



## Approved and Official minutes of the BERLIN BOROUGH COUNCIL MEETING AGENDA

**October 3, 2019 - 7:00 p.m.**

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

### **ROLL CALL**

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

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary.  
Proposed Jr. Council Member – Josh Bonadio – Swearing In. **Arrived @7:08 PM**

**Executive Session proposed time.** \_\_\_\_\_

Members of the public: **Please sign the Guest Registry:**

### **The following have asked to address the Council:**

Ashley Etris-Electric Service request. *Present – Ashley read the letter dated September 16, 2019 from Penelec addressed to Mr. Tom Glessner service request aloud.*

*Tom Glessner informed the Council he had received that letter today and forwarded on to solicitor for review. Charles Rhodes – read the email response from the Solicitor dated October 3, 2019 1:27pm which cited the borough code section 24A02(a).*

*Scott Etris – addressed council and stated he has heard 3 different stories about service.*

*Mayor Joe Krause – said Mike Shimmer, and Brandt are outside the borough limit and have service.*

*Roger Clarke – Revitalization project – Stamped sidewalk. – Not Present.*

*Tom Fischer said to put him on the agenda.*

*Jane Scurfield – asked what action has been taken on vacating unnamed fletcher alley.*

*Charles said it has been on Hold. TG to find out more about it.*

*Nathan Kleinert – Apologize for last meeting. Speak to residents regarding sidewalk removal. He noted he has signature from 3 residents that would like to have the sidewalks removed. It's up to the Borough to decide.*

### **Approval of Minutes:**

Minutes of the September 5, 2019 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

*Motion by Barb Zerfoss and seconded by John Harding to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated September 5, 2019.*

Ayes: 6

Nays: 0

*Motion: Carried*

Minutes of the September 19, 2019 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 Michael Lottig to approve and accept the minutes of Berlin Borough Council Committee of the Whole Meeting held at 4:00 P.M. dated September 19, 2019.*

Ayes: 6

Nays: 0

*Motion: Carried*

### **President's Report**

Census 2020 – Spread the word to residents to complete the Census information to be counted.

CCIS Activity Report – CCIS report for September 2019. (*Exhibit 3*)

Property Maintenance & Building Code Complaints –

Harvey Brandt – 104 Orchard St. #5 Was fined \$50.00 for code violation on July 30, 2019, he has not corrected his property and a 2<sup>nd</sup> notice of violation has been issued September 23, 2019.

Randy Probst 1402B Main Street – Issued 2<sup>nd</sup> Notice of Violation September 20, 2019.

Laura Sutton to receive 2<sup>nd</sup> notice regarding at 737 North St. - swimming pool.

*Barb – asked what is wrong with Brandt property – answer vacant no water or electricity.*

***Are there any questions or comments?***

### **Mayor's Report: Mayor Joseph G. Krause**

From September 1 through September 30, 2019:

Officers were dispatched for 101 calls.

Officers investigated 9 incidents. Open 2 Closed 7.

Traffic Stops 3 were conducted. 2 Warnings were issued. 1 Citations was issued.

Parking tickets 0 were issued.

Non-Traffic citations issued. 0

Borough Ordinance Violations. 0

Criminal arrests. 2

*Motion by John Harding and seconded by Michael Lottig to approve and accept the Police Report as presented.*

Ayes: 6

Nays: 0

*Motion: Carried*

## **Committees:**

### **GARBAGE COMMITTEE – John Harding – (Chair)**

1. Garbage dumpster at Willy's is being utilized by car wash patrons – Review alternative.
2. Ice Cream station closed for winter – changed service to standard commercial account.
3. Review of commercial garbage services and fees required.
4. Monitoring of dumpster and review of Camera activity required.
5. Dumpster at Coalfield pickup service changed.
6. Authorization for the purchase of 8 - Carhartt Class 3 high visibility Thermal Hooded Sweatshirts for each of the borough employees.

***Tom G – suggested cans be used to car wash owner.***

***Motion by John Harding and seconded by Michael Lottig approve the purchase of high visibility sweatshirts. Cost per sweatshirt is \$84.99, total cost of approximately \$680.00.***

***Ayes: 6***

***Nays: 0***

***Motion: Carried***

### **FIRE & POLICE COMMITTEE – Thomas Fisher (Chair)**

1. Update of Police reporting and Direction with the school. – ***Address in Exec Session.***
2. Fire Sirens - System Box received by Wiedenhoft requires fabrication to install.
3. Centerline communication to ship controller, radio, and relay week of 10/07 for installation.
4. Inner plate and cylinder require metal fabrication for replacement.
5. What color do you want to paint the fire sirens? Fire engine Red, Berlin Blue, or Silver.

***Options discussed on color and who to prepare sirens and paint. Fire Engine Red selected and Ziggy is to sandblast and powder coat units. Ziggy is Don Ziggy at Roxbury.***

### **ELECTRIC & EQUIPMENT COMMITTEE – Michael Lottig – (Chair)**

***Generator Update – The Report was is not currently available.***

1. At the beginning of test on 9/19 Unit 5 did not start and was displaying a Start Fail/Class F alarm. The alarm was cleared remotely, and the unit started and ran for the remainder of the test with no other issues. Service was scheduled for 9/20 and they replaced battery and cleaned terminals unit tested and ran properly. Tom G discussed issue with Tech and the cause was a bad cell.
2. Storage Facility for winter service – Tom Walker location is being utilized, Gardner currently does not have any available units, Mike Merrill may have storage in garage or barn on 4<sup>th</sup>, Webb unit is not large enough.
3. A pole has been replaced and a set of switches are being installed in front of Riverside to decrease outages within the center circuit. A second pole will be replaced in front of Lutheran Church and a set of switches will be installed. As time permits additional switches will be installed strategically to reduce the volume of outages. Application for Permit has been submitted.
4. 4 poles have been identified on Main St to be replaced in conjunction with revitalization plan.
5. American Gas Lamp for East Main St. – replacement the week of 10/07 to be installed.
6. Anixter – electric system inventory parts – arriving each week.
7. Customer Guide for Electric Service – required to establish standards for Residents and electrical contractors. (Please review the packet of information provided.)
8. Fiber cabling to generators – Waiting on quotes for material and labor.
- 9.

*In relation to storage of Sweeper. Tom G – to ask Gary Will and Engelka garage owner for storage of Sweeper. Tom G – to Start process for Police Car*

*Motion by Cliff Horner and seconded by Thomas Jones to accept and adopt the “First Energy” customer guide for Berlin Borough Electric Service.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

## **PERSONNEL & FINANCE COMMITTEE – Clifford Horner- (Chair)**

1. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
  - a. One RTK request received.
  - b. Time spent on Property Maintenance Complaints and Issues total cost of \$60.00 for the month of September 2019. Solicitor invoice for prior months added for year to date for 2019 is \$2742.50.
2. Treasurer’s Report and Bills: – The reports for September 2019 have been included in the Council Meeting Packets (Exhibit 5,6).
3. First National Bank
  - a. General Fund and Payroll Accounts require additional signers to close accounts.
  - b. A letter for the bank with authorized signer approval.
4. Council approved last year budget \$2,000 as donation to recreation playground. JB Schrock Community Park has requested those funds to complete their electric project.
5. Contract review and proposal discussion for both the police and borough employees.
6. Personnel discussion.
7. 2020 Municipal Benefits Program Renewal – No change to existing medical premiums.
8. Expired CD-Celebration Funds to open a savings account in the amount of \$4,124.31.

**Are there any questions or comments?**

*Motion by Michael Lottig \_\_\_\_\_ and seconded by John Harding \_\_\_\_\_ to approve the bills and Treasurer’s Report as specified for September 2019 on Exhibit 5 & 6.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by John Harding and seconded by Barb Zerfoss to approve the closing of First National Bank accounts effective October 3, 2019.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by John Harding to approve the 2020 Municipal Benefits Services Medical health program with no change for the year 2020 effective January 1, 2020.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Barb Zerfoss and seconded by Thomas Jones to approve the payment of requested funds for recreation and playground in the amount of \$2,000 to the JB Schrock Community Park.*

*Ayes: 6*

Nays: 0

Motion: Carried

*Motion by Barb Zerfoss and seconded by Michael Lottig to approve the opening of a saving account at Somerset Trust Bank in lieu of renewing the CD for Celebration Funds - effective October 3, 2019.*

Ayes: 6

Nays: 0

Motion: Carried

## **STREETS, STORM SEWERS & SIDEWALK – Barb Zerfoss (Chair)**

1. Cumberland Street Update.
  - a. Tom G has been in communication with Darr Construction to confirm contract and schedule preconstruction meeting.
  - b. Document to adjust contract and eliminate Traffic control requires Charles signature.
  - c. Request usage of Liquid Fuels money to fund payment of ADA ramp- requires PennDOT approval.
2. Required stormwater drains and manhole risers are being built as needed for paved streets.
3. Columbia Gas Street project update.
  - a. Advertise for Bid on Sept. 24<sup>th</sup> and 26<sup>th</sup>. Bid opening scheduled for October 17<sup>th</sup>.
  - b. A list of contractors will be sent request to bid – by Tom G. week of 10/07.
  - c. Property agreement for Cory Suder and William Meyers have been executed.
  - d. Columbia Gas waiting on Bid document with dollar amounts to execute agreement.
  - e. Waterline replacement – The Borough has completed the installation of 3 of the 4 replacement of lead lines – cost to be determined after the 4<sup>th</sup> line is completed.
  - f. The borough has removed the balance of sidewalk in the project between 12<sup>th</sup> and 13<sup>th</sup> street to eliminate line item from the Bid.
4. Main Street Project.
  - a. Phase IIA was submitted for Broadway to Diamond St. only for the \$1,200,000 grant. Currently AEG plan and engineering has been prepared to Vine St. – A Cost estimate is to be prepared. If the Bid exceeds 1.2million the Borough will be held financially responsible and PennDOT will enforce “Letter of Commitment” per Chris Hull.
  - b. ADA ramp costs may be funded with Liquid fuels money in conjunction with grant funds. Waiting on ADA ramp cost and request form for George Spinelli
  - c. Meeting with Chris Hull from PennDOT on Main Street – 85% completion on engineering, traffic control submission complete.
  - d. Poles identified to be replaced.
  - e. Safety requirement meeting scheduled in Hollidaysburg on 10/09.
  - f. Funding for water line replacement-Grant does not pay for utilities.
  - g. Stamped concrete 2’ accent 5’broom finish – ADA requirement submitted.
5. East Main Street – Project
  - a. DCED –Project was submitted 07/31/2019. Grant to be awarded in November.
  - b. Borough approval to use Liquid Fuels money for ADA ramps – Authorization for Tom G to submit to DCED.
6. Jane Scurfield – Petition requires borough to notify residents within 200 feet. Plan to call and Mail notices to 13 residents will be completed prior to the 10/17 meeting.
7. Review of deeds and direction for Gardner, Airesman, and Scheller in relation to the Vacating of the alley. Charles Rhodes to review and advise.

***Mike Lottig said Columbia Gas tore up his sidewalk.  
Read ordinance for sidewalk.***

*Tom G – to review with PennDOT property to remove sidewalk on RW.*

*Motion by Michael Lottig and seconded by John Harding to approve the use of Liquid Fuels money to fund the ADA ramp on Cumberland St.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by John Harding to approve the use of Liquid Fuels money to fund the ADA ramp on East Main St. - Columbia Gas project.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Thomas Jones and seconded by Michael Lottig to approve the use of Liquid Fuels money to fund the ADA ramp on West Main St. – Revitalization project.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

### **HOUSE COMMITTEE – Thomas W. Jones – (Chair)**

1. Fall Clean-up day scheduled for October 24<sup>th</sup>.
2. Electronic recycling JVS – October 26<sup>th</sup>.
3. Fencing around switching equipment – working on quotes.
4. Flagpole at the welcome sign and a letter of agreement with the Alliance Church agreement and approval required.
5. Business activity behind 710 diamond street – on 5<sup>th</sup> avenue business activity.
6. CDW computer equipment for Water authority use – ordered.
7. The refrigerator at the Borough office does not work, replacement of Refrigerator for the Borough office - Whirlpool 14.3 CU ft. mid-size requested.

*Thomas Jones – Read Code and ordinances for/to develop ordinances.*

*Motion by John Harding and seconded by Michael Lottig to approve the purchase of Whirlpool refrigerator for the Borough Office in the amount of \$609.00.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by Cliff Horner to approve the installation and purchase of Flag and flagpole in the amount of \$538.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

### **Executive Session**

*There are contractual and personnel matters that Council needs to discuss privately.*

*Motion by John Harding and seconded by Michael Lottig to recess to executive session.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

At **8:10** 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 Michael Lottig and seconded by John Harding to reconvene the regular meeting.***

***Ayes: 6***

***Nays: 0***

***Motion: Carried***

At 8:20 P.M., the council reconvened the regular meeting.

***Motion by John Harding and seconded by Michael Lottig to adjourn this Meeting of the Berlin Borough Council at 8:22 P.M.***

***Ayes: 6***

***Nays: 0***

***Motion: Carried***

**Note:** The next regular meeting of the Berlin Borough Council is scheduled for Thursday, November 7, 2019, 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, October 17, 2019 at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.