**, that each of the above-referenced charges and/or liens shall be filed with and shall remain on file with the Tax Office until payment in full thereof, including any penalties and/or interest that may accrue thereon; and

**BE IT FURTHER RESOLVED**, that all unpaid liens authorized herein shall bear interest at the same rate allowed for unpaid taxes and shall be collected and enforced in the same manner as unpaid taxes and further that the Tax Collector is further authorized to subject same to Tax Sale in the calendar year next following the date thereof in accordance with the Tax Sale Law; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be provided to the Township Tax Collector and said Resolution, together with all invoices evidencing certification of costs expended for said work, shall be filed with and/or shall remain on file with the Township Tax Collector until said charges are paid the lien is released in the matter required by law.

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-196. Resolution adopted by call of the roll, five members present voting in the affirmative.

**RESOLUTION 2019-197 CONFIRMING LIST OF UNCOLLECTIBLE TAXES**

**To the Mayor and Council to the Township of Berlin:**

I hereby submit to you a list of taxes, which in my opinion are uncollectible. I give the reasons why I deem them uncollectible, and I request that same be remitted and that I be relieved of the collection thereof as required by Revised Statutes of New Jersey, 1937, Title 54, Chapter 4.

**Dated: December 11, 2019**

**Dana O’Hara, CTC - Tax Collector**

<b>NAME</b>	<b>BLOCK/LOT</b>	<b>YEAR</b>	<b>AMOUNT</b>	<b>REASON</b>
<b>Sons of Italy in America Mario Lanza Lodge #2808, Inc.</b>	<b>601-30</b>	<b>2020</b>	<b>3,173.38</b>	<b>Exempt for 2020 Purchased as a NJ Non-Profit Corporation</b>
			<b>3,173.38</b>	<b>TOTAL to Feb &amp; May 2020</b>

**By resolution of the Mayor and Council of the Township of Berlin, the taxes listed above have been ordered remitted and the Collector relieved thereof.**

**DECEMBER 16, 2019**

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-197. Resolution adopted by call of the roll, five members present voting in the affirmative.

**RESOLUTION 2019-198 PAYMENT OF BILLS FOR DECEMBER 2019**

WHEREAS, the Code of the Township of Berlin, Chapter 7-1 et seq., provides for the payment of claims after certification by the Treasurer and consideration by Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of Berlin, that the following claims detailed below and attached are hereby approved and the bills to be paid.

**CONFIRMING:**

<b>TO</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
Ameriflex (October 2019)		
Flex Claims Week of 10/25-10/31/19	T-18-56-850-030208	\$18.00
Ameriflex (November 2019 Admin Fee)	T-18-56-850-030208	\$75.00
Ameriflex (November 2019)		
Flex Claims Week of 11/01-11/07/19	T-18-56-850-030208	\$10.00
Ameriflex (November 2019)		
Flex Claims Week of 11/08-11/14/19	T-18-56-850-030208	\$25.00
State of Jersey Health Benefits – November 2019 (A)	9-01-23-220-2092	\$68,910.65
	9-01-23-220-2092	\$14,535.90
State of Jersey Health Benefits – November 2019 (R)	9-01-23-220-2092	\$32,736.33
Brummell, Michael – 100% Veteran Tax Exempt (Resolution 2019-179)	9-01-55-205-0000	\$1,073.93
Brummell, Michael – 100% Veteran Tax Exempt (Resolution 2019-178)	9-01-55-205-0000	\$2,899.91
Payroll, Current Fund	12/05/2019	\$160,424.90
Payroll, Sewer Operating Fund	12/05/2019	\$6,301.96
Payroll, Open Space	12/05/2019	\$4,825.94
Payroll, Animal Control	12/05/2019	\$285.03

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-198. Resolution adopted by call of the roll, five members present voting in the affirmative.

7 **RESOLUTION 2019-199 RESOLUTION ESTABLISHING SALARY AND WAGES FOR 2019 FOR OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF BERLIN, COUNTY OF CAMDEN, NEW JERSEY.**

**DECEMBER 16, 2019**

<b>POSITION</b>	<b>AMOUNT PER YEAR (Except as Noted)</b>
Mayor	\$ 54,101.00
President of Council	\$ 9,918.05
Councilperson	\$ 7,449.68
Township Clerk	\$ 72,000.00
Coordinator on Aging/Disabled	\$ 597.47
Chief Financial Officer	\$ 25,000.00
Finance Clerk	\$ 14.57 per hour
Tax Collector	\$ 62,741.33
Tax/Sewer Clerk	\$ 35,481.35
Tax Assessor	\$ 22,081.45
Director of Public Works/Township Engineer w/C-2 Wastewater License	\$ 168,198.34
Building Custodian/Property Maintenance/Zoning Officer/Board of Health Inspector	\$ 24.88 per hour
Construction Code Official/Building Inspector/ Fire Sub Code Official	\$ 31,496.48
Emergency Management Coordinator	\$ 2,252.95
Prosecutor	\$ 14,761.44
Deputy Public Works Director	\$ 72,367.10
Librarian	\$ 14.36 per hour
Municipal Judge	\$ 23,792.52
Municipal Court Administrator	\$ 64,257.21
Animal Control Officer	\$ 7,021.68
Assistant Township Clerk (w/Registrar Certification)	\$ 33,753.84
Engineering Technician/Public Works/Engineering Clerk Typist	\$ 53,060.40
Public Works/Engineering Clerk	\$ 31,212.00
Administrative Secretary to Land Use/Public Works/Engineering Clerk Typist w/Registrar Certification	\$ 53,401.08
Electrical Inspector Official	\$ 11,923.80
Property Maintenance Inspector - PT (not to exceed 8 hours per week)	\$ 7,348.08

**DECEMBER 16, 2019**

Police Department - Clerk Typist	\$ 36,863.854
Crossing Guards	\$ 13.50
Bus Driver	\$ 19.56
Clerk Typist - PT to Include Library Clerk	\$ 12.16 per hour
Deputy Court Administrator	\$ 38,374.44
Court Recorder Operator	\$ 87.00 per Court Day
Student Clerk Typist	Minimum Wage
Chief of Police	\$ 134,011.34
Lieutenants of Police	\$ 104,306.00
Sergeants of Police	\$ 98,866.00
Date of Hire without Certification	\$ 34,438.00
Date of Hire with Certification or Police Academy Graduation	\$ 47,263.00
Beginning of Second Year	\$ 50,709.00
Beginning of Third Year	\$ 54,843.00
Beginning of Fourth Year	\$ 61,726.00
Beginning of Fifth Year	\$ 68,606.00
Beginning of Sixth Year	\$ 75,489.00
Beginning of Seventh Year	\$ 82,372.00
Beginning of Eighth Year	\$ 93,555.00
PT Class II SLEO Officer	\$ 15.50
PT Class II SLEO Officer (School Security)	\$ 30.00
Traffic & Other Services	\$ 75.00
Traffic & Other Services (Township Projects)	\$ 45.00
Employees of Public Works Department	\$ 18.65 - \$29.03 per hour
Employees of Public Works Department (Temporary)	\$ 15.00
Sewer Department Standby	\$ 225.00
PT Recreation Coordinator	\$ 5,200.00

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-199. Resolution adopted by call of the roll, five members present voting in the affirmative

**RESOLUTION 2019-200 RESOLUTION AUTHORIZING TRANSFER BETWEEN CY 2019 BUDGET APPROPRIATIONS.**

**WHEREAS**, transfers are permitted between budget appropriations during the last two months of the fiscal year;

**BE IT RESOLVED** by the Mayor and Council of the Township of Berlin, County of Camden, New Jersey, that transfers between CY2019 Budget Appropriations be made as follows:



**DECEMBER 16, 2019**

Account	Description	Transfer In	Transfer Out
20-120-1011	Clerk S & W	500.00	
20-145-1011	Revenue Admin S & W	3,700.00	
20-165-1011	Engineering S & W		5,000.00
20-165-2028	Engineering OE		5,000.00
21-180-1011	Planning Board S & W	100.00	
22-195-1012	Code Enforcement S & W	100.00	
22-200-1011	Other Code S & W	100.00	
22-200-2160	Other Code OE		5,000.00
23-215-2090	Insurance – Workers Comp		5,000.00
26-300-2015	Other Public Works OE		5,000.00
25-305-1014	Solid Waste OE		2,100.00
26-510-1011	Stormwater S & W	15,000.00	
29-390-1012	Library PT S & W	1,600.00	
31-440-2076	Telephone	5,000.00	
43-490-1011	Municipal Court S & W	1,000.00	
44-900-2105	CIF – OE	435,000.00	
45-930-2015	Interest OE		<u>435,000.00</u>
	<b>Current Fund Total</b>	<b>462,100.00</b>	<b>462,100.00</b>
9-07-55-501-1011	Sewer S & W	6,000.00	
9-07-55-502-2022	Sewer OE		<u>6,000.00</u>
	<b>Sewer Operating Total</b>	<b>6,000.00</b>	<b>6,000.00</b>

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-200. Resolution adopted by call of the roll, five members present voting in the affirmative.

**RESOLUTION 2019-201 RESOLUTION TO ADOPT TOWNSHIP POLICY ON THE USE OF TOWNSHIP VEHICLES**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Governing Body of the Township of Berlin, that the following policy is hereby adopted.

**Policy on Personal Use of Berlin Township Owned Vehicles (except for the Police Department)**

Prepared by: Joyce Tinnes, CFO - Revised 12/16/2019

**The policy for Personal Use of Berlin Township Owned Vehicles (except for the Police Department and Asst. Public Works Superintendent whose vehicles meet the IRS requirements of a “qualified non-personal vehicle”) is as follows:**

**DECEMBER 16, 2019**

All personal use is prohibited of Berlin Township owned vehicles to include commuting to and from work. An exception to the policy may be granted, with prior approval by the Mayor, due to an emergency.

Police Department employees who use Township Owned Vehicles for personal use, may not exceed a 5 mile radius from the Municipal Building, 135 Route 73 S, West Berlin, NJ.

**FURTHER BE IT RESOLVED** that the updated policy shall be distributed to all employees of the Township of Berlin.

Motion by Councilman Epifanio second by Councilwoman Bodanza to adopt resolution 2019-201. Resolution adopted by call of the roll, five members present voting in the affirmative.

**RESOLUTION 2019- 202 RESOLUTION REQUESTING THE INSERTION OF A SPECIAL ITEM OF REVENUE AND APPROPRIATION IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO THE N.J.S.A. 40A:4-87 (CHAPTER 159 P.L. 1948) – BODY ARMOR REPLACEMENT GRANT**

Motion by Councilman Epifanio second by Council President Morris to table resolution 2019-202. Resolution tabled by call of the roll, five members present voting in the affirmative.

**Business Approvals**

**Business Approvals**

- 1) Andreas Friesen T/A Hensel Recycling North America.** 1003 Industrial Drive. Recycling of catalytic converter
- 2) Rhonda Sendrowski T/A Water Pool and SPA Services.** 424 Commerce Lane Unit 2. Service and maintain swimming pools and hot tubs.
- 3) Jerome Roche T/A T-Mobile.** 115 North Route 73. T-Mobile Store.
- 4) Salvatore Tosti T/A Artisan Pizza.** 200 North Route 73. Pizza Restaurant.
- 5) Juliana Maffei T /A Artic Light Productions,** 181 Haddon Avenue. Office for event planning and activities.
- 6) Kristen Alaba-Hoerst T/A Consolidated Power Supply.** Pipe fitting distribution and sales.

## DECEMBER 16, 2019

Motion by Councilwoman Bodanza second by Council President Morris to approve the business licenses above. Business License approved by call of the roll, five members present voting in the affirmative.

### **Business Registration**

- 1) John Warrington, 1st Care Medical Arts. 299 Route 73 South.**  
Doctor Offices.

Motion by Council President Morris second by Councilwoman Bodanza to approve the Business Registration above. Business Registration approved by call of the roll, five members present voting in the affirmative.

### **Approval of November 25, 2019 Meeting Minutes**

Motion by Council President Morris second by Councilman Sykes to approve the Meeting Minutes for November 25,, 2019. Motion carried by voice vote, five members present voting in the affirmative.

### **Correspondence Calendar for November 2019**

Motion by Councilwoman Bodanza, second by Councilman Sykes to approve the Correspondence Calendar for November 2019. Motion carried by voice vote, five members present voting in the affirmative.

### **All Other Business**

- 1) Berlin Township Reorganization Meeting will held be on January 6, 2020, here at Municipal Hall at noon.**
- 2) The Berlin Township FREE Rabies Clinic will be held on Saturday January 11, 2020 from 9:00am till 12:00pm.**

### **Public Portion**

Motion by Council President Morris , second by Councilman Sykes to open the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu opened the meeting to the public for questions or comments.

Desmond Butler from Montebello inquired about the fire hydrants and if anyone is servicing them, since it has been about 12 years since the first house was built.

Chuck replied that the developer owns the fire hydrants until they are turned over to Berlin Borough.

## DECEMBER 16, 2019

Desmond asked if the hydrants can be checked out before they turn them over to the borough to make sure they are working properly. He also asked when the yearly calendar will be sent out.

Mayor replied shortly, before the end of the year.

No more comments were to be heard.

Motion by Council President Morris, second by Councilwoman Bodanza to close the meeting to the public. Motion carried by voice vote, all present voting in favor. Mayor Magazzu closed the meeting to the public for questions or comments.

### Adjourn

Motion by Councilman Sykes, second by Council President Morris to adjourn the meeting at 6:03 pm. Motion carried by voice vote, all members voting in the affirmative.

Meeting adjourned 6:03 pm

---

Catherine Underwood, Township Clerk