



## **OFFICIAL AND APPROVED MINUTES**

### **BERLIN BOROUGH COUNCIL**

**December 3, 2015 - 7:00 p.m.**

1. The President calls the meeting to order.
2. Pledge of Allegiance to the American Flag.
3. President Kerrie Broderick offers a non-denominational prayer.

#### **ROLL CALL**

Barb Zerfoss  
Thomas Fisher  
Roger Clarke  
John Harding, Jr. (Absent)  
Eric Glotfelty  
Mayor Joseph Krause  
Brett Custer  
Kerrie Broderick / President

Also in attendance were:  
Terry Metzgar, Borough Executive Secretary

Members of the public:  
See Attached Roster

Citizen Comments:  
The following residents have asked to address the Council:  
Tom Jones  
Special Counsel, Attorney Brad Allison

Mr. Jones mentioned that he would like to see zoning in Berlin Borough.  
He also mentioned that he is still awaiting resolution on his Salsgiver PUC complaint.  
He maintains that Berlin's unemployment remains unchanged and he disputes the borough's property tax elimination and believes that the property tax should not have been eliminated.

Mr. Jones would like to know why an ordinance has not been put in place to require underground utility construction within the borough?

- Minutes of the November 5, 2015 Regular Borough Council Meeting and minutes from the November 19, 2015 Special Meeting are attached for your review.

*Motion by Brett Custer and seconded by Tom Fisher to approve and accept the minutes of Regular Meeting of the Berlin Borough Council dated November 5, 2015 and the Special Meeting of the Berlin Borough Council dated November 19, 2015.*

*Ayes: 6*

*Nays: 0*

*Motion Passed*

At 07:39 the council adjourned to executive session to review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

*Motion by Roger Clarke and seconded by Tom Fisher to adjourn to executive session.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

*Motion by Eric Glotfelty and seconded by Barb Zerfoss to reconvene the regular meeting.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

At 08:02 PM, the council reconvened the regular meeting.

## **President's Report**

Notable Upcoming Events:

Blood Drive at the Berlin Borough Community Building on Monday, December 14, 2015.

The proposed Berlin Borough 2016 budget is attached for your review.

*Motion by Roger Clarke and seconded by Tom Fisher approving and accepting the 2016 budget for the Borough of Berlin.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

## **ORDINANCE NO. 338**

### **AN ORDINANCE OF THE BOROUGH OF BERLIN, COUNTY OF SOMERSET, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2016.**

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Borough Council of the Borough of Berlin, County of Somerset, Commonwealth of Pennsylvania:

That a tax be, and the same is hereby levied on all real property within the Borough of Berlin subject to taxation for the fiscal year 2016 as follows:

Tax rate for general purposes, the sum of ZERO (0.0) mills on each dollar of assessed valuation on real property.

That any ordinance, or part of ordinance, conflicting with this ordinance be, and the same is hereby repealed insofar as the same affects this ordinance.

*Motion by Tom Fisher and seconded by Brett Custer adopting Berlin Borough Ordinance No. 338 relative to establishing the real property tax rate for 2016 at 0.0 (Zero) mills.*

*Aye:4*

*Nay:2*

#### **ROLL CALL**

No: Barb Zerfoss

Yes: Thomas Fisher

No: Roger Clarke

Yes: Eric Glotfelty

Yes: Brett Custer

Yes: Kerrie Broderick

Motion Passed

*Motion by Roger Clarke and seconded by Barb Zerfoss to establish and advertise the regular Borough Council meeting dates for 2016, as the first Thursday of each month beginning at 7:00 p.m. The only exception being the January Reorganization Meeting which Act 47 requires as Monday, January 4, 2016 at 7:00 p.m. The meetings will be held at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

*Motion by Barb Zerfoss and seconded by Brett Custer to establish and advertise the Committees of the Berlin Borough Council meeting dates for 2016. The meetings will be held at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

Committees of the Berlin Borough Council will meet in the conference room of the Berlin Municipal Office, 700 North Street, Berlin, Pennsylvania, to deliberate agency business per the following schedule for the 2016 calendar year:

Personnel & Finance Committee: At 6:30 p.m., on the third Thursday of each month.

Electric & Equipment Committee: At 3:00 p.m., on the fourth Wednesday of each month.

Fire & Garbage Committee: At 7:00 p.m., on the third Monday of each month.

House Committee: At 7:00 p.m., on the third Monday of each month.

Police Committee: At 3:30 p.m., on the fourth Wednesday of each month.

Building Permit & Property Maintenance Committee: At 7:00 p.m., on the third Tuesday of each month.

Streets, Storm Sewers & Sidewalks Committee: At 3:00 p.m., on the fourth Wednesday of each month.

Planning & Project Management Committee: At 7:00 p.m., on the third Monday of each month.

If there is no agency business to be addressed, the meeting will be canceled, and a notice of cancellation will be posted on the exterior of the conference room door. All Committee meetings are open to the public.

### **Proposed Excavation and Trenching Safety Training Class:**

The class would take about 2 to 2 ½ hours to deliver.

The training for excavation and trenching will include the topics of:

- Hazards associated with excavation & trenching
- Specific stories/new clips/You Tube videos of workers being involved in trench cave-in incidents
- Review of the basic inspection of a trench for indicators of a potential cave-in
- Brief discussion on the methods to protect workers from a cave-in
- Specific discussion on the types and use of shoring systems

The Objective of the training is to provide the workers with the information that will help them understand the hazards of excavation and trenching as well as to gain a good understanding of the consequences of not using the protective measures while in a trench. This training is in no way Competent Person training. It is for informational in nature.

The cost of the class as described above is \$400.00.

***Motion by Brett Custer and seconded by Eric Glotfelty authorizing an Excavation and Trenching Safety Training Class for borough laborers with the cost to be shared equally between Berlin Borough and the Berlin Borough Municipal Authority.***

***Ayes: 6***

***Nays: 0***

***Motion Passed***

## **Mayor's Report: Mayor Joseph Krause**

### MAYOR'S MONTHLY REPORT

For the month of November:

Police answered 31 calls.

7 people were arrested.

4 non traffic citations were issued.

6 Traffic citations were issued.

*Motion by Brett Custer and seconded by Roger Clarke to approve and accept the Police Report as presented.*

*Ayes: 6*

*Nays: 0*

*Motion Passed*

## **Committee Reports:**

### **Electric & Equipment**

Brett Custer (Chair)

Internal Generation Update.

The Council instructed the borough secretary to forward the following AMP Documents to Attorney Brad Allison for his review prior to consideration by the Council:

Proposed AMP CPPG Contract

Proposed AMP Interconnection Agreement

Proposed AMP Master Services Agreement

The Council also instructed the borough secretary to follow the AMP Electrical Engineer's recommendation with the Snyder's voltage issue.

## **PERSONNEL & FINANCE**

Thomas Fisher (Chair)

Treasurer's Report and Bills:

*Motion by Brett Custer and seconded by Roger Clarke to approve the bills and Treasurer's Report as specified on Exhibit P16.*

*Ayes: 6*

*Nays: 0*

*Motion Passed*

## **FIRE & GARBAGE**

Roger Clarke (Chair)

Shed dumpster holiday over-flow issue.

The Council directed the borough secretary to place an additional dumpster at the shed over the Christmas and New Year's Holiday Weekends.

## **BUILDING PERMIT & PROPERTY**

John Harding (Chair)

CCIS Activity Report. (Exhibit P17)

The Council directed the borough secretary to invite Dan Lewis to the next regular council meeting.

## **HOUSE**

Barb Zerfoss (Chair)

## **STREETS, STORM SEWERS & SIDEWALKS**

Eric Glotfelty (Chair)

Upcoming projects are as follows:

Clearing and cleaning of the Fieg Property and associated right-of-way.

At Mr. Glotfelty's direction, the Council instructed the borough secretary to suspend the weekly vehicle inspection form process.

## **POLICE**

Brett Custer (Chair)

All is well with our Police Force operating in an exemplary fashion.

## **PLANNING & PROJECT**

Barb Zerfoss (Chair)

New Options for the Bike Trail

At 08:35 the council adjourned to executive session to review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

***Motion by Roger Clarke and seconded by Eric Glotfelty to adjourn to executive session.***

***Aye: 6***

***Nay: 0***

***Motion Passed***

***Motion by Roger Clarke and seconded by Tom Fisher to reconvene the regular meeting.***

***Aye: 6***

***Nay: 0***

***Motion Passed***

At 10:00 PM, the council reconvened the regular meeting.

***Motion by Roger Clarke and seconded by Eric Glotfelty appointing Attorney Brad Allison as Berlin Borough Solicitor with the provision that all council communications with Mr. Allison must flow through the borough secretary. This appointment is effective immediately.***

***Aye: 6***

***Nay: 0***

***Motion Passed***

***Motion by Eric Glotfelty and seconded by Brett Custer establishing and setting the following administrative wages for employees of the Borough of Berlin for the year 2016:***

***Aye: 6***

***Nay: 0***

***Motion Passed***

Borough Secretary Terry Metzgar: \$2000 bonus and a 2% raise to \$37,740 per year.

Borough Treasurer Cindy Flamm: \$500 bonus with a 2% raise to \$41,220 per year.

Clerk Tammy Werner: \$100 bonus and \$0.50 per hour increase to \$11.00 per hour.

Part Time Laborer: Increase from \$10.00 to \$10.30 per hour.

Seasonal Laborer: Increase from \$9.00 to \$9.30 per hour.

***Motion by and Roger Clarke seconded by Eric to move \$1,000,000 from the Electric Emergency Restoration Fund at Somerset Trust to a One Year Certificate of Deposit at Citizen's National Bank at 2.0% interest rate.***

***Ayes: 5***

***Nays: 0***

***Abstain: 1***

**ROLL CALL**

Yes: Barb Zerfoss

Abstain: Thomas Fisher

Yes: Roger Clarke

Yes: Eric Glotfelty

Yes: Brett Custer

Yes: Kerrie Broderick

***Motion Passed***

*Motion by Eric Glotfelty and seconded by Brett Custer to adjourn this Meeting of the Berlin Borough Council at 10:17 PM.*

*Aye: 6*

*Nay: 0*

*Motion Passed*

Note: The next regular / Reorganization meeting of the Berlin Borough Council is scheduled for Monday, January 4, 2016, beginning at 7:00 p.m., at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.

*Terry L Metzgar*

Terry L. Metzgar  
Executive Borough Secretary  
December 3, 2015





# Guest Registry

## Berlin Borough Council Meeting

December 3, 2015

Please print

Name	Address	Telephone	Email
CPL ED THOMAS	PSP	814 445-4104	edthomas@PA.GOV
Nancy Glotfelty			
Chelsea MCCarty			
CHARLES E. RHODES		267-5032	
TOM JONES		267-5618	megpa2010@gmail.com
CURT GLOTFELTY			
Dylan Johnson	Daily American	444-5982	dylanjd@dailyamerican.com

If you would like to address the Council, please enter your name and the subject that you wish to discuss here:

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Thank You for attending the Berlin Borough Council Meeting.

Your input is both welcomed and appreciated.