



Official and Approved Minutes

BERLIN BOROUGH COUNCIL COMMITTEE OF THE WHOLE

May 17, 2018 – 4:00 P.M.

1. The President called the meeting to order.
2. Pledge of Allegiance to the American Flag.

ROLL CALL

Barbara Zerfoss	Present
Thomas L. Fisher	Present
Michael A. Lottig	Present
John Harding, Jr.	Present
Thomas W. Jones	Present
Mayor Joseph Krause	Present
Clifford E. Horner	Present
Charles E. Rhodes	Present

Also in attendance:

Thomas D. Jones, Executive Borough Secretary and Junior Council member Cannon Hay.

Members of the public in attendance: *please see the attached guest registry.*

GUESTS:

Steve Spochart – Redevelopment Authority of Somerset County – 2018 TA Set-Aside Grant – Mr. Spochart congratulated the Borough on receiving a \$1.2 million grant from PennDOT from the Transportation Set-Aside Program. This is for Phase II of the Berlin Revitalization Project that will start at the west side of the Upper Diamond and continue east on Main Street. The grant will be administered by the RASC as the project manager and will involve working closely with the Borough in the design and engineering of the project. Mr. Spochart stated that he believes the Borough has a tremendous project underway with the Borough resources that have already been expended on Phase I, and for the Borough commitment to the rest of the project. Mr. Spochart commended the prior Council for moving swiftly on the project (from concept, to engineering, designing, bidding, awarding, and the amount of construction that was accomplished in less than six months, which is almost unheard of by municipal organizations); and the current council for their continued support. He emphasized that Secretary Tom Jones had put a great deal of time and effort in putting together an exceptional and comprehensive grant application package that set the Berlin application above and apart from the other applications. Secretary Jones added that there were 172 applications submitted requesting approximately \$147 million in grant funding with a total of only \$66.8 million being awarded. All of the 172 projects were high quality applications and the competition was intense. The \$1.2 million awarded will allow Berlin to continue with Phase II of the Berlin Revitalization Project from the Upper Diamond continuing east down Main Street. This

award would not have been possible if the former Council had not aggressively moved forward with Phase I of the Berlin Revitalization Project last year, and which we were able to incorporate into our application package. It is unthinkable, and most likely unprecedented in the history of our great Commonwealth, for a municipality to go from concept, to advertise for an engineer, hire an engineer, design and approve a revitalization project, advertise and hire a contractor, and complete approximately 60% of Phase I of the Berlin Revitalization Project in less than six months; and then to receive an award of this magnitude five months later is phenomenal.

Items for Deliberation:

- 1) West Main Street and Mulberry Street were advertised for bids. New Enterprise has accepted the bid and Secretary Jones is coordinating with them and Darr Construction on a time frame for the paving.
- 2) New Enterprise submitted a price of \$9,229.40 to pave a section of the pavement at the maintenance shed.

Motion by Michael Lottig and seconded by Clifford Horner to contract New Enterprise Stone and Lime to pave an approximate 46' x 60' foot area of pavement at the Borough maintenance shed at a price of \$9,229.40 as per Quotation #DC180020 submitted dated April 20, 2018..

Aye: 7

Nay: 0

Motion Passed

- 3) Generator results – the hours operated report was included with the Council meeting packets for review.
- 4) New employees background clearances – there was some discussion on whether the Borough should continue the drug/alcohol screenings, driver license check, FBI and background clearances on newly hired employees. No action was taken. This topic may be discussed at a future Council meeting.
- 5) Hiring of Dustin Coughenour as part-time employee with garbage service and public works departments.

Motion by Barb Zerfoss and seconded by Thomas W. Jones to hire Dustin Coughenour as a part-time employee with the garbage service and public works departments, subject to satisfactory background and drug/alcohol screenings and clearances.

Aye: 7

Nay: 0

Motion Passed

- 6) Secretary Jones was requested to get quotes from Darr Construction on grinding the expansion joints out and filling them with caulking.
- 7) Secretary Jones provided estimates of block costs to put in small retaining walls at 204 West Main Street and 198 West Main Street. Council directed Secretary Jones to see if he can get contractor quotes for the walls and to have a discussion with Roger Clarke for an alternative stone retaining wall and to provide this to Council at the June 7th Council meeting.
- 8) The Fire Department will be resurfacing the floors of their equipment bays and have offered to do the police car bays for free.

Motion by Michael Lottig and seconded by Thomas Fisher to allow the Berlin Volunteer Fire Department have the police parking garage bays resurfaced at no cost to the Borough.

Aye: 7

Nay: 0

Motion Passed

NOTE: Council Member John Harding left the meeting at 5:15 p.m. and Mayor Joseph Krause left the meeting at 5:30 p.m. Neither of them returned to the meeting.

- 9) Borough IT services quotes. Council Member Thomas W. Jones and Secretary Tom Jones met with George & Bob's Computer Service and with Craig Coleman. Council Member Jones stated that the cables are ok and do not need replaced at this time; some new switches and ports are needed; some computers may need replaced and/or updated. Discussion ensued on the quotes for services that were submitted.

Motion by Thomas W. Jones and seconded by Thomas Fisher to hire George & Bob's Computer Service for IT services, per Estimate #37 – 20 hours at \$50/hour. Backup services or additional services will be contracted on an as needed basis.

Aye: 5

Nay: 0

Abstain: 1 Mike Lottig due to conflict of interest – his brother works for George & Bob's

Motion Passed

- 10) Non-Uniform/Police Plan – On March 3, 2016 Council passed Resolution No. 030316A adopting the Master Plan and Trust currently administered by the Pennsylvania State Association of Boroughs Municipal Retirement Trust (the "PSAB Municipal Retirement Trust"), effective as of January 1, 2016. This should have been done by passing an ordinance instead.

Motion by Michael Lottig and seconded by Clifford Horner to advertise proposed Ordinance No. 342, Adoption of the PSAB Municipal Trust (the "PSAB Municipal Retirement Trust) in the Somerset Daily American.

Aye: 6

Nay: 0

Motion Passed

- 11) Accountability and Communication. Council Member Thomas W. Jones passed out 3 pages of information on accountability and communication. Mr. Jones stated he was not happy with the lack of communication and interaction amongst Council members. He recommended that the individual committees be re-established to replace the current Committee of the Whole structure. He provided a list of suggested committees. He also suggested more face to face meetings between Council members because it is his opinion that the current structure is not working. Discussion ensued on the pros and cons of both committee structures. Secretary Jones cautioned that individual committee meetings would have to be advertised in compliance with the PA Sunshine Act and that Council would have to use extreme caution if they gathered together for meetings and/or discussion.

Motion by Thomas W. Jones and seconded by Barb Zerofoss to abolish the Borough Council Committee of the Whole and replace it with a set of individual committees.

ROLL CALL VOTE:

No: Clifford Horner

Yes: Thomas W. Jones

Yes: Barb Zerfoss

No: Michael Lottig

No: Thomas Fisher
No: Charles Rhodes
Aye: 2
Nay: 4
Motion Failed

NOTE: John Harding was not present at the time the vote was taken.

- 12) William & Ann Slifco request to remove curbing. There was some discussion on the removal of the curbing and whether it could be removed or not due to ordinance provisions. The matter was tabled until the June 7th Council meeting.
- 13) Council Member Barb Zerfoss stated that there are two slabs of concrete on her walk at 501 North Street that is cracking up. The Borough public works replaced these two slabs approximately 10-15 years ago when water meters/shut-offs had to be replaced. President Charles Rhodes this would have to wait until the June 7th Council meeting to be taken up before the Council.
- 14) Council Member Barb Zerfoss asked what is being done to replace the driveway from the sidewalks to Dale Werner's garage. Secretary Jones stated that this was to have been paid for by Mr. Werner to Darr Construction directly. Mr. Werner stated he could not afford the approximately \$2,000 quoted by Darr. He asked Secretary Jones what the Borough could do to help him with the replacement. After some discussion, Council directed Secretary Jones to obtain quotes to finish the driveway and present it at the June 7th Council meeting.

Pending and Unresolved issues

- 1) Mobile home ordinance – Mr. Allison is reviewing the Berlin ordinances and the Meyersdale ordinance and will make recommendations.
- 2) Charleroi Borough Business Revitalization Study – tabled until further notice

ADJOURNMENT

Motion by Thomas Fisher and seconded by Clifford Horner to adjourn the meeting.

Aye: 6

Nay: 0

Motion Passed

The meeting was adjourned at 6:00 p.m.

Note: The next regularly scheduled monthly Council Meeting time has been changed from 7:00 p.m. to 4:00 p.m. on Thursday, June 7, 2018; the next Committee of the Whole meeting of the Berlin Borough Council is scheduled for Thursday, June 21, 2018, beginning at 4:00 p.m. at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.



Executive Borough Secretary
May 17, 2018





Guest Registry

Berlin Borough Council Committee of the Whole Meeting

May 17, 2018 – 4:00 P.M.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Email</u>
STEVE SPOCHART (RASC)	300 N. CENTER AVE. SUITE 520 SEMERSET PA 15501	(814) 443-2780	steve@semerse redevelopment.org

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

Thank you for coming to the meeting. Your input is both welcomed and appreciated. Please follow the rules for speaking as follows:

- Please state your name for the record when it is your time to speak
- Identify the agenda item or topic you wish to address
- Limit your comments to Five (5) minutes
- Please avoid foul language or derogatory remarks
- REMEMBER THAT YOU COMMENTS ARE PART OF THE PUBLIC RECORD!