



APPROVED AND OFFICIAL MINUTES OF THE BERLIN BOROUGH REGULAR COUNCIL MEETING

August 06, 2020 - 7:00 p.m.

Coronavirus is present in Somerset county, as a precaution I ask that we follow the governor's request and wear face mask during the meeting.

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>Present</i>
Michael A. Lottig	<i>Present</i>
Stephen E. Custer	<i>Present</i>
Thomas L. Fisher	<i>Present</i>
Thomas W. Jones	<i>Present</i>
Mayor Joseph Krause	<i>Present</i>

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary.

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

The following have asked to address the Council:

Executive Session proposed time. _____

Approval of Minutes:

Minutes of the July 2, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

Motion by Mike Lottig and seconded by Cliff Horner to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated July 2, 2020.

Ayes: 7

Nays: 0 Motion: Carried

Minutes of the July 16, 2020 Borough Council Meeting of the Whole were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by John Harding and seconded by Mike Lottig to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 4:00 P.M. and dated July 16, 2020.

Ayes: 7

Nays: 0 Motion: Carried

President's Report

Budget reviews by Committee Chair for Garbage, Electric, and Police we can discuss as the meeting proceeds. We will address the General Fund Committees at our next meeting.

CCIS – Report is provided for the month of July. (exhibit 3)

Roger Clarke – Request additional time to remove hazardous Chimney and open sidewalk. The sidewalk has been closed for over 6 months.

Roy Ogburn – Land Use agreed to remove hazardous Garage at 111 Cumberland by July 31. It has been partially removed and is currently under demolition.

Somerset trust presentation on *Grand reopening*

Budget will be reviewed by committees.

Roger Clarke was given an additional 30 days to complete the chimney.

Somerset trust grand reopening – Tom Fisher attended and presented to council the changes in the building.

Are there any questions or comments?

Police Report: - Mayor Joseph G. Krause

July 1 through July 31, 2020:

Calls dispatched: 97

Investigations: 17 Open 2 Closed 15

Traffic Stops: 20 Warnings 10 Citations 10

Parking tickets: 0

Borough Ordinance Violations: 1

Non-Traffic Citations : 3

Criminal Arrests: 4

Motion by Mike Lottig and seconded by Tom Fisher to approve and accept the Police Report as presented.

Ayes: 7

Nays: 0

Motion: Carried

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Committee meeting and review of photos scheduled for August 4, 2020
2. Mayor said we should issue citations to all residents that have been identified with ordinance violations – for demo material, tires, electronics, etc.
3. Past due garbage accounts – discontinue pickup service to enforce payment and collection.
4. The recycling dumpster is approximately $\frac{3}{4}$ and scheduled for pick up week of August 3rd.
5. Residents continue to put trash in the recycling bin – camera does not pickup activity.
6. Budget review – and discussion of line items. (exhibit 4)

The committee meeting was rescheduled.

Budget review actual costs are in line with budget close to 50%. Acceptable.

Council agreed to purchase an additional camera and to focus on recycle dumpster.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for July 2020 have been included in the Council Meeting packets (exhibit 5&6)

2. Insurance quote received from Mosholder Insurance for Workers Comp policy Premium is 31,188.00 which is 3,831.00 more than last year but was originally quoted at \$36,224 a proposed increase of 8,867.00. There was a major claim in 2018 that was used on experience rating that would have resulted in the higher premium. Gerry Perry has been notified of the premium change. This results to a 14% increase but the increase by the higher experience mod would have been 21.1%.
3. Hazard pay for employees in life-sustaining occupations during the coronavirus (COVID-19) pandemic deadline was July 31, 2020. Tom G. submitted a grant request to DCED for those borough employees that fall in this category.
4. During the period of suspended disconnection only 1 customer Fred Werner, who left town, resulted in Bad debt in the amount \$225.00.
5. Disconnection notices were sent out on July 16th to all delinquent customers that were past due last month, 11-Electric, 2-Water, 6-Garbage accounts. On August 3rd 6 Electric accounts were disconnected, and the 2-Water accounts paid prior to disconnection. The 6 Garbage accounts remain unpaid.
6. Financial Requirement and Minimum Municipal Obligation for the year 2021 Police Pension Plan requires funding in the amount of \$25,069.00. Notification to the governing body is required by Sept. 30, 2020. The state will issue reimbursement later in the year. (exhibit 7)

Motion by John Harding and seconded by Tom Fisher to approve the Bills and Treasure's Report as specified for July 2020 on Exhibit 5 & 6.

Ayes: 7

Nays: 0

Motion: Carried

Motion by Mike Lottig and seconded by Stephen Custer to accept the workers comp insurance plan and approve the premium from Mosholder Insurance company in the amount of \$31,188.

Ayes: 7

Nays: 0

Motion: Carried

Motion by Mike Lottig and seconded by John Harding to approve and accept the Minimum Municipal Obligation for the police pension plan in the amount of \$25,069 Exhibit 7.

Ayes: 7

Nays: 0

Motion: Carried

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Weeds on Main St. and Broadway numerous complaints – employees sprayed and trimmed weeds on Main and complaints continued after the initial cleanup. Continuation or approval? COP has been notified-no ordinance violations have been issued.
2. The borough employees have installed lines for crosswalks and additional lines for the police to deter speeding. School crosswalks to be installed.
3. The SRO was requested to attend school board meeting on July 23rd to discuss plans for school opening September 1st.
4. Complaints-received regarding vehicle parked without registration – Joe to update.
7. Hazard Mitigation plan was completed in conjunction with Somerset county department of emergency services.
8. Budget review – and discussion of line items. (exhibit 8)

The weeds are at Sherry Boden rental house – Mayor will contact her regarding the property. Resident across the street complained about the weeds.

Richard Ross – has an excessive number of weeds – Mayor Krause said he is going to be fined. Budget review in total was acceptable – Police wage overtime hours were questioned, and auto insurance increase is result of additional police car.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generators operated for 52 hours and 5 minutes under Load. Test mode was 1 hour and 41 minutes. The bulk operating time was 50 hours and 24 minutes for **12 days** and consumed 11,941 gallon of fuel \$19,000 and 220 gallons of DEF \$1,000 to generate the top 5 days of CP out of 12 days of operation. (exhibit 9)
2. PowerSecure was on site July 24th for repair to address faulty signal and recommendation to replace fuel filter assembly on 3 units.
3. The 2020 peak shaving exceeded the projected peak on 2 days. The month of July with extremely high temperatures has created all 1 thru 5 peaks ranging from 2,783 to 2,908 on July 27th, surpassing the projected peak of 2,849. (exhibit 10)
4. Electric pole shipment of 25 poles were received on July 22, 2020.
5. There are 5 transformers that have completed PCB testing and are to be returned to T&R Electric, shipment to be scheduled this month.
6. AMP has provided additional information and comparisons in conjunction with conference calls and presentation from AMP regarding the proposed metering system for both Electric and Water meters.
7. Reliable Meter Service, LLC is scheduled to inspect meters for two days over the Labor Day weekend.
8. Budget review and discussion of line item detail. (exhibit 11)

Budget review – Explanation of large purchases and contracted service required resulted in over budget YTD. Council agreed not to move pole charges from contracted service to construction projects in streets. Budget – review approved.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Request for a color printer from police was received on July 31, 2020.
2. Tom G. laptop computer is to be repaired and returned the week of August 10, 2020.
3. Census 2020 as of the end of July Somerset county is at 63.8% compared to 2010 response rate of 64.8%. Berlin Borough is at 71.5% response rate compared to 2010 of 78.5% down 7% from 2010. Whether you have promoted the 2020 Census a lot, a little or not at all, there are still 90 days...about 3 months...to achieve a complete and accurate count.
4. Over the past few months, AMP has hosted many roundtable calls to discuss various COVID-19 topics. On Friday July 31, the guest speaker was Tina Lewis, Epidemiologist/MT (ASCP), MPH, CPSTI-SN. Tina conducted a 30-minute COVID-19 overview presentation that she recently gave to The Energy Authority (TEA) Community Town Hall and was distributed to the AMP member COVID Task Force. There is a 35-page color slide presentation on Coronavirus (COVID-19) that will be distributed via email.
5. Donation of services in the amount of \$245.57 received from Tom Jones for installation and work on police computers. (exhibit 12)

Motion by Mike Lottig and seconded by Cliff Horner to approve the purchase of a color printer from HP in the amount of \$ 350.00 for the police department.

Ayes: 7

Nays: 0

Motion: Carried

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

1. **Columbia Gas project – Phase II** – East Main St. to 12th St.
 - a. Tom G sent the preliminary plan prepared by AEG to MandB construction regarding the ADA ramps. MandB sent an email to Rodney Hill regarding clarification of the PennDOT regulations.
 - b. Rodney forwarded the email from MandB and called Tom G to discuss issues.
 - c. MandB was approved for a Change order regarding the completion of the wall at east end. The change order was received 8/4/2020. (exhibit 13)

- d. Discussion with MandB is that PennDOT requires the ADA ramps to be re-constructed.
2. **Columbia Gas project - Phase I** - 12th Street to Cassel in front of school
 - a. CS files for ADA ramps prepared by AEG and uploaded to PennDOT on July 22 were not proper and PennDOT could not read the files.
 - b. A second set of CS files were sent on July 24 and Tom G had Bernie uploaded the files for PennDOT.
 - c. Permits have not been received by Columbia Gas or the borough as of July 30, 2020.
 - d. Application for the Borough has been submitted for the 6th time.
 3. **Columbia Gas project Phase III** – SR160 Cumberland St. to 10th.
 - a. Columbia Gas – has not received permit as of July 30th, which includes phase I in front of the school.
 4. **Diamond street project** — Redevelopment authority.
 - a. Advertisement July 18 and 22nd -Let date is August 11th
 - b. Roger Clarke - July 31, requested underground Electric to be installed during the project. Request sent to Steve Spochart and Kevin Yoder.
 - c. Sidewalk is closed at the corner of Diamond and Main St. PennDOT permits 90 days.
 - d. Darr construction asked who is responsible for the items in front of Roger Clarkes. AEG/redevelopment passed the question to the Borough.
 - e. It is the responsibility of the resident to remove items in the ROW per PennDOT.
 - f. The borough assisted the Clarkes to move their stones and removed the trees a couple months ago. There are more items to remove.
 - g. Electric conduit size has been amended since the Prebid meeting on July 29th in conjunction with questions on the Main Street project. HOP has not been adjusted to reflect this change, requested updated HOP plan from AEG.
 - h. Steve Spochart said the let date will not change from August 11, 2020, even though the Main Street project has been pushed back. To August 20, 2020.
 5. **Main Street Revitalization.**
 - a. Chris Hull notified us that the project was advertised for Bid on Thursday July 9th and let date was scheduled for August 6th.
 - b. The advertisement for MPMS# 111482 Berlin Revitalization Project was pulled on 8/3, and the project will not be bid Thursday (August 6th) as scheduled. AEG was making changes up to 8/2, and PennDOT tried to provide responses to all 15 ECMS questions and to publish the addendum and could not complete it in time.
 - c. Contract Management did not accept all responses from AEG and the addendum still has revisions that they would like to see AEG completed/revised.
 - d. The new let date has been rescheduled to 8/20/2020.
 - e. Appalachia Engineering will need to ensure that all ECMS questions are answered and addendums published the Monday (August 17th) prior to the new let date.
 - f. The Schedule will need to be revised to account for the let date change, which also gives the contractors additional time for review and questions in ECMS, so any additional questions or addendums will also need to be completed. Email from Chris Hull (exhibit 14)
 - g. PennDOT’s Contract Management requested a conference call, which is scheduled for 12:30 on August 6, to address the revisions that were not completed, and they would like to see.

Motion by Mike Lottig and seconded by Cliff Horner to approve the Change Order # 1 from MandB Construction relating to the continuation of sidewalk project Phase II at ease end in the amount of \$3,500.00. (exhibit 13)

Ayes: 7

Nays: 0

Motion: Carried

Executive Session

There is no Executive session required.

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

~~*Motion by _____ and seconded by _____ to recess to executive session.*~~

~~*Ayes: _____*~~

~~*Nays: _____ Motion: _____*~~

~~At _____ 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 _____ and seconded by _____ to reconvene the regular meeting.*~~

~~*Ayes: _____*~~

~~*Nays: _____ Motion: _____*~~

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

Motion by Mike Lottig and seconded by John Harding to adjourn this Meeting of the Berlin Borough Council at 8:00 PM.

Ayes: 7

Nays: 0

Motion: Carried

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday September 3, 2020. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday August 20, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.