

OFFICIAL AND APPROVED MINUTES

BERLIN BOROUGH COUNCIL

December 4, 2014 - 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

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

Also in attendance were:

Terry Metzgar, Borough Secretary

Members of the public:

Eric Kieta / Daily American Reporter
See Attached Roster

Citizen Comments:

4. Minutes of the November 6, 2014, Borough Council meeting for review. (Exhibit P7)

Motion by Eric Glotfelty and seconded by Roger Clarke to approve and accept the minutes of Berlin Borough Council Meeting dated November 6, 2014.

Ayes: 7

Nays: 0

Motion Passed

President's Report

We are considering an upgrade to the borough's archaic municipal billing software system. Our existing Flexabil software is a refugee from the DOS World and no longer functions with modern printers. After considerable testing and comparisons, the Muni-Link cloud-based package from Link Computer Incorporated appears to be the best choice for us. (Exhibit P23)

Motion by Roger Clarke and seconded by John Harding approving a contract with Link Computer Incorporated to provide cloud based municipal billing service at a cost not to exceed \$630 per month with a onetime setup fee of \$5,000 with all costs to be split evenly between the Berlin Borough and the Berlin Municipal Authority. Approval is contingent upon the solicitor's approval of the contract language.

Ayes: 7

Nays: 0

Motion Passed

Motion by Tom Fisher and seconded by Brett Custer to establish the regular Borough Council meeting dates for 2015, as the first Thursday of each month with the exception of January. The January, 2015 Meeting will be held on January 8th due to the New Year's Holiday conflict. The meetings will be held at 7:00 PM at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania. (Exhibit P30)

Ayes: 7

Nays: 0

Motion Passed

Motion by Eric Glotfelty and seconded by Barb Zerfoss to purchase subscriptions of PSAB's Borough News magazine for each Borough Council member, the Mayor, and the Borough Secretary for 2015.

Ayes: 7

Nays: 0

Motion Passed

Motion by Eric Glotfelty and seconded by Tom Fisher re-appointing Brett Custer to a five-year term on The Municipal Authority of the Borough of Berlin effective January 1, 2015.

Ayes: 4

Nays: 2

Abstain: 1

Roll Call Vote:

Aye: Kerrie Broderick

Nay: Roger Clarke

Aye: Thomas Fisher

Aye: Eric Glotfelty

Abstain: Brett Custer

Nay: Barb Zerfoss

Aye: John Harding, Jr.

Motion Passed

RESOLUTION NUMBER 12-14A

WHEREAS, two vacancies exist in the position of Borough Auditor for the Borough of Berlin because nobody was elected to these positions during the past municipal election; and

WHEREAS, the Pennsylvania Borough Code provides that the Borough Council shall appoint a registered elector of the Borough as a Borough Auditor when a vacancy exists in that position.

NOW, THEREFORE, Be It Resolved, and it is hereby resolved that the Borough Council of the Borough of Berlin appoints Robert F. Brant and Shawn Hart as Borough Auditors for the Borough of Berlin to serve in that capacity as the law provides.

Motion by Eric Glotfelty and seconded by Brett Custer adopting Resolution 12-14A and reappointing Robert F. Brant and Shawn Hart to a one-year term as auditors for the Borough of Berlin effective January 1, 2015.

Ayes: 7

Nays: 0

Motion Passed

Motion by John Harding and seconded by Tom Fisher that the Borough of Berlin contribute \$50.00 to the Children's Aid Home Programs of Somerset County and \$50.00 to the Humane Society of Somerset County for the year 2015. (Exhibit P31)

Ayes: 7

Nays: 0

Motion Passed

Mayor's Report: Mayor Joseph Krause

Police Report (Exhibit P32)

Motion by Barb Zerfoss and seconded by Roger Clarke to approve and accept the Police Report as presented.

Ayes: 7

Nays: 0

Motion Passed

Committee Reports:

Electric & Equipment

Brett Custer (Chair)

Municipal Authority Update / Sewer Plant Project.

Discount Electrical Insulators from Ott Electric / should we buy more? (Exhibit P36)

Internal Generation Update (Exhibit P38)

Salsgiver Fiber Project (Exhibit P40)

Internal Generation Historically Based Projections (Exhibit P38)

Sewage Plant Demand Response (Exhibit P41)

Please note that Berlin's electric rates are the lowest of any municipal electric in Pennsylvania. (Exhibit P43)

We are fresh out of electric meters but need council authorization to purchase more. This purchase is already built into the budget.

Motion by Barb Zerfoss and seconded by Brett Custer to authorize the purchase of 48 ITRON G980783 240V CL200 FM2S CENTRON W/R300 Electric Meters at a price not to exceed \$4000.

*Ayes: 7
Nays: 0
Motion Passed*

PERSONNEL & FINANCE

Thomas Fisher (Chair)
Treasurer's Report and Bills:

Motion by Brett Custer and seconded by Jon Harding to approve the bills and Treasurer's Report as specified on Exhibit P44.

*Ayes: 7
Nays: 0
Motion Passed*

Roger Clarke directed the borough secretary to contact Mont Alto Borough to ask how they managed to lower their electric rates?

The proposed 2015 budget is attached for your review. Highlights of which are an **unchanged tax rate of 1.5 mills (which is among the lowest of any borough in the county Exhibit P50)** and tentative transfers between accounts in anticipation of our internal generation project.

Motion by Eric Glotfelty and seconded by Brett Custer approving the 2015 budget for the Borough of Berlin. (Exhibit P51)

*Aye: 7
Nay: 0
Motion Passed*

ORDINANCE NUMBER 337

AN ORDINANCE OF THE BOROUGH OF BERLIN, COUNTY OF SOMERSET, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2015.

BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Borough Council of the Borough of Berlin, County of Somerset, and 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 2015 as follows:

Tax rate for general purposes, the sum of one and five-tenths (1.5) 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 Roger Clarke and seconded by Barb Zerfoss adopting Berlin Borough Ordinance No. 337 relative to establishing the real property tax rate for 2015 at 1.5 mills.

Aye: 7

Nay: 0

Motion Passed

FIRE & GARBAGE

Roger Clarke (Chair)

Grenoble Bans Street Sign Advertising (Exhibit P64)

Mr. Clarke offered information on plasma incinerators as a possible method to reduce out Waste Management tipping fees.

BUILDING PERMIT & PROPERTY

John Harding (Chair)

Clem and Nelson are now actively addressing the backlog issues. (Exhibit P66)

There are ongoing minor property maintenance issues that we are trying to address on an informal basis.

Regarding the property maintenance issues, here's where we now stand:

Mr. Will has complied and vehicles have been removed.

Mr. Gindlesperger has moved three vehicles with several remaining.

The Wilson's claim to have secured the tin with cables. I am unable to confirm this as nothing is visible (at least to me) from ground level.

Mr. Sleasman has yet to comply, questioning "Why he has to move the car when he has a business?" He called later to say that the car would be moved in a few weeks.

Despite several attempts, I have been unable to re-contact the Hutchinson's regarding their porch issue.

The Council discussed non-compliant property maintenance issues. The discussion ended with the understanding that Mayor Krause would contact the recalcitrant property owners first and if that fails, the borough secretary will escalate to CCIS.

The council directed the borough secretary to contact the property owners at Rear 1506 Main Street regarding a tin roof that was placed without a building permit.

HOUSE

Barb Zerfoss (Chair)

The electrical upgrades to Borough Building Main Distribution Panel are completed. This is part and parcel to the installation of the smoke detector system. It also energizes the spouting heat tape on the north side of the building. Smoke detector installation continues with an ETTC

unknown. The BVFD did request a change order related to the location of an alarm module near the walkway where it might be bumped during a fire response. MEI agreed to make this change.

STREETS, STORM SEWERS & SIDEWALKS

Eric Glotfelty (Chair)

Snyder's Request for Custom work patching pavement in their parking lot and placing snow fence near their lagoon.

Sidewalk ordinance...are we enforcing it now that winter is here.
Refurbished Equipment update?

Pedestrian Safety Link to USDOT Document (Sample cover page Exhibit P70)

http://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwas13037/

The Council wishes to emphasize the importance of sidewalk snow removal as it relates to pedestrian safety. They also mentioned that Ordinance 214 penalties will be actively enforced this winter.

POLICE

Brett Custer (Chair)

The 2014 Ford Taurus Police car has summer tread tires that may be unsafe on Berlin's winter roads. As such, it might be best to equip it with proper winter tires.

Motion by Roger Clarke and seconded by John Harding to authorize the purchase of winter tires for the Ford Police Car at a price not to exceed \$900.

Ayes: 7

Nays: 0

Motion Passed

PLANNING & PROJECT

Barb Zerfoss (Chair)

Update on beautification efforts.

Barb mentioned that our tentative park drawings were forwarded to Doctor Bulmer for his revisions before sending it to George Dively at SCH.

At 08:58 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 Eric Glotfelty and seconded by John Harding to adjourn to executive session.

Aye: 7

Nay: 0

Motion Passed

Motion by Eric Glotfelty and seconded by John Harding to reconvene the regular meeting.

Aye: 7

Nay: 0

Motion Passed

At 09:20 PM, the council reconvened the regular meeting.

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 2015:

Aye: 7

Nay: 0

Motion Passed

Wages for Non-Uniformed Borough Employees for 2015

<u>Employee</u>	<u>2014 Rate</u>	<u>2015 Rate</u>
Administrative:		
Terry Metzgar	\$ 37,000/yr.	Unchanged but with a \$2,000 bonus
Confidential:		
Cindy Flamm, Treasurer	\$ 32,344/yr.(15.55/hr.)	unchanged but with a \$500 bonus
Cindy Flamm, Utility System Specialist	\$ 8,068/yr.	Unchanged
Tammy Werner, Clerk	\$ 10.50/hr.	Unchanged but with a \$100 bonus
Other:		
Part-time labor	\$ 9.30/hr.	\$ 10.00 /hr.
Seasonal labor	\$ 8.30/hr.	\$ 9.00 /hr.
School Crossing Guards	\$19.00/hr.	\$ 20.00 /hr.

The Council directed the borough secretary to send a letter of notification to the New National Hotel advising them that their dumpster rate paid in the past was incorrect and that their new and correct rate would go into effect tomorrow 120514.

The Council also directed the borough secretary to schedule the borough crews on normal tours from 07:00 AM through 3:30 PM effective Monday, 120814.

The Council directed the borough secretary to provide Troy Glotfelty street repair specifications for Shady Lane.

The Council directed the borough secretary to work with BBSD to expand crossing guard coverage by 15 minutes both in the morning and afternoon. This in an effort to provide greater safety for the students arriving both early and late.

Motion by Eric Glotfelty and seconded by to adjourn this Meeting of the Berlin Borough Council at 09:44 PM.

Aye: 7

Nay: 0

Motion Passed

Note: The next regular meeting of the Berlin Borough Council is scheduled for January 8, 2015, beginning at 7:00 p.m., at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.

