



## Approved and Official Minutes of the BERLIN BOROUGH REGULAR COUNCIL MEETING

**June 4, 2020 - 7:00 p.m.**

President Comment: **Please keep at least 6 feet physical distance from each other and guests.**

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>Absent</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:**

Marshall Engelka- *He wanted to view only.*

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

### **Approval of Minutes:**

Minutes of the May 7, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

*Motion by Mike Lottig and seconded by John Harding to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated May 7, 2020.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

Minutes of the May 21, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 2*)

*Motion by John Harding and seconded by Steve Custer to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated May 21, 2020. 4:00 pm*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

## **President's Report**

**Also, Somerset County is going GREEN on Friday.**

Newsletter is being mailed to Residents this week. (exhibit 3)

CCIS – Report - May report is provided for this period. (exhibit 4)

Stormwater exemption letter for Wolfe Subdivision was sent on June 1, 2020. (exhibit 5)

Property Maintenance & Building Code Complaints –

111 Cumberland St. – Property owner Roy Ogburn contacted the borough regarding repairs.  
Susan Bracken Plan review to complete roof repairs.

## **Police Report: - Mayor Joseph G. Krause**

May 1 through May 31, 2020:

Calls dispatched: 56

Investigations: 14 Open 0 Closed 14

Traffic Stops: 4 Warnings 3 Citations 1

Parking tickets: 1

Borough Ordinance Violations: 0

Non-Traffic citations: 0

Criminal arrests: 0

*Motion by John Harding and seconded by Cliff Horner to approve and accept the Police Report as presented.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

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

## **Committees:**

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

1. Recycling for Aluminum – JVS will continue to pick-up aluminum on as needed basis. Chad can rotate 2 yd and 4 yd dumpsters for pick-up of recycling. JVS working on plan to expand throughout the county.
2. The number of garbage customers that bring garbage in town has increased from average of 60 per month in 2019 to 76 per month as of the end of May 2020.
3. Rate by customers – Bring in \$14.6, Rural - \$20 In town - \$14.60, review all customer rates.
4. Garbage complaints – Decreased from residents since we empty dumpsters on the weekend.
5. Review of May photos at the dumpsters.
6. Cost of Garbage \$1.27 per ton is slightly higher than it was in 2019.
7. No recycling of glass has added volume to the landfill cost.

*The discussion over Dumpsters at the was to review the activity.*

*Trail Cameras – with phone alerts*

*Brian COP – Need to identify the Individuals*

*Stephen Custer – 4 Cameras in Different spots take care of 1 problem with a DVR*

*Brian to get information from the school about cameras.*

*Said they are good*

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

1. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
2. There was 2 Right to Know requests and zero Complaints received. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:

- a. There was two RTK requests received in May for at a cost of \$35.00 and there were 0 property maintenance issues or Complaints at a cost of \$0.00. The YTD total for RTK and complaints is \$722.50.
3. Treasurer’s Report and Bills: – The reports for May 2020 have been included in the Council Meeting Packets (Exhibit 6,7).
4. Insurance renewals are coming due, committee to review and present by next meeting.
5. Receivable balance includes 12 customer balance of approximately \$4,000. One customer is 3 months past due, working out of town. Zero payment plans have been put in place.
6. Plan of action to amend or repeal Resolution No. 03192020-02 discussion.
7. Review of Deposit policy established for Electric accounts. (exhibit 8)
8. Executive Session – required for Contract and Personnel Recommendation/Discussion.

**Are there any questions or comments?**

*Motion by Steve Custer and seconded by Mike Lottig to approve the bills and Treasurer’s Report as specified for May 2020 on Exhibit 5 & 6.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

*Council members were asked to review the deposit policy and address questions to Tom G. by the June 18<sup>th</sup> meeting.*

*Tom G was asked to Speak to Brad Allison regarding Brady Scheckler and PT.*

**FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)**

1. School meal pickup ended in May. There are no school summer activities planned at this time for the school SRO.
2. Chief of Police activity log for each officer for daily activity, location, and service.
3. The borough has been reimbursed automatically from the task force for 12.5 hours in the past 3 months, no use of Automobile.
4. Chief of Police has requested ball caps and emblems similar to badge, will speak to the committee regarding this issue and review budget.
5. The new contract will be invoiced on a quarterly basis, and hours tracked weekly.
6. Greg Croner requested a quote for paving in front of the completed cement pads at the borough building. New Enterprise provided the quote.
7. Request from residents for speed bump to be installed on 5<sup>th</sup> Avenue between South and Bingman’s. Rodney reviewed it with residents last year. Each 6ft section is \$124.
8. Children at Play sign requested by resident Doris Mallis at 1300 Brubaker street.

~~*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the purchase \_\_\_\_\_ number of speed bumps and the installation on 5<sup>th</sup> Avenue.*~~

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

~~*Nays: \_\_\_\_\_ Motion: \_\_\_\_\_*~~

~~*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the purchase of a children at play sign from US Municipal in the amount of \$28.50 and the installation on Brubaker St.*~~

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

~~*Nays: \_\_\_\_\_ Motion: \_\_\_\_\_*~~

*Council agreed that there was no need to install speed bumps on 5<sup>th</sup> Ave. Snow removal would be hindered.*

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

1. Generator Update – The generator report for May is not available at this time.
2. Review of poles on Fletcher and 8<sup>th</sup> Avenue and mirror for intersection.
3. Power Secure, repair completed June 2<sup>nd</sup> for unit # 3 for a leak on the feeder line on the charge air cooler.
4. Main Street electric outage required to complete service at 1004 Main St.
5. A few poles on Main St need Verizon and Comcast to move service lines to the new poles.
6. ~~Tom~~ to identify the number of old poles that need to be removed, and schedule Wiedenhoft.
7. The CAT loader is at Cleveland Brothers for a repair to the drive coupler, that will take 35 hrs. to complete, this repair is under warranty.
8. Electric service agreement to review for Movilla customers.
9. US SAWS – We tested one magnet and they are sending the largest magnet for use. Council previously approved the purchase of the larger magnet on May 21, 2020.

*Tom said he will have Joe identify poles to be removed. #6*

*Poles at Fletcher St. and 8<sup>th</sup> Avenue need to be replaced– Mike review.*

## **HOUSE COMMITTEE – Stephen Custer – (Chair)**

1. Flagpole installation, discussion from May 21, 2020 meeting, alternatives.
2. Computer equipment installation for the police department to be scheduled.
3. Electronic recycling – JVS prefers to use current electronic schedule for June 27<sup>th</sup> and October 24<sup>th</sup>, and not combine with the aluminum products.
4. Petition filed by Jane Rizzo, Chief Officer Tax Claim Bureau, to stay upset tax sale for 2020. Somerset County Court order was signed on May 5, 2020 staying the 2020 Tax Sale for the period of one year. (exhibit 9)
5. Census 2020 – Beginning August 11, Census Takers will begin the costly operation of visiting all the houses that did not respond online, by phone or by mail. Our efforts will help ensure we will receive the MAXIMUM amount of funding for social programs, fire & police protection, first responders, schools, roads, hospitals, and clinics for the next 10 years. Berlin Borough is at 70.6% as a municipality and we still rank 10<sup>th</sup> in response amongst municipalities.

*Flagpole keep in storage for now.*

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

1. **Stormwater**
  - a. Mike Fogle to quote cleanout at Stadium street end of football field.
2. **East Main St – Columbia Gas project– Phase II –**
  - a. Meeting on May 27<sup>th</sup> with PennDOT, AEG, MandB, to review the sidewalk and ADA ramps. PennDOT suggestion was to complete the sidewalk, and issue a supplement to the current permit, in lieu of a new permit request. Discussion was for AEG to provide quote and drawing change to schedule work.
  - b. AEG sent file for ADA ramps, PennDOT to review.
  - c. AEG to present change order in the amount of \$1,200 for supplement.
  - d. MandB change order estimated \$4,000 from AEG to remove wall, hand dig due to gas line, install additional curb, and add step to 1313 Main St.
3. **East Main St – Columbia Gas project – Phase I -12<sup>th</sup> Ave to Cassel.**
  - a. Analysis of Bid documents completed by AEG, propose hold bids until preauthorization meeting is held with the Bidder. Require approval.
  - b. AEG provided response letter and corrective plans, Application #210197 resubmitted to PennDOT on May 8<sup>th</sup>, and they have 30 days to respond.
  - c. Columbia Gas has not received a permit for this project.

- d. American Gas Lamp order placed for proposal #P20-056 for 4 Piedmont Gas Lamps.
  - e. Approved cost sheet for Tom G. to present to Columbia Gas for agreement.
  - f. Wiedenhoft to review the plan for light replacement on the project.
- 4. Diamond street project** — CDBG funds project.
- a. AEG to provide plan and bid information to the Borough week of May 25<sup>th</sup>, updated to week of June 1.
  - b. Review, selection and approval of “No Parking sign” 12”X18”.
  - c. 1 water lines in the sidewalk to be replaced, per Water Authority.
- 5. Main Street Revitalization.**
- a. There have not been any additional questions from PennDOT.
  - b. The Let date is scheduled for August.
  - c. AEG has confirmed funds are allocated for the project.
- 6. Columbia Gas project Phase III** – Cumberland street to 10<sup>th</sup> avenue.
- a. Columbia Gas application has been resubmitted to PennDOT for the 3<sup>rd</sup> time.
  - b. We reviewed the project with PennDOT and communicated borough request to update sidewalks and curbs.
- 7. 219 Executive Summary**
- a. Project description and update. If you would like the complete updated report, see Tom Glessner. (exhibit 10)

*Motion by Mike Lottig and seconded by John Harding to approve the change order presented by AEG for the change to the Columbia Gas Phase II area at the East End intersection at 1313 Main St.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

*Motion by Cliff Horner and seconded by John Harding to hold Phase I bids and schedule a pre-authorization meeting with low bidder.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

~~*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve No Parking sign selection for Diamond Street.*~~

~~*Ayes:*~~

~~*Nays:*~~

~~*Motion:*~~

### **Executive Session**

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

*Motion by Mike Lottig and seconded by John Harding to recess to executive session.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

At 7:18 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 John Harding and seconded by Mike Lottig to reconvene the regular meeting.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

At 8:15 P.M, the council reconvened the regular meeting.

*Motion by Steve Custer and seconded by John Harding to adjourn this Meeting of the Berlin Borough Council at 8:54 P.M.*

*Ayes: 6*

*Nays: 0*

*Motion: CARRIED*

**Note:**

The next regular meeting of the Berlin Borough Council is scheduled for Thursday, July 2<sup>nd</sup>, 2020 at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday, June 18, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.

*Charles asked what the status was on Shrubbery @ the Maint shed  
Tom Jones looked at some variations will discuss with Tom Fisher*