



## **OFFICIAL AND APPROVED MINUTES**

### **SPECIAL MEETING BERLIN BOROUGH COUNCIL**

**May 18, 2016 - 5:30 p.m.**

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

Please bow your heads in prayer;

Heavenly Father we ask that you guide us during our meeting, so that we can faithfully serve the citizens of Berlin.

Grant us the knowledge, courage, and dedication needed for this duty.

May God also guide and inform us, according to our faith, certitude and determination.

In your name we pray.

Amen

#### **ROLL CALL**

Barb Zerfoss

Thomas Fisher

John Harding, Jr.

Eric Glotfelty

Charles Rhodes

Roger Clarke

President Brett Custer

Mayor Joseph Krause

Also in attendance were:

Terry Metzgar, Borough Executive Secretary

Borough Solicitor Brad Allison, ESQ.

Members of the public:

There were no members of the public in attendance.

## **President's Report**

Notes to Council:

As you know, our recently appointed Borough Secretary resigned before assuming the office. Her Letter of Resignation is attached to your packet.

## **Committee Reports:**

### **Electric: Chair Eric Glotfelty**

Attached for your review is our April AMP invoice. It is most notable by the dramatic increase in the transmission demand multiplier from \$1.01 to \$2.42. This will cost us an additional \$72,163 per year in transmission cost.

Fortunately for us, the Generation Project will make this go away in 2018.

At 5:39 PM 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 for personnel purposes.

*Motion by John Harding and seconded by Eric Glotfelty to adjourn to executive session.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

*Motion by Eric Glotfelty and seconded by Tom Fisher to reconvene the regular meeting.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

At 5:53 PM, the council reconvened the regular meeting

*Motion by Eric Glotfelty and seconded by Tom Fisher to acknowledge and accept the resignation of Lisa Oglie as the presumptive Borough Assistant Secretary.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

At this point Roger Clarke excused himself from the meeting to avoid any potential conflict of interest given that his wife was part of the applicant pool for the borough secretary position.

At 5:55 PM the council adjourned to executive session again 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 for personnel purposes.

***Motion by Eric Glotfelty and seconded by John Harding to adjourn to executive session.***

***Aye: 6***

***Nay: 0***

***Motion Passed with Roger Clarke excused from participation***

***Motion by Eric Glotfelty and seconded by Tom Fisher to reconvene the regular meeting.***

***Aye: 6***

***Nay: 0***

***Motion Passed***

At 6:33 PM, the council reconvened the regular meeting

Since Mrs. Ogline has declined the appointed Assistant Secretary position, we must now appoint a Borough Secretary.

### **RESOLUTION NO. 051816A**

WHEREAS, Section 1111 of the Pennsylvania Borough Code (Pa. Act 43 of 2012) provides for the appointment, by Resolution, of a Borough Secretary.

THEREFORE BE IT RESOLVED, that the appointment of Thomas D. Jones as Berlin Borough's Secretary is of record as part of this Resolution pursuant to Section 1111 of the Pennsylvania Borough Code This appointment to become effective upon the receipt of all applicable background check information.

***Motion by Eric Glotfelty and seconded by John Harding to adopt Resolution 051816A appointing Thomas D. Jones as Berlin Borough's Executive Secretary at an annual salary of \$47,500 per year contingent on the receipt by the Borough of Berlin of acceptable results of a drug and alcohol test, Pa. Act 34 criminal history check, Federal Act 114 FBI clearance, and Pa. Act 151 child abuse clearance. Details of the compensation package are listed below.***

Borough of Berlin  
700 North Street  
Berlin, PA 15530  
Thomas D. Jones

Salary: \$47,500 per year

Vacation:

1 week after 6 months  
2 weeks after 1 year  
3 weeks after 10 years

Sick Days:

5 for the first six months  
5 for next six months  
(Accumulate maximum total of 30)  
(Pay for hours over 30 at beginning of each year)  
Personal Day: 1 per year  
Paid Holidays: 8 per year  
Full Health Care Benefits

Other benefits: \$15,000 Group Term Life Insurance, Pension Plan  
Additional Compensation to be paid on a time and a half basis for after-hours work, or, at the option of the employee, comp time on a time and a half basis.  
Pay IRS mileage rate when required to use personal vehicle  
Provide \$25.00/stipend per month for cell phone.

***Aye: 6***

***Nay: 0***

**ROLL CALL VOTE**

Yes: Barb Zerfoss

Yes: Thomas Fisher

Yes: John Harding, Jr.

Yes: Eric Glotfelty

Yes: Charles Rhodes

: Roger Clarke (Abstained)

Yes: President Brett Custer

***Motion Passed***

**Resolution 051816B**

**WHEREAS** the new borough secretary is Berlin Borough's administrative representative.

**THEREFORE BE IT RESOLVED**, to authorize the Executive Borough Secretary as Delegate to the Act 32 tax Collection Committee, Representative to the Somerset County Borough's Association, Single Point of Contact for American Municipal Power correspondence, and added to the list of authorized check signatures.

***Motion by Eric Glotfelty and seconded by Tom Fisher to appoint to adopt Resolution 051816B appointing Thomas Jones as Executive Borough Secretary, Delegate to the Act 32 tax Collection Committee, Representative to the Somerset County Borough's Association, Single Point of Contact for American Municipal Power correspondence, and added to the list of authorized check signatures. All of which become effective on 052116.***

***Ayes: 7***

***Nays: 0***

**ROLL CALL VOTE**

Yes: Barb Zerfoss

Yes: Thomas Fisher

Yes: John Harding, Jr.

Yes: Eric Glotfelty

Yes: Charles Rhodes

: Roger Clarke (Abstained)

Yes: President Brett Custer

***Motion Passed***

At this point Roger Clarke again resumed active voting.

Since our present borough secretary has loyally served the borough in the face of difficult conditions with long and uncompensated hours, and since Mr. Metzgar actually realized a

financial loss by serving at our request beyond his desired retirement date, should we compensate him accordingly?

*Motion by Tom Fisher and seconded by Eric Glotfelty to recognize Mr. Metzgar's dedicated service to the borough and award him a \$5,000 bonus for his exemplary performance on the behalf of both the borough and the community.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

*Motion by Eric Glotfelty and seconded by John Harding to adjourn this Meeting of the Berlin Borough Council at 7:10 PM.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday June 2, 2016, beginning at 7:00 p.m., at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.

*Terry L Metzgar*

Borough Executive Secretary  
May 18, 2016

