



Official and Approved Minutes

BERLIN BOROUGH COUNCIL MEETING

June 7, 2018 - 4:00 p.m.

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

ROLL CALL

Barb 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 were

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

Members of the public: *please see attached list*

Citizen's Comments:

There were no residents that asked to address the Council.

Approval of Minutes:

Minutes of the May 3, 2018 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

Motion by John Harding and seconded by Michael Lottig to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council dated May 3, 2018.

Ayes: 7

Nays: 0

Motion Passed

Minutes of the May 17, 2018 Committee of the Whole meeting of the Berlin Borough Council were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by Michael Lottig and seconded by Clifford Horner to approve and accept the minutes of Committee of the Whole meeting of the Berlin Borough Council dated May 17, 2018.

*Ayes: 7
Nays: 0
Motion Passed*

President's Report

CCIS Activity Report – The CCIS report for May. *There were no comments or questions.*

Property Maintenance & Building Code Complaints – (*Secretary Jones will give the report*). Ordinance violations and enforcement of the International Property Maintenance Code – the mayor has made some inspections of properties that received letters earlier in the year. Most have taken care of the property maintenance issues but there a few to still follow up on. No citations have been issued to date. The office has received several questions and complaints about building permits for swimming pool. There appears to be some permanent above ground pools that have never gotten permitted and many removable ones that are put up and taken down each year. Per CCIS, any pool that is more than 24 inches deep is required to have a permit, whether they are below ground, on ground, and above ground pools including inflatable pools. *Secretary Jones was directed to check with CCIS if pool inspections are required only one time and if inspections are required on all pools in the Borough for compliance with permit rules and regulations.*

Mayor's Report: Mayor Joseph G. Krause

From May 1 to May 31, 2018:

Officers were dispatched for 76 calls.
Officers investigated 12 incidents. 11 of these are now closed.
9 Traffic Stops were conducted. 4 Citations were issued.
0 Parking tickets were issued.
1 Non-Traffic citations were issued
0 Borough Ordinance Violations citation was issued
1 person was arrested.

Motion by John Harding and seconded by Thomas Fisher to approve and accept the Police Report as presented.

*Ayes: 7
Nays: 0
Motion Passed*

Administrative Business:

1) Treasurer's Report and Bills:

The Borough has incurred \$0.00 in attorney expenses and \$56.25 in Borough employee expenses for a total of \$56.25 in addressing Right-to-Know requests and Property Maintenance Complaints for the month of May, 2018. The total year to date is \$1,100.00. (*Exhibit 4*)

- Treasurer's Report – the reports were included in the Council Meeting Packets (*Exhibit 5*). *There were no questions asked.*

Motion by Clifford Horner and seconded by John Harding to approve the bills and Treasurer's Report as specified on Exhibit 5.

*Ayes: 7
Nays: 0
Motion Passed*

2) Retaining walls are suggested to correct the problem where sidewalks and curbs were moved and replaced in front of 204 and 198 West Main Street. The Borough public works employees replaced railroad ties at 198 West Main Street at the request of owner Dale Werner and replaced his porch steps. He is pleased and no further work is required for the wall or steps. At the Vicky Hay residence at 204 West Main Street, once the old sidewalks were torn out and the replacement sidewalks were laid out, a steep drop off from the property to the sidewalk level is exposed. Secretary Jones has put together the following quotes on replacing the wall at the Vicky Hay residence at 204 West Main Street:

A) 6" Mirastone from Shaffer Block – borough labor	-	\$2,008.25
B) 8" Mirastone from Shaffer Block – borough labor	-	\$2,276.51
C) Church stone from M & S Quarry –	-	\$4,490.00
D) Maryland drywall stone from M & S Quarry	-	\$3,750.00
E) Barn rock stone from Bedrock Stone Quarry	-	\$3,750.00
F) Maryland drywall stone from Bedrock Stone Quarry	-	\$3,450.00
G) Complete job with all materials from Bowlby's Lawn	-	\$7,000.00

Council had discussion on the different options presented.

Motion by Thomas Fisher and seconded by John Harding approving the construction of a retaining wall with the sidewalk construction project in progress in front of 204 Main Street with Option B, at a cost not to exceed \$2,500.00. No cost will be passed along to the property owner. (Note: Vickie Hay, the property owner selected the West Mountain block color and style).

Ayes: 7

Nays: 0

Motion Passed

3) The costs for the driveway at 198 West Main Street, Dale Werner's house from the sidewalk to his garage is estimated as:

Approximate concrete cost	-	4 yards @ \$168/yd	=	\$672.00*
Labor costs – Ray Mckenzie & Ron Sanner			=	\$800.00
Miscellaneous supplies			=	<u>\$100.00</u>
Estimated total costs for driveway			=	\$1,572.00

****Note this includes enough concrete (approximately 1 yard) to pour the temporary ramp required by PennDOT at the Upper Diamond on the North side of the street. Borough employees will do the finish work on this section.***

Motion by Thomas Fisher and seconded by Clifford Horner approving the construction of a driveway with the sidewalk construction project in progress at front of 198 Main Street at a cost not to exceed \$1,600.00. Dale Werner, the property owner of 198 Main Street must reimburse the Borough for ½ of the total costs.

Ayes: 7

Nays: 0

Motion Passed

4) Phase I – Berlin Revitalization Project - Darr Construction has completed the sidewalks, curbs, and lighting per the contract with the Borough. They have requested final payment per attached Exhibit 7 in the amount of \$29,249.00 plus \$37,764.72, for a total of \$67,013.72.

Council member Thomas W. Jones stated that there were cracks all up and down the curbs on West Main Street and that the contractor needs to dig up those curbs and replace them. Council member John Harding stated that he and Greg Walker had walked along the curbs and had counted at least 25 cracks in the curbs. Secretary Jones reported that he had inspected the curbs as well and that all but 2 of the cracks were by design – expansion joint material was placed approximately every 20 linear feet in the curbs so that any stress cracks from heat, freezing, etc. would occur there. Secretary Jones asked Kevin Yoder from Appalachian Engineering his opinion of the workmanship and completeness of the project by Darr Construction. Mr. Yoder stated it was his opinion that Darr Construction had fulfilled all of their contractual obligations and should be paid. He stated that Council should make an inspection of the project and make a “punch list” of items of concern and discuss this with Darr Construction, as provided for in the contract. Darr then would have an opportunity to address any issues and resolve them. *Council will visit the area during the Committee of the Whole meeting scheduled for June 21st to prepare such a list and then set up a meeting with Darr for resolution.*

Motion by Thomas Fisher and seconded by Michael Lottig approving the payment of \$67,013.72, less 10% retainage of the total contract price (\$13,750.92), to Darr Construction as payment for West Main Street Streetscape Project, Contract 2017-G-01. The 10% retainage will be paid within 90 days after acceptance testing and punch list items are completed per the provisions of the contract.

ROLL CALL VOTE:

Yes: Barb Zerfoss

Yes: Thomas Fisher

Yes: Michael Lottig

Yes: John Harding

No: Thomas W. Jones

Yes: Clifford Horner

Yes: Charles R. Rhodes

Ayes: 6

Nays: 1

Motion Passed

Old Business:

- 1) Movie Night – August 11, 2018 – Reel Time Entertainment provided websites for review of movie titles. Secretary Jones will prepare letters for Council to use to solicit donations to help defray the cost of the event.

New Business:

- 1) PSAB Rental Property Inspection Program – Secretary Jones attended the PSAB program on May 30th and will provided handouts from the meeting. He reported that there is a lot of work to be done to formulate a rental property inspection program and Council needs to review the information provided and decide on how best to proceed. This will be discussed at a future Committee of the Whole meeting.
- 2) AMP Fifth Lineworkers Rodeo – August 25, 2018.
- 3) PSAB Fall Leadership Conference – Seven Springs October 12-14, 2018. Registration fee is \$190 per person.

Motion by Barb Zerfoss and seconded by Michael Lottig approving sending any Council member, the Borough Secretary, Treasurer, or Mayor that wishes to attend the PSAB 2018 Fall Leadership Conference at Seven Springs with all costs to attend to be paid for by the Borough, except for hotel costs.

Ayes: 7

Nays: 0

Motion Passed

- 4) Sale of Blue Creek Wind Farm Renewable Energy Certificates (REC's) 2018-2022 (Exhibit 8). AMP is seeking authorization to sell Blue Creek RECs for the years of 2018, 2019, 2020, 2021, and 2022. Purchased Power invoice credits will be issued instead of a check.

Motion by Michael Lottig and seconded by Thomas Fisher authorizing AMP to sale Blue Creek Wind Farm renewable energy Certificates (RECs for the years of 2018, 2119, 2020, 2021, and 2022). Purchased Power invoice credits will be issued instead of a check.

Ayes: 7

Nays: 0

Motion Passed

- 5) Appalachian Engineering LLC engineering services proposal – Berlin Revitalization Project – Phase IIA – a fee for services was presented for the project. Action was tabled until Council meets with PennDOT and the Redevelopment Authority of Somerset County on June 18th. Council requested that Kevin Yoder attend the meeting set for June 18th on behalf of the Borough.
- 6) Generator one-year results – Secretary Jones presented the following on the first 12 months of operating the generator – June 1, 2017-May 31, 2018:

Expenses:

Diesel and DEF Fluid	\$47,039.46	
Materials & Supplies – signs, etc.	\$ 246.41	
General Expense – commissioning ceremony	\$ 212.50	
Wiedenhoft Electric – consulting	<u>\$ 240.00</u>	
Total Expenses		\$47,738.37

Income/Revenues:

PJM Demand Response credits	\$100,644.00	
Income from kW generated	<u>\$ 19,095.35</u>	
Total Income/Revenues		<u>\$119,739.35</u>

NET REVENUE FROM GENERATORS \$72,000.98

The income from kilowatts generated is estimated and will be updated when final numbers are provided by PowerSecure.

- 7) 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.

Motion by Michael Lottig and seconded by Thomas Fisher authorizing approving the removal of approximately 6 feet of curbing along the south side of Washington Street at 527 North Rear and to remove approximately 12 feet of curbing on the north side of Washington Street to allow for the installation of paved off street parking areas.

Ayes: 7

Nays: 0

Motion Passed

- 8) TA Set-Aside award letter and kick-off meeting with PennDOT and Redevelopment Authority of Somerset County – James D. Ritzman, Deputy Secretary of Planning for PennDOT, issued as letter on May 22, 2018 to the Redevelopment Authority of Somerset County of behalf of the

Borough of Berlin awarding TA Set-Aside funds in the amount of \$1.2 million for Phase II of the Berlin Revitalization Project. A kick-off meeting with PennDOT and RASC will take place at 12:30 p.m. on Monday, June 18, 2018 at the Berlin Offices Conference Room. President Charles Rhodes, Council member Thomas Fisher, Borough Secretary Jones, and Kevin Yoder will attend the meeting on behalf of the Borough of Berlin.

Motion by John Harding and seconded by Michael Lottig to adjourn this Meeting of the Berlin Borough Council at 6:03 P.M.

Aye: 7

Nay: 0

Motion Passed

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday, July 5, 2018, beginning at 7:00 p.m., and the next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for 4:00 p.m., Thursday, June 21, 2018 at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.



Thomas D. Jones
Executive Borough Secretary
June 7, 2018





Guest Registry

Berlin Borough Regular Council Meeting

June 7, 2018 – 4:00 P.M.

Name	Address	Telephone	Email
DENNIS McQUADE			

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!

Borough of Berlin Treasurer's Report as of May 31, 2018

First National Bank Accounts - Interest on accounts at FNB .39 - .41%

Checking Accounts	General Fund	Refuse Collection	Electric System	Payroll Account
Balance	6,781.17	10,832.96	71,225.47	6,540.29
Revenues/Deposits	44,640.67	28,905.23	195,737.82	37,290.30
Transfer in	19,500.00			
total	70,921.84	39,738.19	266,963.29	43,830.59
Expenses	61,837.83	23,656.67	138,775.65	39,648.04
Transfer out		1,000.00	19,500.00	
Balance	9,084.01	15,081.52	108,687.64	4,182.55

Somerset Trust Company Accounts - Interest on Somerset Trust Accts 1.182-1.293%

Savings Accounts	Street Cleaning	Garbage Truck	Capital Reserve	Motor Fuels
Balance	12,981.93	178,865.88	19,451.41	206,270.39
Interest	16.11	221.45	24.14	256.00
Transfer in/Income		1,000.00		
Transfer out/Expense				239.93
Balance	12,998.04	180,087.33	19,475.55	206,286.46

Savings Accounts	Electric System	Electric Restoration	Street Light
Balance	924.01	566,260.66	81,962.95
Interest	1.15	786.56	101.72
Transfer in			
Transfer out/Expense			
Balance	925.16	567,047.22	82,064.67

Savings Accounts	Elec. Generation	Truck Fleet	Beautification Project Fund	Police Fleet Acct.
Balance	241,592.46	37,608.21	1,305.89	6063.82
Interest	299.84	46.68	1.62	7.53
Transfer in				
Transfer out/Expense				
Balance	241,892.30	37,654.89	1,307.51	6,071.35

Interest added is for April.

May interest is not added, the bank statements were not available as of this report printing.

Certificates of Deposit

<u>Renewal date / CD#</u>	<u>Amount</u>	<u>Term/New APY</u>	<u>Bank</u>	<u>Interest earned</u>
Electric Restoration Fund 8/10/2019 \$	1,042,212.64	19months 2.00%	Somerset Trust	
Celebration Fund 9/28/2019 #2003060552 \$	3,953.56	61 months / 2.04%	Somerset Trust	\$ 79.36

Refuse Collection of Berlin Borough, Somerset County, PA

06/05/18

Bills for Council Approval

Cash Basis

May 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.00 · Checking Accounts					
100.09 · Refuse Checking 74100178					
05/04/2018	4383	Boro Payroll Account		-1,557.62	-1,557.62
05/04/2018	4384	Boro of Berlin General Fund	April Transfer...	-4,183.85	-4,183.85
05/04/2018	4385	Garbage Truck Saving Acct	May 2018	-1,000.00	-1,000.00
05/04/2018	4386	BFMC, Inc.	BER00010	-189.45	-189.45
05/04/2018	4387	Highlands' Tire & Service Center	BER003	-951.00	-951.00
05/04/2018	4388	Link Computer Corp.	May	-661.89	-661.89
05/11/2018	4389	Boro Payroll Account		-1,624.13	-1,624.13
05/11/2018	4390	Advanced Disposal Services - MLF	2440000214	-4,136.52	-4,136.52
05/11/2018	4391	J.E. Herring Motor Co.		-794.59	-794.59
05/11/2018	4392	Somerset Auto Parts	3837	-144.52	-144.52
05/15/2018	4393	Postmaster	May Billing	-331.52	-331.52
05/18/2018	4394	Boro Payroll Account		-1,471.92	-1,471.92
05/18/2018	4395	Somerset Trust Co		-200.00	-200.00
05/18/2018	4396	Advanced Disposal Services - MLF	2440000214	-5,052.90	-5,052.90
05/25/2018	4397	Boro Payroll Account		-2,027.48	-2,027.48
Total 100.09 · Refuse Checking 74100178					-24,327.39
Total 100.00 · Checking Accounts					-24,327.39
TOTAL					-24,327.39

10:31 AM

Electric System of Berlin Borough, Somerset County, PA

06/05/18

Bills for Council Approval

Cash Basis

May 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.07 · Electric System Checking					
05/02/2018	RTCK	U-Customers	RTCK- Mandy Boyer	-170.00	-170.00
05/02/2018		FNB of PA	rtck - Mandy Boyer	-12.00	-12.00
05/04/2018	10664	Boro Payroll Account		-669.34	-669.34
05/04/2018	10665	Anixter	Cust. #51150	-1,904.47	-1,904.47
05/04/2018	10666	BFMC	BER00010	-189.46	-189.46
05/04/2018	10667	Scott Electric	1559	-3,682.16	-3,682.16
05/04/2018	10668	Boro of Berlin General Fund	May Wage & Ins. Reim.	-5,900.88	-5,900.88
05/11/2018	10669	Boro Payroll Account		-288.36	-288.36
05/11/2018	10670	Customer	Deposit Balance Refund	-335.36	-335.36
05/11/2018	10671	Customer	Deposit Balance Refund	-161.55	-161.55
05/11/2018	10672	Customer	Deposit Balance Refund	-273.85	-273.85
05/11/2018	10673	Allegheny Electric Cooperative, Inc.	BER100	-2,195.33	-2,195.33
05/11/2018	10674	Berlin Lumber Company, Inc.	119016	-21.65	-21.65
05/11/2018	10675	Wiedenhof Electric		-24,564.75	-24,564.75
05/11/2018	10676	The Hite Company		-353.96	-353.96
05/16/2018	10677	Boro Payroll Account		-193.43	-193.43
05/18/2018		PA Dept of Revenue 280406SalesTax	April 2018	-1,326.38	-1,326.38
05/18/2018	10678	AMP, Inc.	10950	-95,811.12	-95,811.12
05/18/2018	10679	Anixter	Cust. #51150	-140.95	-140.95
05/18/2018	10680	Boro of Berlin Gen. Fund - Transfer	Transfer	-6,500.00	-6,500.00
05/25/2018	10681	Boro Payroll Account		-397.80	-397.80
05/25/2018	10682	Boro of Berlin Gen. Fund - Transfer	Transfer	-13,000.00	-13,000.00
05/29/2018	RTCK	U-Customers	RTCK- Mildred Flickinger	-170.85	-170.85
05/29/2018		FNB of PA	rtck - Mildred Flickinger	-12.00	-12.00
Total 100.07 · Electric System Checking					-158,275.65
TOTAL					-158,275.65

Borough of Berlin, Somerset County, Pennsylvania

Bills for Council Approval

May 2018

06/05/18

Cash Basis

Date	Num	Name	Memo	Original Amount	Paid Amount
100.01 - General Fund Checking					
05/04/2018	16086	Boro Payroll Account		-6,928.23	-6,928.23
05/04/2018	16087	Allison & Rickards, Attorneys at La...		-212.50	-212.50
05/04/2018	16088	Comcast - Internet	8993 20 663 0100779	-125.80	-125.80
05/04/2018	16089	Daily American	119	-297.76	-297.76
05/04/2018	16090	Edgewood Welding and Fabricatio...		-450.00	-450.00
05/04/2018	16091	Hilltop Office Supply, Inc.		-17.58	-17.58
05/04/2018	16092	Pile's Concrete	138	-60.05	-60.05
05/04/2018	16093	Sherry's Cleaning	Cleaning	-625.00	-625.00
05/04/2018	16094	Somerset Occupational Health		-50.00	-50.00
05/04/2018	16095	Unifirst Corporation	251494	-243.40	-243.40
05/04/2018	16096	Verizon		-420.17	-420.17
05/04/2018	16097	Samuel Livengood		-20.15	-20.15
05/11/2018	16098	Boro Payroll Account		-5,575.18	-5,575.18
05/11/2018	16099	Berlin Lumber Company, Inc.	119016	-22.04	-22.04
05/11/2018	16100	Berlin Oil Company	BP-SS00020	-2,615.76	-2,615.76
05/11/2018	16101	BFMC		-75.95	-75.95
05/11/2018	16102	Garrett Limestone Co., Inc.	BER2	-187.60	-187.60
05/11/2018	16103	Herring Truck Parts		-9.00	-9.00
05/11/2018	16104	J&J Truck Equipment	17900	-152.80	-152.80
05/11/2018	16105	Pennsylvania One Call System, Inc.	AE1	-32.69	-32.69
05/11/2018	16106	Reel Time Entertainment	50% Deposit balance for movie...	-250.00	-250.00
05/11/2018	16107	Somerset Auto Parts	3837	-13.65	-13.65
05/18/2018	16108	Boro Payroll Account		-9,435.23	-9,435.23
05/18/2018	16109	Columbia Gas of Pennsylvania		-783.72	-783.72
05/18/2018	16110	Foster F. Wineland, Inc.	12792	-860.90	-860.90
05/18/2018	16111	M.E.I.T		-14,897.90	-14,897.90
05/18/2018	16112	Quill Corporation	02677857	-233.97	-233.97
05/18/2018	16113	Somerset Candy Company, Inc.	00494	-10.00	-10.00
05/18/2018	16114	Somerset County Boroughs Assoc...	Membership dues	-52.00	-52.00
05/18/2018	16115	State Workers Insurance Fund	05967887	-1,117.00	-1,117.00
05/21/2018	16124	Berlin Oil Company	BP-SS00020	-31.00	-31.00
05/25/2018	16116	Boro Payroll Account		-7,116.98	-7,116.98
05/25/2018	16117	Berlin Oil Company	BP-SS00020	-401.50	-401.50
05/25/2018	16118	Daily American	119	-32.45	-32.45
05/25/2018	16119	EMC Insurance Companies	2X54339	-6,061.87	-6,061.87
05/25/2018	16120	Hilltop Office Supply, Inc.		-17.02	-17.02
05/25/2018	16121	Meyersdale Automotive Center, Inc.	VOID:	0.00	0.00
05/25/2018	16122	Somerset Trust - Credit card	4134970000021928	-2,337.99	-2,337.99
05/25/2018	16123	Verizon		-62.99	-62.99
Total 100.01 - General Fund Checking					-61,837.83
TOTAL					-61,837.83

10:51 AM

06/05/18

Motor Fuel Tax Acct, Borough of Berlin, Somerset County, PA
Bills for Council Approval
May 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Paid Amount</u>	<u>Original Amount</u>
117	05/04/2018	Daily American Newspaper, Inc.			-239.93
453589	04/18/2018			-239.93	239.93
TOTAL				-239.93	239.93