



Official and Approved Minutes

BERLIN BOROUGH COUNCIL MEETING

August 2, 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 are:

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

Members of the public: *Please see the attached guest registry.*

Citizen's Comments:

The following residents have asked to address the Council:

Dennis McQuade – asked when Columbia Gas is going to do their sidewalk project and if his and other houses will be getting sidewalks. Secretary Jones replied that Columbia will be replacing sidewalks from 10th Avenue to Hay Street on the North side of Main Street only. Their plan is to do this work this fall.

Approval of Minutes:

Minutes of the July 5, 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 July 5, 2018.

Ayes: 7

Nays: 0

Motion Passed

Minutes of the July 19, 2018 Committee of the Whole meeting of the Berlin Borough Council were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by John Harding and seconded by Clifford Horner to approve and accept the minutes of the Committee of the Whole meeting of the Berlin Borough Council dated July 19, 2018.

Ayes: 7

Nays: 0

Motion Passed

President's Report

- 1) CCIS Activity Report – The CCIS report for July. (*Exhibit 3*). *There were no questions or comments.*
- 2) Crosswalk pavement markings at Cumberland Street – Secretary Jones stated that the Public works employees will be putting crosswalk tape down as soon as the weather permits.
- 3) Fletcher Street electric poles – Secretary Jones was directed to inform the utility companies once again to come and transfer their utilities so that the old poles could be removed.
- 4) Borough Office entry door – Secretary Jones was directed to see if the front office door could be repaired at the bottom.
- 5) Magnet for manhole lids removal – President Rhodes suggested that a magnet may be needed to assist the public works in removing manhole covers. Secretary Jones was directed to obtain pricing.

Property Maintenance & Building Code Complaints – (Secretary Jones gave the report):

There were 2 property maintenance complaints received during July – 1) the clear sight triangle is blocked by trees at the south intersection of 7th Street and Main Street - these trees will need removed; 2) bushes are blocking the view of oncoming traffic at the North intersection of 7th Street and Main Street – these may need trimmed for better vision. Secretary Jones and Council Member Thomas Fisher will speak to the property owners about these.

Mayor's Report: Mayor Joseph G. Krause

From July 1 to July 31, 2018:

Officers were dispatched for 81 calls.

Officers investigated 8 incidents. 7 of these are now closed.

5 Traffic Stops were conducted. 2 Warnings were issued; 3 Citations were issued.

0 Parking tickets were issued.

2 Non-Traffic citations were issued

0 Borough Ordinance Violations citations were issued

2 people were arrested.

Motion by Michael Lottig and seconded by John Harding 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 \$37.50 in Borough employee expenses for a total of \$37.50 in addressing Right-to-Know Requests and Property Maintenance Complaints for the month of July, 2018. The total year to date is \$1,137.50. (*Exhibit 4*)

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

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

Ayes: 7

Nays: 0

Motion Passed

Old Business:

- 1) Movie Night – August 11, 2018 – movie night is set to go. A portable toilet will be placed onsite. Council members John Harding, Clifford Horner, and Thomas W. Jones will assist the fire department with the refreshments and the prize drawings.
- 2) TA Set-Aside meeting with PennDOT and RASC – a scope of project review meeting will be held on August 6th at 9:10 a.m. President Rhodes, Council members Thomas Fisher and Thomas W. Jones, Secretary Thomas D. Jones and Kevin Yoder from AEG, LLC will attend on behalf of the Borough.
- 3) IIOF Cemetery recommendations follow-up – President Rhodes was directed by Council to obtain a price from Mike Fogle for placing the berm.
- 4) Phase I Berlin Revitalization Project – all construction work is complete except for the curb patching/touch-up by Darr Construction.
- 5) The 2018 DCED MTF grant application was filed on July 31, 2018. The total amount requested was \$4,178,175.00. Council needs to amend Resolution #07192018-01 changing the amount of the authorized grant request from \$3,000,000.00 to \$4,178,175.00.

Motion by Thomas W. Jones and seconded by Thomas Fisher amending Council Resolution 07192018-01 authorizing a grant request from the PA DCED MTF fund for the amount of \$4,178,175.00.

Ayes: 7

Nays: 0

Motion Passed

New Business:

- 1) The color printer in the Borough Office needs replaced. George & Bob's quoted 2 different printers (*Exhibit 6*). Amazon has a Brother model #9330CDW LaserJet printer available for \$339.00.

Motion by Michael Lottig and seconded by Clifford Horner authorizing the purchase of a Brother color printer for \$339.00 from Amazon.

Ayes: 7

Nays: 0

Motion Passed

Council member Thomas W. Jones offered to help set the printer up.

- 2) Generator operating results/update – Secretary Jones presented information on the first year of operating the generators: the total cost of operating the generator was \$47,738.37 which includes diesel fuel, DEF fluid, miscellaneous supplies and general expenses. The Borough received \$100,644 in revenue from participating in the PJM demand response program and realized approximately \$19,095 for the sale of kilowatts to customers, for a net revenue over expenditures of \$72,000.98. The generators were operated for a total of 147 hours from the first time of testing during manufacturing to the end of May, 2018. The savings from capturing the 5CP times during the load management year in the PJM market from June 1, 2017-May 31, 2018 will be \$192,996 – this will be credited against electricity purchases over the 12 months starting June, 2018 - \$16,058/month. As of the end of July, the generators have captured the next 5CP times and the 1CP time. Savings from transmissions peak shavings will be announced in October and will take effect January, 2019.
- 3) PMEA Fall Conference – the PMEA Fall Conference is September 12-14, 2018 in State College. There is no registration fee to attend. The hotel cost is \$128 per night plus taxes. Registration deadline is August 21st. (*Exhibit 7*)

Motion by Thomas Fisher and seconded by Clifford Horner approving Secretary Thomas D. Jones to attend the PMEA Fall Conference with all expenses to attend the conference to be paid for by the Borough.

Ayes: 7

Nay: 0

Motion Passed

- 4) AMP Fall Conference – the AMP Fall Conference is September 24-27, 2018 in Cleveland, Ohio. The registration fee to attend is \$270. One free registration is available for a first-time attendee with a paid registration. The hotel cost is \$145 per night plus taxes. (*Exhibit 8*)

Motion by Michael Lottig and seconded by Thomas Fisher approving Secretary Thomas D. Jones to attend the AMP Fall Conference in Cleveland, Ohio, September 24-27, with all expenses to attend the conference to be paid for by the Borough.

Ayes: 7

Nay: 0

Motion Passed

- 5) Request by Highlands Health Clinic – they are moving some aspects of their home reduction program to Somerset County. They are inquiring if the Borough is willing to host them for a few hours in the community building. (*Exhibit 9*). *There was some discussion – No action was taken.*
- 6) Somerset County Sheriff's Tactical Search Team 400 – request of \$500 donation towards the cost of a rapid deployment thermal imaging drone. (*Exhibit 10*)

Motion by Michael Lottig and seconded by Thomas W. Jones approving the donation of \$500 to the Somerset County Sheriff's Tactical Search Team 400.

Ayes: 7

Nay: 0

Motion Passed

- 7) We have received the 2019 Minimum Municipal Obligation for the Berlin Borough Police Pension Plan. It was included with the Council Meeting Packets for review (*Exhibit 11*)

Motion by Michael Lottig and seconded by John Harding to elect to pay line 9 as the 2019 Minimum Municipal Obligation for the Berlin Borough Police Pension Plan, in the amount of \$21,512.00.

Aye: 7

Nays: 0

Motion Passed

- 8) PSAB is holding a Municipal Budgeting & Finance class September 13, 2018 at the Doubletree by Hilton in Monroeville. The cost to attend is \$125.00 if anyone is interested in attending. (*Exhibit 12*). *No one expressed an interest in attending. The Council will hold a budget workshop at the Committee of the Whole meeting scheduled for September 20, 2018.*
- 9) Website follow-up – the Borough website is hosted by PSAB for \$389.00/ year which includes 7 free hours of time each year, which allows us to add pages or make design changes to the site. Secretary Jones suggested that ideas be submitted for making changes to the site so that they can be started before the end of 2018.
- 10) Compost site follow-up – Brad Cunningham from the PA D.E.P. will be visiting the site on August 10, 2018 at 11:00 a.m.
- 11) PSATS training for CDL Supervisory Personnel – state and federal regulations require every employer with CDL employees driving vehicles with a gross vehicle weight rating or operating weight of more than 26,001 pounds used on public roads participate in a drug and alcohol testing program. These same regulations also require employers train supervisors of CDL employees in handling suspected on-the-job drug or alcohol use. A class is scheduled for August 22, 2018 at the Somerset Township Municipal Building. The registration fee to attend is \$45 for non-members and \$35 for members.

Motion by Michael Lottig and seconded by Clifford Horner approving Executive Borough Secretary Thomas D. Jones to attend the PSATS “Probable Cause Training for CDL Supervisory Personnel” on August 22, 2018 at the Somerset Township Municipal Building.

Ayes: 7

Nay: 0

Motion Passed

Motion by Michael Lottig and seconded by Clifford Horner approving to have Solicitor Brad Allison move forward with the necessary legal action to remove abandoned and dilapidated mobile homes from the Borough and to start legal proceedings for corrective action against other blighted properties in the Borough.

Ayes: 7

Nay: 0

Motion Passed

At 8:45 P.M. 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 John Harding and seconded by Thomas Fisher to reconvene the regular meeting.

Aye: 7

Nay: 0

Motion Passed

Executive Session

Motion by John Harding and seconded by Michael Lottig to reconvene the regular meeting.

Aye: 7

Nay: 0

Motion Passed

At 9:00 P.M., the council reconvened the regular meeting.

Motion by Michael Lottig and seconded by Barb Zerfoss to adjourn this Meeting of the Berlin Borough Council at 9:05 P.M.

Aye:

Nay:

Motion

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday, September 6, 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, August 16, 2018 at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.



Executive Borough Secretary

August 2, 2018





Guest Registry

Berlin Borough Council Regular Meeting

August 2, 2018 – 7:00 P.M.

Name	Address	Telephone	Email
Eric Kitta			
DENNIS McCLUDE			

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!

The Borough Of Berlin Treasurers Report as of July 27, 2018

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

Checking Accounts	General Fund	Refuse Collection	Electric System	Payroll Account
Balance	5,169.28	8,192.92	60,498.24	7,251.89
Revenues/Deposits	30,640.84	16,269.15	97,589.43	37,174.22
Transfer in	39,000.00			
total	74,810.12	24,462.07	158,087.67	44,426.11
Expenses	65,586.33	17,816.50	39,000.00	36,466.07
Transfer out	7,000.00		91,002.72	
Balance	2,223.79	6,645.57	28,084.95	7,960.04

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

Savings Accounts	Street Cleaning	Garbage Truck	Capital Reserve	Motor Fuels
Balance	13,014.93	182,321.18	19,500.86	206,554.60
Interest	16.37	228.39	24.52	259.75
Transfer in/Income				
Transfer out/Expense				
Balance	13,031.30	182,549.57	19,525.38	206,814.35

Savings Accounts	Electric System	Electric Restoration	Street Light
Balance	926.36	514,976.71	86,171.31
Interest	1.16	925.40	107.48
Transfer in			
Transfer out/Expense			
Balance	927.52	515,902.11	86,278.79

Savings Accounts	Elec. Generation	Truck Fleet	Beautification Project Fund	Police Fleet Acct.
Balance	69,813.63	37,703.82	1,309.21	6079.24
Interest	232.32	47.41	1.65	7.64
Transfer in				
Transfer out/Expense				
Balance	70,045.95	37,751.23	1,310.86	6,086.88

Interest added is for May.

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

Certificates of Deposit

Renewal date / CD#	Amount	Term/New APY	Bank	Interest earned
Electric Restoration Fund 8/10/2019 \$	1,042,212.64	19months 2.00%	Somerset Trust	\$ 10,393.57
Celebration Fund 9/28/2019 #2003060552 \$	3,953.56	61 months / 2.04%	Somerset Trust	\$ 79.36

12:39 PM

Refuse Collection of Berlin Borough, Somerset County, PA
Bills for Council Approval
July 2018

07/27/18

Cash Basis

Date	Num	Name	Memo	Original Amount	Paid Amount
100.00 · Checking Accounts					
100.09 · Refuse Checking 74100178					
07/06/2018	4421	Boro Payroll Account		-1,580.62	-1,580.62
07/06/2018	4422	Advanced Disposal Services - MLF	2440000214	-5,425.66	-5,425.66
07/06/2018	4423	Highlands' Tire & Service Center	BER003	-560.85	-560.85
07/13/2018	4424	Boro Payroll Account		-1,406.84	-1,406.84
07/20/2018	4425	Boro Payroll Account		-1,531.52	-1,531.52
07/27/2018	4426	Advanced Disposal Services - MLF	2440000214	-4,683.72	-4,683.72
07/27/2018	4427	Berlin Oil Company	BP-SS00020	-788.22	-788.22
07/27/2018	4428	Boro Payroll Account		-1,499.99	-1,499.99
Total 100.09 · Refuse Checking 74100178					-17,477.42
Total 100.00 · Checking Accounts					-17,477.42
TOTAL					-17,477.42

12:40 PM

Electric System of Berlin Borough, Somerset County, PA

07/27/18

Bills for Council Approval

Cash Basis

July 2018

Date	Num	Name	Memo	Original Amount	Paid Amount
100.07 · Electric System Checking					
07/03/2018		U-Customers	RTck- Evelyn Ringler	-70.23	-70.23
07/03/2018		FNB of PA	rtck - Evelyn Ringler	-12.00	-12.00
07/06/2018	10709	Boro of Berlin Gen. Fund - Transfer	Transfer	-5,000.00	-5,000.00
07/06/2018	10710	Boro Payroll Account		-226.07	-226.07
07/09/2018		U-Customers	RTck- Edith Baker	-100.00	-100.00
07/09/2018		FNB of PA	rtck - Edith Baker	-12.00	-12.00
07/13/2018	10711	Boro Payroll Account		-305.57	-305.57
07/13/2018	10712	Allegheny Electric Cooperative, Inc.	BER100	-2,088.24	-2,088.24
07/13/2018	10713	Customer	Deposit Refund	-398.12	-398.12
07/13/2018	10714	The Hite Company		-28.27	-28.27
07/13/2018	10715	Wiedenhof Electric		-1,400.00	-1,400.00
07/13/2018	10716	Boro of Berlin Gen. Fund - Transfer	Transfer	-8,000.00	-8,000.00
07/20/2018	10717	Boro Payroll Account		-457.09	-457.09
07/20/2018	10718	Boro of Berlin Gen. Fund - Transfer	Transfer	-13,000.00	-13,000.00
07/20/2018		PA Dept of Revenue 280406SalesTax	June 2018	-1,390.44	-1,390.44
07/27/2018	10719	Customer	Deposit Balance Refund	-310.59	-310.59
07/27/2018	10720	Berlin Oil Company, Inc.		-11,394.11	-11,394.11
07/27/2018	10721	Customer	Deposit Balance Refund	-288.48	-288.48
07/27/2018	10722	AMP, Inc.	10950	-72,366.12	-72,366.12
07/27/2018	10723	Boro Payroll Account		-155.39	-155.39
07/27/2018	10724	Boro of Berlin Gen. Fund - Transfer	Transfer	-13,000.00	-13,000.00
Total 100.07 · Electric System Checking					-130,002.72
TOTAL					-130,002.72

12:44 PM

Borough of Berlin, Somerset County, Pennsylvania
Bills for Council Approval
July 2018

07/27/18

Cash Basis

Date	Num	Name	Memo	Original Amount	Paid Amount
100.01 · General Fund Checking					
07/06/2018	16181	Boro Payroll Account		-7,663.89	-7,663.89
07/06/2018	16182	Baker's Lawn Ornaments		-346.97	-346.97
07/06/2018	16183	National Business Supply, Inc.	BER047	-281.60	-281.60
07/06/2018	16184	Shaffer Block & Concrete Product...	09798	-1,340.41	-1,340.41
07/06/2018	16185	Blubaughs Electronics	10009942	-363.49	-363.49
07/13/2018	16186	Boro Payroll Account		-7,696.43	-7,696.43
07/13/2018	16187	Comcast - Internet	8993 20 663 0100779	-125.80	-125.80
07/13/2018	16188	EJ USA, Inc.		-2,924.76	-2,924.76
07/13/2018	16189	George & Bob's Computer Service		-287.98	-287.98
07/13/2018	16190	Nancy Engbert, Tax Collector		-200.00	-200.00
07/13/2018	16191	Somerset Candy Company, Inc.	00494	-44.75	-44.75
07/13/2018	16192	Unifirst Corporation	251494	-210.52	-210.52
07/13/2018	16193	Verizon		-392.60	-392.60
07/13/2018	16194	Berlin Oil Company	BP-SS00020	-15.00	-15.00
07/20/2018	16195	Boro Payroll Account		-6,405.72	-6,405.72
07/20/2018	16197	Columbia Gas of Pennsylvania		-177.69	-177.69
07/20/2018	16198	Hilltop Office Supply, Inc.		-17.02	-17.02
07/20/2018	16199	J&J Truck Equipment	17900	-9.99	-9.99
07/20/2018	16200	M.E.I.T		-14,897.90	-14,897.90
07/20/2018	16201	Shaffer Block & Concrete Product...	09798	-7.62	-7.62
07/20/2018	16202	Verizon	353-976-968-0001-94	-62.99	-62.99
07/20/2018	16203	Police Fleet Savings	Jan. - July	-7,000.00	-7,000.00
07/20/2018	16204	Somerset Trust - Credit card	4134970000021928	-518.03	-518.03
07/27/2018	16205	Berlin Oil Company	BP-SS00020	-323.63	-323.63
07/27/2018	16206	Digital Ally	BERPA	-390.00	-390.00
07/27/2018	16207	Donner-Farber & Assoc.		-10,821.00	-10,821.00
07/27/2018	16208	Pennsylvania One Call System, Inc.	AE1	-14.16	-14.16
07/27/2018	16209	Principal Life Insurance Company	N86102-1	-126.90	-126.90
07/27/2018	16210	S & D Calibration Services, Inc.		-56.00	-56.00
07/27/2018	16211	Shaffer Block & Concrete Product...	09798	-805.68	-805.68
07/27/2018	16212	Somerset Candy Company, Inc.	00494	-13.00	-13.00
07/27/2018	16213	Spory's Locksmith, Inc.		-132.00	-132.00
07/27/2018	16214	W.W. Friedline, Inc.	BERBOR	-5.52	-5.52
07/27/2018	16215	Boro Payroll Account		-8,241.06	-8,241.06
Total 100.01 · General Fund Checking					-71,920.11
TOTAL					-71,920.11