



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

December 19, 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	Present
Thomas L. Fisher	Absent
Michael A. Lottig	Present
John Harding, Jr.	Absent
Thomas W. Jones	Present
Clifford E. Horner	Present
Mayor Joseph Krause	Absent
Charles E. Rhodes	Present

Also, in attendance: Thomas E. Glessner, Executive Borough Secretary and Jr. Council Member – Josh Bonadio -

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

Executive Session proposed time. _____

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

Council President Items for Discussion

Census 2020 - April 1, 2020 is Census Day.

Randy Probst 1402B Main Street – Trailer has been removed on 12/7/2019 from Berlin.

Are there any questions or comments?

COMMITTEE Reporting to follow:

GARBAGE COMMITTEE – John Harding – (Chair) - Charles Rhodes read

1. Monitoring of Dumpsters photos printed – Presented issues to the Mayor to address with notices, letters, and or citations.
2. Ashes pickup review is being monitored and audited will be completed by 12/27/2019.
3. Residents that set garbage out and refuse to pay, confirm issuance of citation for theft of service?
4. TV – placed at dumpster – unable to identify – Distribute picture for review.

Resident that set garbage out was Brandon Rosenburn.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner - (Chair)

1. Personnel Recommendations – Executive Session.
2. Committee meet on 12/9/2019 and 12/12/2019 and discussion of non-uniform contract employees.
3. Workers comp audit on 12/04 period 8/1/18 – 8/1/19 resulted in additional premium of \$104.
3. School contract – Presented to Dr. Reeder - awaiting approval by the school board.
4. Dr. Reeder requested a meeting at the school on 12/17 with Tom Jones, Tom Fisher, and the Chief of Police and Tom Glessner, to discuss current coverage, computer, school agreement, and future grant money. Meeting cancelled until contract approved by the school. –.
5. VFD – Tom G. contacted Brad Flick to discuss donation request.

Update only for the school meeting.

ELECTRIC & EQUIPMENT COMMITTEE – Michael Lottig – (Chair)

1. Electric outage on Monday 12/9 – emergency permit required. Pole replaced at 800 Main street on Monday 12/10. Main St. closed and Chad, Terry, Devon, Angel on site to manage road closures and Willie stayed to manage the west part of Main St. and trucks.
2. School budget planning - Lori Gindlesperger – searching for electrical engineer to analyze current system and develop plan for the 2021 replacement of system and transformers. We will review with the school as required and prepare for borough 2021 budget.
3. PennDOT Permit – replaced 3 of the 6 poles for the Main St. sidewalk project, plans to replace the balance as weather permits.
4. Police car is to be delivered on Friday to upfit location as approved.
5. Quote for Motorola radio – from Bearcom. A discount of 20% may be applicable.
6. Quotes from Transforce and Rally are similar, suggestion from Dealer to contract with Transforce, due to use of high-end Whalen equipment, warranty and location.
7. Utility accounts are in non-resident names – create collection issue.
7. Brian Wiedenhoft and Tom the review the plan and process to install the adapters for the Residents that have an A-Base meter. ***Brian asked to discuss this topic.***

Tom G – Needs to place an application request for pole replacement @ 800 Main Street.

Tom G - Was asked to pull a list of utility customers that are not living in the residence. #7

Motion by Michael Lottig and seconded by Cliff Horner to proceed with the purchase of a Motorola Radio for the new police car from Bearcom in the amount of \$3468.60 .

Ayes: 5

Nays: 0

Motion: Carried

Motion by Michael Lottig and seconded by Tom Jones to proceed with the purchase of upfitting the police car from TeamForce in the amount of \$8,164.00.

Ayes: 5

Nays: 0

Motion: Carried

FIRE & POLICE COMMITTEE – Thomas Fisher - (Chair)

1. Meeting on 12/12 Tom Fisher, Tom Jones, Brian F, Rodney, and Tom Glessner meet with Josh from Mei regarding security camera at the police office, office access button or 911 calling, phone system to record calls, and equipment Tazars, body cameras, vehicle cameras, and computer requirements for the police officers.
2. Fire Sirens sent to John Walker to touch up fiberglass and paint Fire Engine Red - waiting.
4. Siren Activation procedures to be written – Gerry Parry discussion with Tom G.
5. Dr. Reeder and Brian Fochtman meet with Joel Landis on emergency evacuation plan.
6. Quote for replacement of Tazars purchase or lease, purchase suggested based on cost.
7. Quote for replacement of Body Cameras has been partially identified will continue review.
8. Body armor vest and Point Blank jacket for Chief of Police Brian Fochtman. Somerset Sheriff department will sell his current vest to the borough for the cost of \$958..20. Tom G. is working with their department to order one for them under the dept of Justice vest reimbursement program.

Motion by Barb Zerfoss and seconded by Cliff Horner to proceed with the purchase of Tazar equipment for the police officers from Guerilla in the amount of \$3043.50.

Ayes: 5

Nays: 0

Motion: Carried

Motion by Michael Lottig and seconded by Tom Jones to proceed with the purchase of the Body Armor vest and jacket from the Somerset county sheriff department for Chief of Police Brian Fochtman from Sheriffs Department in the amount of \$958.20.

Ayes: 5

Nays: 0

Motion: Carried

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

1. **Cumberland St.** – Project construction – slope is out of tolerance – based on the meeting from 11/21. Darr construction tapped and rolled various slabs of sidewalk in attempt to regain required tolerance. Approximately 25 feet of sidewalk had to be removed and cement was poured on 12/11/2019. Due to temperatures warranty reviewed according to contract. AEG and PennDOT have been notified of the repairs and waiting on submission and review. (exhibit)
2. **East Main St – Columbia Gas project** – Meeting on 12/10 AEG presented options for Phase I from 12th Street to Cassel and a different plan for the crosswalk in front of school. Drawing presented for discussion.
 - a. The crosswalk proposed would impede on private property and require the school and the neighbor Steven Dratter approval.
 - b. Water authority notified of the 9 lines identified in the area, and discussion of financial responsibility and agreement to do replacement as soon as possible. If Borough employees are going to do the work and what the shared cost will be, we may need flaggers. Based on the prior lines completed on East Main St. the cost comparison is \$2/\$1 borough/authority.
 - c. Stamped portion of sidewalk on both sides of 5 ft walkway and color to match bricks on school.
 - d. Alleyway between 1125 and 1127 and 1126 and 1128 is in question. They don't line up across from each other.
 - e. Drainage under sidewalk at the school and current wall to be considered.
 - f. School was presented with a plan at the beginning of the year, future plan will require discussion with school if it encroaches on property.

3. **Diamond street project** — Steve Spocart – AEG questioned- should lower diamond St. be surveyed to accommodate this project and Main street project.

PennDOT contacted again by Roger Clark regarding this project in conjunction with main St.

4. **Main Street Revitalization** – Committee Meeting 12/10/2019 –AEG, Tom Jones, Barb Zerfoss and Tom Glessner reviewed current status and direction from council on Budget plan.

Roger Clarke has contacted another PennDOT street project Manager inquiring about his property and future PennDOT project. Roger attended a committee meeting and was asked to bring questions to the council, regarding our Main St. project. Our project manager requested a response from council regarding direction and response to Mr. Clarke?

We have until March 31, 2020 to cut the trees on Main St. to avoid the animal conservation organization. The borough employees can begin as approved.

The current lights used on West Main St. are not an approved lighting system according to PennDOT. We are working on getting them approved.

5. **Columbia Gas project Phase III** – Cassel Drive to Cumberland St. – Discussion with Columbia Gas and PennDOT to proceed with an additional section line replacement in town. Part of this

6. Resident contacted the office to request land use permit. Petitioner was provided the contact Bernie Nanna at (814) 445-7905 for a permit request. Each resident must supply a copy of their deed and sketch of their property. The Permit Fee is \$40 dollars for each property.

7. Variance request at 198 West Main St. for Dale Werner to build a garage, adjacent to his current structure that is within the ROW. The structure is setback 15ft from the edge of the road and is 5 ft from his property line to the west. Placed on HOLD.

Tom Jones explained the proposed crosswalk change at 11th street in from of the school and across from Steve Dratter home. It appears to be more safe for crossing and would provide an area at the curb of non-walkable surface.

Tom Jones explained the potential project from Cassel Dr to Cumberland St and by Columbia Gas Phase III.

Motion by Tom Jones and seconded by Michael Lottig to replace the 9 water lines on main street on Phase I of the Columbia Gas project as it was completed before in phase II, in conjunction with the Water Authority.

Ayes: 5

Nays: 0

Motion: Carried

Tom G – asked to contact the VFD – Brad Flick regarding the sleigh constructed at the school.

Tom G – approved by council to cut the trees down on Main St in preparation for project #4. To be completed before March 31, 2020.

HOUSE COMMITTEE – Thomas W. Jones – (Chair)

1. Budgeted 2019 for Berlin VFD \$3,500, Tom G. contacted Brad Flick to request donation, he asked Greg Croner to contact the Borough.

2. Meeting on 12/12 regarding required computer equipment – at police office.

3. Meeting on 12/17 with Shawn from MEI regarding phone system for the police office.

4. Security Camera – System reviewed at School, and at police station and prior quotes to determine additional camera systems required, waiting on quotes.

5. PPA – current rate vs tax adjustment.

5. New Epson printer received and to be installed at the office.

6. Work order created for light fixture outside of police office to be fixed.

7. Flagpole update – original order in November for \$1,178, was cancelled and Tom G placed a new order and the amount is \$998.25, difference as a result in less shipping charges.

The computers are 2006 and 2009 units request that 1 computer be used for police camera backup and 1 camera be used for police files.

Verizon SVC for each line and reviewing potential for Comcast to compare phone and internet access for office and police station as well as cost comparison.

On 12/17 the phone system was reviewed and the camera system waiting on MEI for quote and future direction.

Discussion continued on Columbia street project phase III and cost and How to fund this project.

Tom Jones discussed the possibility of property tax vs PPA.

Mike Lottig – Suggested we not fund this project Discussion continued and Steve Custer suggested a more frugal spending instead of taxes.

Tom G – suggested a presentation of current and future account funding and will discuss with the finance committee options and direction for 2020.

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 Barb Zerfoss and seconded by Cliff Horner to recess to executive session.

Ayes: 5

Nays: 0

Motion: Carried

At 5:35 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 Cliff Horner to reconvene the regular meeting.

Ayes: 5

Nays: 0

Motion: Carried

At _____ P.M., the council reconvened the regular meeting.

Motion by Cliff Horner and seconded by Michael Lottig to pay for permit request fees for Devon Bassinger provided he supplies a receipt.

Ayes: 5

Nays: 0

Motion: Carried

Motion by Cliff Horner and seconded by Michael Lottig to pay for permit request fees for Devon Bassinger provided he supplies a receipt.

Ayes: 5

Nays: 0

Motion: Carried

Tom G – Said Angel Clarke does not have a CDL and will address his resignation date.

ADJOURNMENT

Motion by Cliff Horner and seconded by Michael Lottig to adjourn the meeting.

A Ayes: 5

Nays: 0

Motion: Carried

The meeting was adjourned at 5:47 P.M.

Note: The next regularly scheduled monthly Council Meeting is Monday, January 6, 2020 at 7:00 p.m.; the next Committee of the Whole meeting of the Berlin Borough Council is scheduled for Thursday, January 16, 2020, beginning at 4:00 p.m. at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.