



APPROVED AND OFFICIAL MINUTES OF THE BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE

March 19, 2020 - 4:00 p.m.

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

ROLL CALL

| | |
|----------------------|----------------|
| Charles E. Rhodes | <i>Present</i> |
| Clifford E. Horner | <i>Present</i> |
| John F. Harding, Jr. | <i>Absent</i> |
| Michael A. Lottig | <i>Present</i> |
| Stephen E. Custer | <i>Absent</i> |
| Thomas L. Fisher | <i>Present</i> |
| Thomas W. Jones | <i>Present</i> |
| Mayor Joseph Krause | <i>Absent</i> |

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

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

The following have asked to address the Council:

Steve Spochart – addressed the Diamond St. project and affect the CDBG money would have on the Main St. project on the N. side of the lower Diamond. That the CDBG \$ would go from Main St to North St and possibly the left side to Mulberry. He suggested AEG design to North street, and we could Address the last section where Verizon facility is located and possibility of a parking pad which would require a curb cut and allow them to park off the street. He suggested a Prebid in early May. If the project bid has a \$20,000 variance, ask the borough to assist and if the difference is closer to \$100,000 then Steve would cut the project. The Electric poles would be the responsibility of the Borough.

Steve said the bid was at 1.5 million Steve would cut \$100K and there will be approximately \$200K would be the amount needed from the brough. The Dates changed; the original LET was March 25th and it was changed to June 15th. Main St. discussion over 40min. Why did the date for Main St change from April to June?

Executive Session proposed time. _____

President's Report

Coronavirus (COVID-19) crisis – Handout of material for the following:

Governor Wolf Announcement on March 13 – school closures. Senator Stefano announcement – March 16th Dozens of cases in 14 of 67 counties in Pennsylvania. – school closures, daycares, businesses, restaurants, bars, other congregations of 50 plus people restricted. (exhibit 1)
Senator Stefano update March 17, 2020 (exhibit 2).

Census 2020 – 13 days until - April 1, 2020 - Census Day please ask everyone to participate.
PennDOT – Somerset county outreach session Closed is was scheduled for March 31, 2020.
Somerset County Boroughs Association Dinner tonight - has been rescheduled to May 21, 2020.
Newsletter is being prepared topics and information requested from Council members.
Recycling – discussion and direction.

We have received notice from Marshal Engelka who has agreed to accept the 2nd position of Borough Auditor.

Complete - RESOLUTION NO. 03192020-01 – Auditor.

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair) Tom G. Read

1. The Somerset county planning commission posted notice last week that recycling services had been discontinued. To evaluate the services last Wednesday there was 1,700 lbs. of glass that accumulated in the past 4 weeks that was sent to the landfill at a cost of approximately \$63.00. That cost is less than the cost it would be to dispose of the glass in a recycle manner, sorting, storage, travel, and fees. Last Friday 3/13 the county removed the remaining aluminum and tin cans from the building. Tom G spoke to Brad Zerfoss on Monday 3/16 regarding the remaining cans and tin, which the county disposed of, due to the lack of manpower to sort.
2. Recycle building has been locked – until future decision and direction. ***Surveillance camera was changed to cover the Building. The building will remain locked.***
3. Recyclables will be placed in dumpsters and monitored for customers bringing into town. ***Set a 2yrd dumpster and label it for recycling of Aluminum only and if someone puts metal in the recycle bin it will be removed Charles said someone will want it. Use a 2 yd dumpster.***
4. McDonaIdton residents requesting garbage service – 7 of 42 water bills include garbage. ***We will not solicit residents for Garbage service.***

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Resolution # 03192020-01 required for Auditor. ***Completed***
2. Audit preparation is complete, and submission is due April 1, Auditors to begin next week.
3. Liquid Fuels Tax Fund payment received 79,916.66. ***Payment has been received and is in the bank.***
4. The new hire is waiting on response from final clearance. ***It was received yesterday, and he will start work on Monday.***
5. Advertisement request for Flagger PT positions for waterline repair and replacement work.
6. PMEA’s counsel is monitoring the Department of Revenue’s recent efforts toward implementing a “Gross Receipts Tax Electric Energy Reseller Acknowledgment Form.”
7. Financial projections – working on anticipated spending for the upcoming year.
8. Personnel, Procedures and Recommendation/Discussion – Executive Session Required. ***Charles said we will have Exec Session at the end of the meeting.***

Motion by Cliff Horner and seconded by Mike Lottig to advertise for PT Flaggers.

Ayes: 5

Nays:

Motion: CARRIED

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generators operated for 1 hour and 23 minutes in Test Mode and 30 minutes of that time was with load. (exhibit 3)
2. The 2020 projected winter peak was 2,849 and we achieved a high of 2,666 on 12/20/19.
3. The mild temperatures and lack of extended cold has kept all of the AMP zones from reaching proper peaking thresholds this winter leaving us well below our projected peaks for 2020. This will make the summer peaking season that much more important for AMP customers and for Berlin – specifically Penelec transmission customers. This will be the last update regarding peaking until the start of the summer season (late May).
4. Main Street electric outage (5-7 hrs.) in preparation of revitalization project is scheduled to be in the next couple weeks weather permitting.
5. Transformer project requirements, - (Door replacement, 3 vents, 2 transformers are leaking oil), future inspection during scheduled shutdown.
6. Requested additional information from AMP regarding proposed metering system.
Tom G – explained the request for additional information and that AMP would finance the purchase of the equipment for both Electric and Water meters.
7. Recall notice received on the 2013 Police interceptor. *It is the rear suspension and the dealer will send us a notice when to proceed.*
8. The Camera and Vascar systems are to be swapped from car 10 to 12 the new police car on March 17th and 18th, 2020. *It was completed.*

HOUSE COMMITTEE – Stephen Custer – (Chair) Charles Read

1. Comcast installation for the Sewage plant proposed pole changes and restructure received.
2. Coronavirus (COVID-19) death toll reaches 100 as all 50 states report cases and the total # of cases surpasses 5,500.
3. Computer for the police Office will replace the oldest system and will include a second hard drive to be used as a backup for the camera computer system. There is \$1,000 donation that can be used for the purchase of the computer. Quote was received from CDW for the complete system for the police office \$1,366.95. (exhibit 3)

The \$1,000 was received at the Police Chiefs function and donation was from the Veterans and could be used for anything relating to the police station. Discussion was to use it now for the computer and not hold it. So, amount was changed from 1366.95 to 366.95 only approved.

Motion by Mike Lottig and seconded by Cliff Horner to approve the purchase of the computer equipment from CDW for the police office in the amount of ~~1,366.95~~.

Ayes: 5

Nays:

Motion: CARRIED

STREETS, STORM SEWERS & SIDEWALK – Thomas Jones – (Chair)

1. **Cumberland Street Update.**
 - a. Requested update from Darr construction for date landscape is to be completed.
Response received was when the weather dries up.
2. **Columbia Gas project – Phase II** – East Main St. to 12th St.
 - a. MandB Construction has communicated a proposal starting next week. *They have communicated a start date of 3/30 next Monday.*
 - b. MandB has communicated Source of supplies to the Borough.
 - c. Pre-construction meeting has not been determined AEG, Chad to attend. *It is scheduled for 3/24*
3. **Columbia Gas project - Phase I** - 12th Street to Cassel in front of school

- a. School Board meeting March 12, presentation by Tom Jones and Tom G, for the sidewalk to include 2' of stamped brick, island at 11th Ave, and installation of lights.
 - b. Receipt of the approved "Deed of Right of Way and Easement Agreement" for the sidewalk and island at the 11th Ave entrance at the school. Signature required.
 - c. AEG submission of application to be completed by March 13, 2020. ***Tom G – said it had not been received and AEG was already contacted, and they said it would be completed early next week.***
 - d. Proposed start date of April 2020 – Columbia Gas has not received permit.
 - e. Letter to be sent by Brad Allison to Cristy Shumac regarding release agreements.
- 4. Columbia Gas project Phase III** – SR160 Seg0370 Offset 0700 to Seg0380 Offset 2700.
- a. Columbia Gas – has not received permit for this section, which includes phase I in front of the school. ***Tom G spoke to Columbia Gas and waiting on response.***
- 5. Diamond street project** — Redevelopment authority funds \$244,405.
- a. Walkthrough and meeting on March 10 – AEG - (Kevin, Chadd) Redevelopment Auth - Steve, Council members Charles R, Tom J, and Tom G present.
 - b. Steve Spochart to decide the dollar amount to apply to Main Street lower diamond.
 - c. AEG presented initial drawings on March 2nd; Kevin requested a change order to incorporate the lower diamond into the Diamond Street project amount unknown. Steve Spochart to determine actual scope based on amount of project and funds. ***Tom G explained the proposal and Steve Spochart thought it would be an even swap to remove part of Diamond St and incorporate that lower section of Diamond.***
 - d. Possible 5 electric poles to be replaced in the project – estimated \$25K. ***The poles have already been identified and Tom G will initiate permit***
 - e. Discussion with AEG and Redevelopment authority on the use of funds for lower Diamond if acceptable, and lighting which Chris Hull said could not be separated.
- 6. Main Street Revitalization.**
- a. AEG cost estimate was 1.65, then 1.825 and notification from Steve and Kevin was we could not remove section from the project. New cost estimate communicated this week is at 1.527. Steve Spochart to update diamond St and Main Street projects.
 - b. Streets committee to review application and Diamond Street direction-next meeting.
 - c. AEG submitted invoice #505 in the amount of \$11,530 for approval, engineering total cost of \$100,672, balance of \$27,900. ***This is what Tom G shows council how much they have put in this project already since the estimate has increased for the construction.***
 - d. 85% Submission complete, and 95% submission to be April 1, 2020.

Motion by Mike Lottig and seconded by Cliff Horner to approve the Deed of Right of Way and Easement agreement dated March 16th, 2020 between Berlin Brothersvalley school district and Berlin Borough. Signature by Charles Rhodes

Ayes: 5

Nays:

Motion: CARRIED

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Fire Siren at the West end of town was inoperable, communication unit was removed and is to be replaced.
2. Siren weather warning is to be reprogrammed to extend time period to one minute.
3. Committee reviewed the computer equipment at the Police station and discussion to replace 1 unit and backup of the computer for Camera equipment.
4. 2019 school contract has ended, and the new contract will begin April 1.
5. School requested SRO on duty during meal programs while the school closed.

Executive Session

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

Motion by Mike Lottig and seconded by Tom Fisher to recess to executive session.

Ayes: 5

Nays:

Motion: CARRIED

At 5:23 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 Mike Lottig and seconded by Tom Fisher to reconvene the regular meeting.

Ayes: 5

Nays:

Motion: CARRIED

At 6:08 P.M., the council reconvened the regular meeting.

Motion by Mike Lottig and seconded by Cliff Horner to adjourn this Meeting of the Berlin Borough Council at 6:13 P.M.

Ayes: 5

Nays:

Motion: CARRIED

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday April 2, 2020. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday April 16, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.

APPOINTMENT OF AUDITORS:

BOROUGH OF BERLIN RESOLUTION NO. 03192020-01

WHEREAS, **two** vacancies exist in the position of Borough Auditor for the Borough of Berlin because no one was elected to these positions during the past municipal election: and

WHEREAS, the Pennsylvania Borough Code provides that the Borough Council shall appoint a registered elector of the Borough as a Borough Auditor when a vacancy exists in that position.

NOW, THEREFORE, Be It Resolved, and it is hereby resolved that the Borough Council of the Borough of Berlin appoints Marshal Engelka as our 2nd Borough Auditor for the Borough of Berlin to serve in that capacity as the law provides.

Motion by Tom Jones and seconded by Mike Lottig to adopt Resolution No. 03192020-01 appointing Marshal Engelka as or 2nd borough auditor with term expiring on December 31, 2020.

ROLL CALL *(Secretary Glessner will call the roll)*

YES Charles E. Rhodes

YES Clifford E. Horner

John Harding, Jr. **Absent**

YES Michael A. Lottig

Stephen E. Custer **Absent**

YES Thomas L. Fisher

YES Thomas W. Jones

Ayes 5 Absent 2

Nays Motion CARRIED

PMEA Resolution 03192020-02

Motion by Mike Lottig and seconded by Tom Jones to adopt Resolution No. 03192020-02 to pass resolution regarding to comply with Terminating utility service during the pendency of the proclamation of disaster emergency proclaimed by Governor Tom Wolf on March 13, 2020.

Ayes 5

Nays

Motion CARRIED



resolution
0319202002.pdf