



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

November 21, 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**  
Mayor Joseph Krause   **Absent**  
Clifford E. Horner   **Arrived 4:55pm**  
Charles E. Rhodes   **Present**

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

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

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

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

Jane Scurfield – Petition request – Fletcher Alley to vacate.  
Dale and Mary Werner – 198 West Main St. – Street Variance request  
Jason Huston- Builder - New Garage for Werner's  
Adam and Richelle Powell – 194 West Main St.  
John and Chloe Davis -

*Jane Scurfield – asked what the status was of the Fletcher alley closing. Charles explained that sewer was along the alley and the alley is used by the borough to move and dump snow during the winter. Suggested we not vote tonight, but if she wanted vote, he would have to vote no. Jane doesn't want traffic from 1<sup>st</sup> Ave through Alley and Borough doesn't want to vacate at this time.*

*Adam Powell – Stated the ROW he understood was 66' and wanted to confirm that, he pulled it from an old Fire Insurance Map.  
Jason Huston – confirmed the permit and land use was 15' from the street. And would like the Council to approve the request for Werner's. Mrs. Mary Werner – concerned that it wouldn't get completed.*

*Charles welcomed others to stay, if they wish. Charles asked Tom G. to explain the Somerset Trust Bank function presented by Michael Foreman. It was explained it was presentation for Boroughs and towns to get assistance in operating their borough. Assistance in both personnel operation, audit, and financial. The financial portion would be assisted by a bank for various reasons, and consultants would be provided to help with operations and direction.*

*Motion by Barb Zerfoss and seconded by Tom Jones to support the Humane society with \$100 donation.*

*Ayes: 4*

*Nays: 0*

*Motion: Carried*

## **Council President Items for Discussion**

Census 2020 - April 1, 2020 is Census Day.

Somerset County Boroughs Association Dinner – Tonight at Rizzo’s Restaurant 6:30pm.

Somerset Trust Bank – Holiday Mixer – December 4<sup>th</sup>, 2019 – RSVP by 11/27 – 814-443-9045.

Recognition Dinner – Reminder Scheduled for December 13, 2019 at the VFW.

Somerset Trust Bank – Strategic planning – Michael Foreman from Harrisburg PA SUMMARY.

The Humane Society of Somerset County – Donation request. *\$100 donation approved.*

*Somerset trust bank – attendees – Charles, Barb, Tom Jones, Cliff*

*Rizzo’s – Tom G and Cindy*

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

## **COMMITTEE Reporting to follow:**

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

1. Jimmy Snyder said he will have 5 Dumpsters ready to return to service by December 1, 2019.
2. Monitoring of Dumpsters required as a Television placed in dumpsters - Police to issue citation.

*Charles read this section.*

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

1. Personnel Recommendations – Executive Session.
2. Committee meet on 11/18 /2019 discussion of police contract and the employee’s contract meeting date scheduled for 11/20.
3. Dr. Reeder requested a meeting at the school on 11/15 Cliff Horner, Tom Jones, Chief of Police Brian Fochtman and Tom Glessner meet with Dr. Reeder, Lori Gindlesperger, Brian Thompson and Martin Mudry to discuss current coverage, future school involvement, office location, computer, security camera systems, school agreement, and future grant money.
4. NASRO – Training will be a requirement for all schools - February 2020.
5. School contract – Resource officer – Plan and agreement, prepared by solicitors.
6. Chief of Police agreement – prepared by Solicitor.
7. The 2020 Budget has been reviewed by council members and adjustments have been made. Please review Handout. Summary page highlights major accounts. Budget must be presented to public by 11/25 for review and prepared for approval at 12/5 council meeting.

*Motion by Tom Jones and seconded by Barb Zerfoss to approve and accept the Chief of Police Contract as presented.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by Cliff Horner to approve and accept the school contract as presented.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

*Motion by Michael Lottig and seconded by Tom Jones to approve advertisement of 2020 budget.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

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

1. Fire Sirens sent to John Walker to touch up fiberglass and paint Fire Engine Red.
2. Siren Activation procedures to be written – Gerry Parry.
3. Emergency Evacuation plan opened discussion on 11/15 meeting by School.
4. New light fixture installed in Office.

*Charles read this section.*

*Steve Custer – said John Walker hasn't started on sirens, he was there today.*

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

1. Electric outage on Saturday 11/16 – emergency Permit. Pole replaced at 3002 on Monday 11/18.
2. PennDOT permit approved- replacement of 6 poles for the Main St. sidewalk project.
3. Inventory of Electric system supplies – completed.
4. Police cars have been an issue and dodge charger is also not available– decision to wait for new car or purchase an SUV - it will take weeks to get in and upfitted (\$8K) estimate based on type of auto as we near the end of the year.
5. The Borough has 12 Residents that have an A-Base meter that must be read or are estimated regularly. Adapters can be purchased at an estimated cost of \$50 each to allow handheld meters to install readable meters.

*Motion by Barb Zerfoss and seconded by Michael Lottig to proceed with the purchase of 12 A-base meter adapters at an estimated cost of \$50 each from Marwell Corporation in the amount of \$600.*

*Ayes: 4*

*Nays: 0*

*Motion: Carried*

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

1. **Cumberland St.** – Project construction – slope is out of tolerance - waiting on PennDOT review.
2. **East Main St – Columbia Gas project** – Phase I from 12<sup>th</sup> Street to Cassel in front of school.
  - a. Proposal by AEG – Kevin Yoder Columbia Gas to be completed based on bid amount.
  - b. Waterlines in this area identified 9 lines possible replacement.
  - c. M and B estimated start Date March for Phase II– weather permitting.
3. **Diamond street project** — Somerset County Commissioners agreed Tuesday 11/11/2019 to award funding in the amount of \$210,420 to be combined with the \$33,985 from 2018 CDBG funds for the Diamond Street streetscape at an estimated cost of 1,097,000, from Main to Washington St.
4. **Main Street Revitalization** – Committee Meeting 11/19/2019 –AEG, Tom Jones, Barb Zerfoss and Tom Glessner reviewed proposed Budget of \$1,550,000 for the project, vs Grant of \$1,200,000. The overage of \$350,000 for discussion. Review of the PennDOT schedule and proposed dates have changed. 85% completion submitted to PennDOT.
5. Petition requesting to Vacate proposed alley extending Fletcher St. to 1<sup>st</sup> Avenue.
6. Petitioners requested to eliminate sidewalk extending from Hay St to Pen Mar Ave. – Residents to 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 194 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.

*Main St Project – was originally Diamond to Diamond, the Borough requested it go to Vine St. Tom Jones explained to make adjustments to the funding amount we should have discussion regarding local tax and consider re-establishing tax to help fund the balance due. The electric plant/Generator took a lot of funds.*

*Tom Jones continue to say that 5<sup>th</sup> to Vine ‘St cost estimated at \$220K and \$200K from Diamond to 5<sup>th</sup> street. He isn’t worried about the political ramifications of possibly raising tax. Renters are here in town and make money off government. Steve C – suggest raise rent to renters. Adam Powell will submit to council his request.*

*Motion by Barb Zerfoss and seconded by Michael Lottig to approve the East Main Street Phase I project engineering by Kevin Yoder, AEG in the amount of \$6,125 as presented by proposal dated.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

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

*Ayes: \_\_\_\_\_*

*Nays: \_\_\_\_\_*

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

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Street variance request by Dale Werner at 194 West Main St. St. to Pen Mar Avenue.*

*Ayes: \_\_\_\_\_*

*Nays: \_\_\_\_\_*

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

*Charles instructed everyone that decision on the alley way was on hold. The request for Dale Werner was also on Hold and Adam Powell was requested information pertinent to this issue.*

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

1. Tiffany Wyant – presented at the Borough association meeting in May 2019, the hardship and lack of funds for Ambulatory services throughout the county. The result is fewer ambulances and longer response times. The Council 2019 budget was \$500 donation for the Ambulance association.
2. Donation Budgeted 2019 for Berlin VFD \$3,500, and neither has requested funds.
3. Printer donated by Tom Jones for use by the Water Authority to be compatible with new computer, valued at \$163.24.
4. Somerset VFW – 10/19 Police Gala donation received \$1,000 toward Berlin Police Department.
5. Computer equipment – analysis at school and police office.
6. Security Camera – System reviewed at School vs. prior system quoted.
7. Dell Printer failed at Borough office – After various comparison and contact with Muni-link the replacement requested unit Epson WF-C8690.

*Motion by Barb Zerfoss and seconded by Michael Lottig to approve the purchase of Epson Printer model WF-C8690 from CDW in the amount of \$1,499 as quoted.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

*The Ambulance Association has requested service assistance.*

*The VFW received donation of \$3500.*

*Tom Jones – said printer was donation not an invoice. The water authority old computer suggested to pull hard drive and keep in the safe for future reference and backup. And to dispose of old computer.*

*Tom Jones attended the police Gala in Somerset with Chief of Police Brian Fochtman and received \$1,000 donation.*

*Tom Jones meet with Rodney and Brian at the police station and reviewed computer equipment. An analysis of the computer equipment it has old windows, and only 2Gig of memory. The 2<sup>nd</sup> computer is problematic even boot up.*

*Tom Jones will review the camera system from MEI – Clinton Business Systems. He will schedule an appointment. The office has Verizon DSL svc there and wish to switch to comcast and tie all the office together and bill. Added cost for Verizon and 1 line 814-267-5250 in the office. We should consider a line to the police station.*

*The camera system – Rodney said must be done in a particular way – regulations – may require a review. The school camera system is good and may be a possibility. The Body Cameras need to look into the top 10 from the internet. Varies.*

*Really should consider phone line replacement.*

*The Dell printer request a replacement of Epson which will work with Muni-link.*

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

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

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

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

At 5:15 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 5:38 P.M., the council reconvened the regular meeting.

### **ADJOURNMENT—Council reconvened the meeting.**

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

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

The meeting was adjourned at 5:52 p.m.

*The meeting was reconvened for additional motion.*

*Motion by Michael Lottig and seconded by Cliff Horner to reconvene the regular meeting.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

At 5:55 P.M., the council reconvened the regular meeting.

*Motion by Michael Lottig and seconded by Tom Jones to approve the hiring of John Ferguson.*

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

### **ADJOURNMENT**

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

*Ayes: 5*

*Nays: 0*

*Motion: Carried*

The meeting was adjourned at 5:57 p.m.

Note: The next regularly scheduled monthly Council Meeting is Thursday, December 5, 2019 at 7:00 p.m.; the next Committee of the Whole meeting of the Berlin Borough Council is scheduled for Thursday, December 19, 2019, beginning at 4:00 p.m. at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.