



## Approved and Official Minutes of the BERLIN BOROUGH COUNCIL COMMITTEE OF THE WHOLE

**October 17, 2019 – 4:00 P.M.**

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>Present</b>
Michael A. Lottig	<b>Present</b>
John Harding, Jr.	<b>Absent</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: Thomas E. Glessner, Executive Borough Secretary.

Members of the public: **Members of the public - please sign the guest registry?**

**Bid Proposal Opening: 4:20PM**

Main Street Sidewalk and Curb Project-Phase II Contract 2019-G-02.

Bidder Name	\$ Amount	Bidder Name	\$ Amount
<i>CHD Enterprises</i>	\$190,715__	<i>Costabile Const.</i>	\$251,737__
_____	\$_____	_____	\$_____
<i>Darr Construction</i>	\$203,005__	<i>MandB Services</i>	\$161,371__
_____	\$_____	_____	\$_____

*President – Charles Rhodes asked Streets committee to review the Bids.  
He also asked Tom G to schedule a Special Meeting for 10/24 at 4:00 pm.*

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

**Mayor:** Swearing in of - Josh Bonadio, - Jr. Council Member. *Tom Glessner – Provided a document and Oath to swear in the Jr Council Member at 4:56 PM.*

**GUESTS: the following have requested to address the Council:**

Jane Scurfield – Petition request - Alley to be vacated. (Resident notification list Exhibit 1).

*Patty Smith and her sister spoke regarding the Mothersbaugh Property – it was there family home for years. As homeowner they have to go out that way (alley) – to access to back of Property. They noted new owners would need access. Mentioned that in the back of the property is a waterline and sewer coming in from High Street. Didn't know if new owners would want to vacate alley.*

*Jerry and Michelle Blubaugh– spoke to Tom Fisher previously about the alley vacating.*

*Tom Fisher Questioned where the lines are from and which Street?*

*Jay Miller – spoke and said he is from 213 High St. – Is OK with Street closure.*

*Roger Clark – said he called and spoke to Chris Hull at PennDOT. Chris Hull told him that it was up to Council regarding the sidewalk. Roger said so much money was spending on Concrete and could put heat in Slab at Owners Expense. That Grass Strips should extend areas past town. He asked to present to Street Committee his request. Suggestion was to attend the next Committee meeting on Tuesday. Tom Fisher to attend with Roger.*

*Tom Fischer said there are Stamped Crosswalks in Meyersdale & went to see Ligonier.*

Jennifer Hittie – 449 Main Street – Traffic lower diamond. – *Not Present*

## **Council President Items for Discussion**

Census 2020 – The number of people who get counted in the Census every 10 years helps determine how many seats each state gets in Congress. Currently PA has 18 people speaking and voting for Pennsylvanians in Washington. April 1, 2020 is Census Day.

Recognition Dinner – Scheduled for December 13, 2019 at the VFW. **6:00 PM**

Newsletters- Mailed out October 11, 2019.

Property Maintenance & Building Code Complaints –

Valerie Jackson – 296 5<sup>th</sup> avenue issued notice regarding electric service and property.

Harvey Brandt – 104 Orchard St. # 5 - was issued a citation on October 8, 2019.

Randy Probst issued second notice on October 8, 2019.

Laura Sutton – 737 North St was issued 2<sup>nd</sup> notice regard her Code violation on September 9, 2019.

Deed review for Gardner and Airesman in relation to the alley vacated.

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

## **COMMITTEE Reporting to follow:**

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

1. Dumpsters were not emptied on 10/13 – Resident issue – Newspaper AD.
2. Monitoring of Dumpsters – create No-littering signs - Police to issue citations.
3. Missed pickup 1952 White Horse Rd Customer called to notify us they bring garbage to town.

***Charles Rhodes – read in the absence of John Harding.***

***Joe Krause- to provide verbiage for new Sign.***

***Police to issue citations.***

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

1. Fire Department Meeting on 10/14 – Summary.
2. Repairs in front of Bay Door 2 for Fire Equipment-Borough excavated - date repair is scheduled.
3. Siren activation equipment received 10/15 – notified Brian Wiedenhoft.
4. Siren hoods and covers sent to Zeigler for sand blasting and powder coating.
5. Joel Landis – Question how the equipment works since there are no lines – tone activation.
6. Siren Activation procedures to be written – Gerry Parry.

7. Meeting at the school on 10/07 Tom Fisher and Tom Glessner meet with Dr. Reeder, Lori and Brian Thompson to discuss police coverage, agreement, future grant.
8. School board Meeting 10/09 approved Resource Officer – dependent upon Borough agreement. *Tom Fischer –explained meeting with fire department on 10/14 went well and answered questions for them.*

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

1. Committee meet on 10/16 /2019 interviewed 2 candidates, discussion of police applicant.
2. Resource officer – Plan and agreement, Solicitors working on proposed agreements.
3. NASRO – Training cost \$500 scheduled for October 28, 2019 in Greensburg, PA. (Exhibit 3).
4. Berlin Borough Police Pension – received notice scheduled review 10/28 committee meeting.
5. Budget review scheduled for 10/28 committee meeting.
6. PSAB Municipal Budgeting and Finance class Tom G. attended with Charles Rhodes.
7. Workers Comp insurance review 10/11 conducted – 1 claim noted in the past year.
8. Notice received from Larry Ogline that he doesn't want to audit this year, will not accept.

*Motion by Michael Lottig and seconded by Tom Fisher to approve registration and payment in the amount of \$500 for the NASRO training held in Greensburg, PA.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Barb Zerfoss and seconded by Michael Lottig to approve the payment in the amount of \$225 for the PSAB Municipal Budgeting class for Tom Glessner.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

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

Generator Update –The generators operated for 1 hour and 49 minutes with load, Test mode operated 1 hour and 20 minutes. The report was not available on10/03. (*Exhibit 3*)

1. Backhoe is out of service on 10/18 Scheduled Maintenance on 10/21 Hydraulics.
2. Ford F550 is scheduled for service on 10/30 Oil leak – Warranty.
3. Pole replaced in front of United Church of Christ on Main St.
4. PennDOT permits requested for 5 pole replacements on Main St.
5. Inventory of Electric system supplies – are being received in partial deliveries.
6. Automobile inquiry for police Cruiser.
7. Storage location for Street Sweeper – proposed cost of \$35 a month for Doug Sanner garage requested letter of insurance.

*Motion by Cliff Horner and seconded by Thomas Jones to approve the agreement with Doug Sanner and payment in the amount of \$35 a month for the storage of the Street Sweeper.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Tom Glessner explained the issue with permitting the 5 poles on Main St. and the change in request and forms. The process now must be reviewed by Brandon Sliko and then Chris Hull.*

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

1. **Main Street Revitalization** - Meeting 10/09/2019 – PennDOT Safety Committee, AEG, Tom Jones and Tom Glessner reviewed Safety requirements in Hollidaysburg and documented changes to a few of streets and specific attention was given to the Upper Diamond. Stop signs were suggested on both the west and east bound side of the flashing light. The west side of the intersection a Stop Sign is being installed by the borough. Suggestion by PennDOT on the ingress and egress on the west bound side will be presented in a handout. (Exhibit 5)
2. Main Street Revitalization project – contains 4’ Red stamped next to curb and 5’ + Broom finish sidewalk and ADA ramps. There are 2 locations that require broom finish surface in conjunction with stamped in accordance to the ADA requirements. The 1<sup>st</sup> is located at the upper diamond 228 Main St. and the 2<sup>nd</sup> is located at the lower diamond 449 Main St. Where building extend into the right-of-way. The remaining broom finish sidewalk color need to be clarified to continue with approval by PennDOT.
3. Waterline replacement cost is not covered by Grant funds. Determination required to continue with project without line replacement.
4. **Cumberland St.** – Project construction initiated on 10/10 with saw cutting of streets Discuss Bid options. Change order required to cut street deeper to continue.
5. **East Main St – Columbia Gas project - Bid opening.**
  - a. Columbia Gas Agreement to be completed based on bid amount.
  - b. Waterlines completed the 4 lines approved on Main Street – cost separation.
  - c. 300 Square ft of sidewalk was removed by borough to save Funds.
6. Petition requesting to Vacate proposed alley extending Fletcher St. to 1<sup>st</sup> Avenue.
7. Petition requesting to eliminate sidewalk extending from Hay St to Pen Mar Ave. – Tom G. requested to speak with PennDOT. PennDOT said since the street is within the borough limits and the sidewalk is on the state ROW it is Borough ordinance that will dictate removal or replacement. Note the Ordinance # 319A would require to be changed to permit removal of the sidewalk.

*Tom Jones- presented a handout representing the color variances and contrast for main street and the diamonds.*

*Mike Lottig and Tom Fisher – discussion about sidewalk removal at East end of town. Adjoining property owners don’t have sidewalks, People walk on the back streets instead of Sidewalks. The Borough council determines who can remove sidewalks. Barb Zerfoss – concern about pedestrians and school kids.*

*Tom Glessner explained the Columbia Gas project – agreement based on Bid amount only and will result in Borough responsible for any overages. Solicitor has reviewed and approved the agreement.*

*Motion by Michael Lottig and seconded by Thomas Jones to approve the Main Street Revitalization Project 4 ft stamped Red Brick and ADA required 5 ft broom finished Grey sidewalk. The remainder of the upper and lower diamond areas sidewalk to be broom finished and color Gray.*

*Ayes: 5 Barb Zerfoss, Mike Lottig, Thomas Jones, Cliff Horner, Charles Rhodes*

*Nays: 1 Tom Fisher*

*Motion: Carried*

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Jane Scurfield petition to vacate the proposed alley from Fletcher St. to proposed 1<sup>st</sup> Avenue.*

*Roll call vote: \_\_\_\_\_*

*Motion: \_\_\_\_\_*

*This topic has been placed on HOLD to determine the location of the utility lines if they are accessed from High St. or Main St.?*

*Motion by Thomas Jones and seconded by Cliff Horner to approve removal of the sidewalk on East Main St. from Hay St. to Pen Mar Avenue. At Property Owners Expense.*

*Ayes: 4 Thomas Jones, Cliff Horner, Tom Fisher, Charles Rhodes*

*Nays: 1 Barb Zerfoss*

*Abstain – Mike Lottig*

*Motion: Carried*

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

1. Randy Dively request – to park RV on community park grounds for 3-4 weeks.
2. Halloween Parade 10/31/2019 - Letter of authorization prepared for Veterans Home Association.
3. Easement for Flagpole to be prepared and provided to Alliance church for signature.
4. Computer equipment received for the water authority.
5. Security Camera – requested update.
6. Advertisement in the Daily American for Berlin's 2<sup>nd</sup> annual cleanup day on October 24<sup>th</sup> and Berlin's 1<sup>st</sup> Electronic Recycling collection on October 26<sup>th</sup> from 10am -2pm located at 700 North Street.

*Motion by Michael Lottig and seconded by Thomas Jones to approve the advertisement of Berlin's 2<sup>nd</sup> annual cleanup day and 1<sup>st</sup> ever Electronic recycling Collection Day.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by Thomas Jones to approve Randy Dively to park his camper on the borough lot for 4-6 weeks.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

### **Executive Session (if required)**

The Council needs to discuss personnel matters and to conduct interviews. Council will need to recess to executive session.

*Motion by Thomas Jones and seconded by Barb Zerfoss to recess to executive session.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

At 4:24 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 Tom Fisher to reconvene the regular meeting.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

At 4:57 P.M., the council reconvened the regular meeting.

## **ADJOURNMENT**

*Motion by Tom Fisher and seconded by Michael Lottig to adjourn the meeting.*

*Ayes: 6*

*Nays: 0*

*Motion: Carried*

The meeting was adjourned at 5:56 p.m.

Note: The next regularly scheduled monthly Council Meeting is Thursday, November 7, 2019 at 7:00 p.m.; the next Committee of the Whole meeting of the Berlin Borough Council is scheduled for Thursday, November 21, 2019, beginning at 4:00 p.m. at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.