



Official and Approved Minutes

BERLIN BOROUGH COUNCIL MEETING

July 5, 2018 - 7:00 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 was:

Thomas D. Jones, Executive Borough Secretary.

Members of the public: *please see the attached guest registry*

Citizen's Comments:

There were no residents that asked to address Council

Approval of Minutes:

Minutes of the June 7, 2018 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

Motion by Michael Lottig and seconded by Thomas Fisher to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council dated June 7, 2018.

Ayes: 7

Nays: 0

Motion Passed

Minutes of the June 21, 2018 Committee of the Whole meeting of the Berlin Borough Council were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by Thomas Fisher and seconded by Clifford Horner to approve and accept the minutes of Committee of the Whole meeting of the Berlin Borough Council dated June 21, 2018.

Ayes: 7
Nays: 0
Motion Passed

President's Report

CCIS Activity Report – The CCIS report for June. (*Exhibit 3*) There were no comments or questions.

Property Maintenance & Building Code Complaints – Ordinance violations and enforcement of the International Property Maintenance Code. 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 stated that Council had not taken any action at the May regular Council meeting on whether CCIS should be asked to inspect any or all pools in the Borough. *Council had some discussion but took no action.*

Secretary Jones reported that he had not received any additional property maintenance or building code complaints during the month of June.

IIOF Cemetery recommendations – President Rhodes and Michael Lottig made a site visit to the cemetery and recommends that a “bank shale”, or berm, be placed along the edge where there is no barrier to impede people from going down the steep bank.

Motion by Thomas Fisher and seconded by John Harding to approve having the Borough Public Works staff place a 2 foot to 2 ½ foot high dirt berm along the edge of the property near the IIOF cemetery to help impede the public from going down the steep bank.

Ayes: 7
Nays: 0
Motion Passed

NOTE: President Rhodes will get approval from the IIOF Association prior to starting the project.

Mayor's Report: Mayor Joseph G. Krause

From June 1 to June 30, 2018:

Officers were dispatched for 73 calls.
Officers investigated 9 incidents. 7 of these are now closed.
10 Traffic Stops were conducted. 6 Warnings were issued; 4 Citations were issued.
0 Parking tickets were issued.
0 Non-Traffic citations were issued
0 Borough Ordinance Violations citation was issued
3 people were arrested.

Motion by Barb Zerfoss and seconded by Michael Lottig 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 \$0.00 in Borough employee expenses for a total of \$0.00 in addressing Right-to-Know

requests and Property Maintenance Complaints for the month of June, 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 & 6*). *There were some questions about some of the checks and what they were written for that were explained by Secretary Jones.*

Motion by Thomas Fisher and seconded by Clifford Horner to approve the bills and Treasurer's Report as specified on Exhibit 5 & 6.

Ayes: 7

Nays: 0

Motion Passed

- 2) Treasurer Cindy Flamm has provided a list of records she is recommending be shredded and disposed of in accordance with the Pennsylvania Municipal Records Retention Act. (*Exhibit 7*).

RESOLUTION NO. 07052018-01

A RESOLUTION AUTHORIZING THE DISPOSITION OF RECORDS

WHEREAS, by virtue of Resolution No. 07052018-01, adopted this 5th of July, 2018. The Borough of Berlin Council declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, that the Borough of Berlin, Somerset County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the public records as listed on the attached request to dispose of records.

Motion by Barb Zerfoss and seconded by Michael Lottig passing Resolution No. 07052018-01 authorizing Treasurer Cindy Flamm to dispose of municipal records as detailed on the list provided (Exhibit 7) in accordance with the Pennsylvania Municipal Records Retention Act.

Ayes: 7

Nays: 0

Motion Passed

Old Business:

- 1) Movie Night – August 11, 2018 – there has been a total of \$860 in donations for Movie Night and one bicycle. Somerset Trust will provide popcorn and the Fire Department will open the concession stand. John Harding and Secretary Jones will pick a movie title and have posters/flyers printed. Bikes to be given away will be purchased by Mr. Harding and Secretary Jones.
- 2) TA Set-Aside meeting with PennDOT and RASC – the “kick-off” meeting was held on June 18. Some procedural items were reviewed. Chris Hull provided information to be used for a questionnaire that will be given to engineers to get them prequalified with PennDOT. Secretary Jones will be mailing the questionnaires out next week and will forward them to Chris Hull. After that, the Borough can select an engineer and negotiate

prices for engineering services. A scope review meeting will be held on August 6 at 8:00 a.m. to do a preliminary review of the project area. No more than 3 Council members can attend without public advertising the meeting. It was suggested that Brian Wiedenhoft should inspect all utility poles from the Upper Diamond to the Lower Diamond to see if any needed replaced prior to the construction of the new sidewalks.

- 3) Phase I Berlin Revitalization Project - West Main Street Project Update – a retaining wall was partially completed by the public works employees at the Vicki Hay residence at 208 Main Street. Ms. Hay contacted Secretary Jones and stated that the steps or sidewalk leading to her porch needs replaced due to the steps shifting during the sidewalk and curb construction. Secretary Jones showed photos of the walk and steps in question including pre-construction, construction in progress, and the current state of the steps. After reviewing the photographs, it was the consensus of Council that the condition existed at the property prior to any construction of the sidewalks, curbs, and retaining wall and the Borough had no responsibility to fix the “tripping” situation. *Secretary Jones was directed to meet with Ms. Hay and show her the photographs and inform her of the decision of Council.*

The driveway at 198 West Main Street, Dale Werner’s house has been replaced. The total costs were \$1,586.09 and an invoice was given to Mr. Werner for his ½ share of the total cost, plus sales taxes - \$840.63.

Curb and sidewalk construction inspection – President Rhodes, Council Members Thomas W. Jones and Clifford Horner, Secretary Jones, Junior Council member Cannon Hay, and Kevin Yoder from AEG inspected the curbs and sidewalks on June 21st. A list of issues with curb expansion joints was made. Secretary Jones met with Rick Hoffman from Darr Construction onsite on June 25th. Mr. Hoffman agreed that Darr Construction will make some repairs to the cracks in question. This will take place after the July 4th Holiday. Kevin Yoder will make a final inspection after the repairs are completed and report his findings to Council.

New Business:

- 1) Tax Collector Nancy Engbert has requested reimbursement for online tax collector courses and tests. The cost is \$200.00. Ms. Engbert is also requesting that Council pass a resolution changing the rate the tax collector can charge for tax certifications from \$10.00 to \$20.00. *Council member Michael Lottig stated that it is his opinion that the Council should reimburse the \$200 to Ms. Engbert since Council has paid for the cost for newly elected Council members to attend a PSAB “Boot Camp” training seminar.*

Motion by Michael Lottig and seconded by Thomas W. Jones approving the reimbursement of \$200.00 to Nancy Engbert, Borough Tax Collector for newly required tax collector classes and tests.

Ayes: 7

Nays: 0

Motion Passed

BOROUGH OF BERLIN, PENNSYLVANIA

RESOLUTION NO. 07052018-02

A RESOLUTION TO AMEND THE FEE THE BOROUGH TAX COLLECTOR CAN CHARGE FOR TAX CERTIFICATIONS

WHEREAS, Title 8 – Boroughs and Incorporated Towns, more commonly referred to as the Pennsylvania Borough Code, establishes the authority of the Borough Councils to levy taxes and to impose various fees, and

WHEREAS, the Berlin Borough Council desires to amend the amount the elected Borough Tax Collector can charge for tax certifications, and

THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Berlin Borough Council that the amount the elected Borough Tax Collector can charge for the fee for services for tax certifications shall be no more than \$20.00 (twenty dollars).

BE IT BE FURTHER RESOLVED, this 5th day of July, 2018, that this Resolution becomes effective as of July 1, 2018 and will remain in full effect until subsequently changed by Borough Council.

Motion by Thomas Fisher and seconded by John Harding passing Resolution 07052018-01 changing the rate the Borough Tax Collector can charge for tax certifications from \$10.00 to no more than \$20.00.

Ayes: 7

Nays: 0

Motion Passed

- 2) Generator operating results – Secretary Jones reviewed the operations and discussed the results. All 5CP times have been captured in June and July and the 1CP time had been set on July 2. The loads will continue to be monitored for additional load shaving management opportunities. Engine #4 of Power Block 2 has an issue with overheating. PowerSecure dispatched a technician on July 3rd and a part has been ordered and will be replaced as soon as it is available. Ms. Zerfoss asked how much this will cost the Borough and Secretary Jones pointed out there is no additional cost for monitoring, maintenance repair services labor, or parts since the Borough had opted for a 9-year maintenance and monitoring agreement and an additional 9-year warranty contract.
- 3) Berlin Brothersvalley School District Homecoming Parade – Christy McMillen has requested permission to hold the homecoming parade on September 28, 2018 starting at 6:00 p.m. The parade will travel from the Upper Diamond, down Main Street, into the school and down Stadium Street.

Motion by John Harding and seconded by Barb Zerfoss granting permission for the Berlin Brothersvalley School District to hold a homecoming parade on September 28, 2018 beginning at 6:00 p.m.

Ayes: 7

Nay: 0

Motion Passed

- 4) The Future of PMEA – Dave Woglom, Executive Director email (*Exhibits 8 & 9*). Secretary Jones stated that there had been some discussion amongst PMEA members about changing the structure, the mission, and direction of the organization. There is likely to be some recommendations made at the annual PMEA conference at State

College September 12-14. He encouraged Council to review the information forwarded by Dave Woglom, Executive Director, and send representation to the Conference.

- 5) Somerset Flooring Solutions has asked if there is any interest in having them coat the concrete floor in the Community Building with a product similar to what will be used in the fire department garage bays (*Exhibit 10*). Council directed Secretary Jones to reply back to them that there is no interest in doing anything with the Community Room floor at this time.
- 6) VFW/American Legion Welcome sign – Secretary Jones will gather additional information for Council to consider at the July Council Committee of the Whole meeting.
- 7) Berlin Borough Operating results January-June 2018 (*Exhibit 11*). Operating statements for the first 6 months of 2018 were provided to Council for review. Secretary Jones will provide an analysis for the first six months and review it with Council at the July Council Committee of the Whole meeting.
- 8) Berlin Volunteer Fire Department Insurance Renewal (*Exhibit 12*). The Borough received the insurance renewal proposal for the Berlin Fire Department for the period effective August 1, 2018-July 31, 2019. The total premium is \$10,919.00. This is being forwarded to the Fire Department for review and acceptance.
- 9) Berlin Community Day – will be held Saturday July 14th 9:00 a.m.-4:00 p.m. There will be crafts food, yard and rummage sales, children's activities, and music.
- 10) Request by Somerset County Mobile Food Bank to use Borough Building parking lot.

Motion by Michael Lottig and seconded by Thomas Fisher granting permission for the Somerset County Mobile Food Bank to use the Borough Building parking lot on July 24, 2018 for food distribution.

Ayes: 7

Nay: 0

Motion Passed

- 11) Plastic recycling – Secretary Jones read an email received by the Borough from Lorrie Shaw requesting that the Borough have Waste Management do a plastic recycling pick up day in the Borough. Secretary Jones discussed this by phone with Waste Management, however, since they do not provide garbage services within the Borough, they will not provide plastic recycling services.
- 12) Ordinance No. 344: Adoption of PSAB Municipal Retirement Trust – Council had passed a resolution on March 3, 2016 to adopt the terms of the PSAB Municipal Retirement Trust for the Borough of Berlin Police Pension Plan. The plan was audited earlier this year and it was discovered that an ordinance should have been adopted instead of a resolution. Ordinance No. 344 has been drafted and duly advertised to the public.

Motion by Michael Lottig and seconded by Barb Zerfoss to pass Ordinance No. 344 adopting the terms of the PSAB Municipal Retirement Trust for the Borough of Berlin Police Pension Plan.

Ayes: 7

Nay: 0

Motion Passed

There was general discussion about the fire department fire alarm and whose responsibility it is to maintain and/or replace it; the future path of the September 11 National Memorial Trail; the status of the Salsgiver fiber optic cable and poles and lines (*Secretary Jones was directed to see if Brian Wiedenhoft can determine if the cable is in use*); and action to be taken on blighted mobile homes.

Motion by Michael Lottig and seconded by Barb Zerfoss to adjourn this Meeting of the Berlin Borough Council at 8:38 P.M.

Aye: 7

Nay: 0

Motion Passed

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday, August 2, 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, July 19, 2018 at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.



Executive Borough Secretary

July 5, 2018





Guest Registry

Berlin Borough Council Committee of the Whole Meeting

July 5, 2018 – 7:00 P.M.

Name	Address	Telephone	Email
Stephen Custer			
Matthew Toth			
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!

Municipal Monthly Report/Permits Issued

BERLIN BOROUGH

JUL 05 2018

<i>PERMIT #</i>	<i>OWNER</i>	<i>ADDRESS</i>	<i>DATE</i>	<i>NOTES</i>	
2018SM-0010RA	MARK KEEFER	610 ORCHARD STREET	BERLIN, PA	6/3/2018	REPLACING DECK
2018SM-0012RSP	CODY ARMSTRONG	218 BROADWAY STREET	BERLIN, PA	6/7/2018	SWIMMING POOL
2018SM-0013RA	SUE PLATT	172 VINE STREET	BERLIN, PA	6/11/2018	PORCH

Municipal Monthly Report/Inspections

JUL 05 2018

BERLIN BOROUGH

<i>PERMIT #</i>	<i>OWNER</i>	<i>PROJECT ADDRESS</i>	<i>DATE</i>	<i>TYPE</i>	<i>STATUS</i>	
2017SM-0006R	ADAM LANDIS	297 VINE STREET	BERLIN, PA 15530	6/20/2018	RENEWAL	
2018SM-0001R	JANE SCURFIELD	216 HIGH STREET	BERLIN, PA	6/27/2018	FINAL	PASSED
2018SM-0007R	BILL GLESSNER	906 NORTH BROADWAY	BERLIN, PA 15530	6/15/2018	FRAMING	
				6/15/2018	FINAL	
				6/5/2018	FOOTER	
2018SM-0008R	JASON CORNELL	114 LOOKOUT LANE	BERLIN, PA 15530	6/8/2018	FOOTER	
2018SM-0009R	CLYDE MILLER	622 SOUTH STREET	BERLIN, PA 15530	6/26/2018	FOOTER	PASSED
2018SM-0010R	MARK KEEFER	610 ORCHARD STREET	BERLIN, PA 15530	6/3/2018	PLAN REVIEW	
				6/18/2018	FOOTER	
2018SM-0011R	ANTHONY YACHERE	307 SOUTH STREET	BERLIN, PA 15530	6/4/2018	PLAN REVIEW	
2018SM-0012R	CODY ARMSTRONG	218 BROADWAY STREET	BERLIN, PA 15530	6/7/2018	PLAN REVIEW	
				6/15/2018	FINAL	
2018SM-0013R	SUE PLATT	172 VINE STREET	BERLIN, PA 15530	6/19/2018	FINAL	

Monday, July 02, 2018

Municipal Monthly Report/Inspections

BERLIN BOROUGH

<i>PERMIT #</i>	<i>OWNER</i>	<i>PROJECT ADDRESS</i>	<i>DATE</i>	<i>TYPE</i>	<i>STATUS</i>
2018 SM-0013R	SUE PLATT	172 VINE STREET, BERLIN	6/14/2018	FOOTER	
"	"	"	6/19/2018	FRAMING	
"	"	"	6/11/2018	PLAN REVIEW	

Monday, July 02, 2018

Municipal Monthly Report/Inspections

Berlin Borough

<i>PERMIT #</i>	<i>OWNER</i>	<i>PROJECT ADDRESS</i>	<i>DATE</i>	<i>TYPE</i>	<i>FEE</i>	<i>STATUS</i>
PEN1.BB13.002	Mary Martin Gindlesperger	428 South St. Berlin, PA 15530	6/18/2018	RENEWAL	\$0.00	

Borough RTK and Property Maintenance Complaint

	Attorney fees	Boro Labor	Filed by
Prior Year 2016 Totals	\$ 350.00	\$ 100.00	
Prior Year 2017 Totals	\$ 3,528.55	\$ 814.20	
2018 ↓			
01/16/18-01/17/18	87.5		Terri Twombly on 171 Vine
TomJones - Jan. 2018		112.5	3hours
TomJones - Feb. 2018		656.25	17.5 hours
TomJones - Mar. 2018		187.5	5 hours
TomJones - May 2018		56.25	1.5 hours
TomJones/ Atty June 2018	0	0	
Total	87.5	1012.5	

The Borough of Berlin
Treasurer's Report
June 30, 2018

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

Checking Accounts	General Fund	Refuse Collection	Electric System	Payroll Account
Balance	9,084.01	15,081.52	108,687.64	4,182.55
Revenues/Deposits	40,358.63	25,472.55	118,278.77	50,730.72
Transfer in	89,000.00			
total	138,442.64	40,554.07	226,966.41	54,913.27
Expenses	133,273.36	30,361.15	126,468.17	47,661.38
Transfer out		2,000.00	40,000.00	
Balance	5,169.28	8,192.92	60,498.24	7,251.89

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

Savings Accounts	Street Cleaning	Garbage Truck	Capital Reserve	Motor Fuels
Balance	12,998.04	180,087.33	19,475.55	206,286.46
Interest	16.89	233.85	25.31	268.14
Transfer in/Income		2,000.00		
Transfer out/Expense				
Balance	13,014.93	182,321.18	19,500.86	206,554.60

Savings Accounts	Electric System	Electric Restoration	Street Light
Balance	925.16	567,047.22	82,064.67
Interest	1.20	929.49	106.64
Transfer in			4,000.00
Transfer out/Expense		53,000.00	
Balance	926.36	514,976.71	86,171.31

Savings Accounts	Elec. Generation	Truck Fleet	Beautification Project Fund	Police Fleet Acct.
Balance	241,892.30	37,654.89	1,307.51	6071.35
Interest	314.33	48.93	1.70	7.89
Transfer in				
Transfer out/Expense	172,393.00			
Balance	69,813.63	37,703.82	1,309.21	6,079.24

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

Borough of Berlin, Somerset County, Pennsylvania

07/03/18

Bills for Council Approval

Cash Basis

June 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.01 - General Fund Checking					
06/01/2018	16125	Boro Payroll Account		-7,194.21	-7,194.21
06/01/2018	16126	Baker's Lawn Ornaments		-279.96	-279.96
06/01/2018	16127	Borough of Berlin Refuse Collection		-4,671.38	-4,671.38
06/01/2018	16128	Cheryl Hay		-53.00	-53.00
06/01/2018	16129	Comcast - Internet	8993 20 663 0100779	-125.80	-125.80
06/01/2018	16130	Highlands' Tire & Service		-15.00	-15.00
06/01/2018	16131	Meyersdale Automotive Center, Inc.		-223.50	-223.50
06/01/2018	16132	Olde Earth Tru Value Rental		-510.00	-510.00
06/01/2018	16133	Principal Life Insurance Company	N86102-1	-126.90	-126.90
06/01/2018	16134	S & D Calibration Services, Inc.		-56.00	-56.00
06/01/2018	16135	Sherry's Cleaning	Cleaning	-500.00	-500.00
06/01/2018	16136	U.S. Municipal Supply, Inc.	H155301476	-190.83	-190.83
06/04/2018	16137	Boro Payroll Account		-12,408.05	-12,408.05
06/08/2018	16138	Dustin Coughenour		-20.15	-20.15
06/15/2018	16139	Boro Payroll Account		-7,577.50	-7,577.50
06/15/2018	16140	B. J. Maurer Motor Co., Inc.		-298.87	-298.87
06/15/2018	16141	Berlin Lumber Company, Inc.	119016	-250.66	-250.66
06/15/2018	16142	Berlin Oil Company	BP-SS00020	-523.59	-523.59
06/15/2018	16143	Bowlby's Lawn Service		-420.00	-420.00
06/15/2018	16144	Cleveland Brothers	6375	-369.39	-369.39
06/15/2018	16145	Custer Tire & Auto Parts		-76.70	-76.70
06/15/2018	16146	Edgewood Welding and Fabricatio...		-40.00	-40.00
06/15/2018	16147	Fastenal Company	PASOM0039	-5.11	-5.11
06/15/2018	16148	Garrett Limestone Co., Inc.	BER2	-169.95	-169.95
06/15/2018	16149	George & Bob's Computer Service		-1,000.00	-1,000.00
06/15/2018	16150	Keim's Sales and Service		-69.00	-69.00
06/15/2018	16151	M.E.I.T		-14,897.90	-14,897.90
06/15/2018	16152	Olde Earth Tru Value Rental		-480.16	-480.16
06/15/2018	16153	Pennsylvania One Call System, Inc.	AE1	-31.52	-31.52
06/15/2018	16154	Somerset Candy Company, Inc.	00494	-62.50	-62.50
06/15/2018	16155	Somerset Occupational Health		-75.00	-75.00
06/15/2018	16156	Unifirst Corporation	251494	-336.72	-336.72
06/15/2018	16157	Verizon		-428.98	-428.98
06/15/2018	16158	Ray McKenzie		-400.00	-400.00
06/15/2018	16159	Ron Sanner		-400.00	-400.00
06/22/2018	16161	Boro Payroll Account		-7,050.01	-7,050.01
06/22/2018	16162	Berlin Area Comm. Grove Firewor...		-800.00	-800.00
06/22/2018	16163	Columbia Gas of Pennsylvania		-241.32	-241.32
06/22/2018	16164	Darr Construction, Inc.		-53,262.81	-53,262.81
06/22/2018	16165	Hilltop Office Supply, Inc.		-17.58	-17.58
06/22/2018	16166	Somerset Candy Company, Inc.	00494	-74.55	-74.55
06/22/2018	16167	Somerset Trust - Credit card	4134970000021928	-163.55	-163.55
06/22/2018	16168	Thomas Jones		-167.32	-167.32
06/22/2018	16169	Trapuzzano's Uniforms		-282.96	-282.96
06/22/2018	16170	Verizon		-62.99	-62.99
06/22/2018	16171	Petty Cash Fund		-218.40	-218.40
06/22/2018	16172	EMC Insurance Companies	2X54339	-6,061.85	-6,061.85
06/29/2018	16173	Boro Payroll Account		-7,309.84	-7,309.84
06/29/2018	16174	Berlin Oil Company	BP-SS00020	-552.02	-552.02
06/29/2018	16175	Brown's Auto Repair		-605.54	-605.54
06/29/2018	16176	Daily American	119	-56.85	-56.85
06/29/2018	16177	New Enterprise Stone & Lime	73213	-1,287.04	-1,287.04
06/29/2018	16178	Principal Life Insurance Company	N86102-1	-126.90	-126.90
06/29/2018	16179	Sherry's Cleaning	Cleaning	-500.00	-500.00
06/29/2018	16180	W.W. Friedline, Inc.	BERBOR	-140.00	-140.00
Total 100.01 - General Fund Checking					-133,269.86
TOTAL					-133,269.86

11:24 AM

Electric System of Berlin Borough, Somerset County, PA

07/03/18

Bills for Council Approval

Cash Basis

June 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.07 · Electric System Checking					
06/01/2018	10683	Boro Payroll Account		-269.40	-269.40
06/01/2018	10684	Boro of Berlin General Fund	June Wage & Ins. Reim.	-5,900.88	-5,900.88
06/01/2018	10685	Street Lighting Savings Account	April - June Transfer	-3,000.00	-3,000.00
06/01/2018	10686	Anixter	Cust. #51150	-574.33	-574.33
06/01/2018	10687	The Hite Company		-2,499.23	-2,499.23
06/08/2018	10688	Boro Payroll Account		-410.64	-410.64
06/08/2018	10689	Boro of Berlin Gen. Fund - Transfer	Transfer	-7,000.00	-7,000.00
06/08/2018	10690	Wiedenhof Electric		-15,055.00	-15,055.00
06/15/2018	10691	Boro Payroll Account		-137.98	-137.98
06/15/2018	10692	Customer	Deposit Refund for Jennif...	-110.55	-110.55
06/15/2018	10693	The Hite Company		-35.99	-35.99
06/15/2018	10694	Boro of Berlin Gen. Fund - Transfer	Transfer	-13,000.00	-13,000.00
06/20/2018	ACH	PA Dept of Revenue 280406SalesTax	May 2018	-1,317.37	-1,317.37
06/22/2018	10695	Boro of Berlin General Fund	July Wage & Ins. Reim.	-5,900.88	-5,900.88
06/22/2018	10696	Street Lighting Savings Account	July Transfer	-1,000.00	-1,000.00
06/22/2018	10697	Boro Payroll Account		-365.84	-365.84
06/22/2018	10698	AMP, Inc.	10950	-83,501.90	-83,501.90
06/22/2018	10699	Boro of Berlin Gen. Fund - Transfer	Transfer	-6,000.00	-6,000.00
06/22/2018	10700	Boro Payroll Account		-173.31	-173.31
06/29/2018	10701	Boro of Berlin Refuse System	VOID:	0.00	0.00
06/29/2018	10702	Municipal Sewer System		-670.65	-670.65
06/29/2018	10703	Municipal Water Authority	VOID:	0.00	0.00
06/29/2018	10704	Berlin Oil Company, Inc.		-2,488.05	-2,488.05
06/29/2018	10705	T&R Electric		-6,200.00	-6,200.00
06/29/2018	10706	Boro of Berlin Refuse System		-612.21	-612.21
06/29/2018	10707	Municipal Water Authority		-243.96	-243.96
06/29/2018	10708	Boro of Berlin Gen. Fund - Transfer	Transfer	-10,000.00	-10,000.00
Total 100.07 · Electric System Checking					-166,468.17
TOTAL					-166,468.17

Refuse Collection of Berlin Borough, Somerset County, PA

07/03/18

Bills for Council Approval

Cash Basis

June 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.00 · Checking Accounts					
100.09 · Refuse Checking 74100178					
06/01/2018	4398	Garbage Truck Saving Acct	June 2018	-1,000.00	-1,000.00
06/01/2018	4399	Boro of Berlin General Fund	June Transfer	-4,183.85	-4,183.85
06/01/2018	4400	Boro Payroll Account		-1,504.52	-1,504.52
06/01/2018	4401	Advanced Disposal Services - MLF	2440000214	-4,853.30	-4,853.30
06/01/2018	4402	BFMC, Inc.	BER00010	-80.17	-80.17
06/01/2018	4403	Highlands' Tire & Service Center	BER003	-373.90	-373.90
06/01/2018	4404	Link Computer Corp.	June	-661.89	-661.89
06/01/2018	4405	W.W. Friedline, Inc.	BERBOR	-70.00	-70.00
06/08/2018	4407	Boro Payroll Account		-1,492.03	-1,492.03
06/15/2018	4409	Boro Payroll Account		-1,598.36	-1,598.36
06/15/2018	4410	Link Computer Corp.	June	-16.55	-16.55
06/15/2018	4411	Somerset Auto Parts	3837	-28.15	-28.15
06/15/2018	4413	Berlin Oil Company	BP-SS00020	-1,156.23	-1,156.23
06/22/2018	4412	Boro of Berlin General Fund	July Transfer	-4,183.85	-4,183.85
06/22/2018	4414	Garbage Truck Saving Acct	July 2018	-1,000.00	-1,000.00
06/22/2018	4415	Boro Payroll Account		-1,683.30	-1,683.30
06/22/2018	4416	Advanced Disposal Services - MLF	2440000214	-5,871.02	-5,871.02
06/29/2018	4417	Boro Payroll Account		-1,551.80	-1,551.80
06/29/2018	4418	Municipal Water Authority		-9.58	-9.58
06/29/2018	4419	Municipal Sewer System		-23.40	-23.40
06/29/2018	4420	Berlin Oil Company	BP-SS00020	-1,019.25	-1,019.25
Total 100.09 · Refuse Checking 74100178					-32,361.15
Total 100.00 · Checking Accounts					-32,361.15
TOTAL					-32,361.15

Request to dispose of the following records:

(as Permitted by the Municipal Records Retention Act) All records will be shredded at time of disposal.

Dispose of the following accounting records, A/P prior to the year 2011:

(retaining 7 yrs)
Bank Statements
Cancelled Checks
Check registers
Deposit Slips
Deposit Reports
Treasurer's reports
Invoices
Purchase orders

Dispose of the following accounting records, A/R prior to the year 2011:

(retaining 7 yrs)
Billing Journals
Payment stubs
Paid Invoices
Llheap Records
Receipt Books

Dispose of the following payroll records, A/R prior to the year 2014:

(retaining 4 yrs)
Quarterly returns for Federal tax
Quarterly returns for state and local tax
Unemployment Compensation Reports
W-2's, W-4's, 1099s, & Timecards

Dispose of the following miscellaneous records:

Expired Certificate of Deposit Records prior to 2012 (retaining 6yrs after renewal)
Survey of Financial Condition prior to 2014 (retaining 3 yrs)
Liquid Fuels Reports prior to 2011 (retaining 7 yrs)
Proof of Publications prior to 2008 (retaining 10 yrs)
Solicitor sign-in forms prior to 2015 (retaining 3yrs)
Tax Collector monthly report of Real Estate and Per Capita (retaining 7 yrs)
Real Estate and Per Capita Tax Duplicates prior to 2011 (retaining 7 yrs)
Public Utility Realty Report prior to 2011 (retaining 7 yrs)
Certificate of Elections prior to 2017 (retaining 2 years)
Oaths of Office prior to 2012 (retaining 6 years)
Treasurer's Bonds prior to 2011 (retaining 7 years)
Office Clerk Bonds prior to 2012 (retaining 6 years)
Insurance Policies prior to 2012 (retaining 6 years)
Yearly Budget work papers. One copy of Budget will be kept forever.

Items not found in the Record Retention Handbook

PA one call slips prior to 2017 (retaining 1 yrs)
Electric work orders prior to 2015 (retaining 3 yrs)