



UNAPPROVED AND UN ACCEPTED MINUTES OF THE BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE

October 21, 2021 - 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>Absent</i>
Stephen E. Custer	<i>Absent</i>
Thomas L. Fisher	<i>Present</i>
Marshal J. Engleka	<i>Present</i>
Mayor Joseph Krause	<i>Absent</i>

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

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

Executive Session proposed time. _____

The following have asked to address the Council:

Steve Newell Municipal Marketing.

The presentation from Steve, who has been working with Municipal Marketing since 1980 and they have 35 employees with 1,700 customers.

They work with the EMS, Fire department and the Lions club with fundraising. They have an extensive mailing list. The item shown is a 2-part donation form used for the majority of their customers. They keep track of the donors and have a 5-year history of each. He said there was no bad time to mail a fundraiser in fact the holiday season is a good time. They will tabulate the results and change of addresses they manage. Cost is based on the number of mailers all the same amount.

Lead time 5-6weeks

Options of whom to mail: intown, customers, business or residents.

Ratio of returns examples of prior fundraisers and will calculate for the borough.

Discussion on direction for borough cost vs doing ourselves.

President's Report

Bid Opening Contract 2021-G-01 scheduled for 4:00 PM.

Resolution # 10212021 Police Pension contribution not required.

Resolution # 10222021 PennDOT Multimodal Transportation Fund.

Budget for 2022 is being prepared – discussion items.

Halloween scheduled for October 28th 6-8PM.

Lower Diamond Area Plan/Update:

Clockface – present example for approval. Women's Auxiliary meeting November 1st.

Dedication plaques – Clock Makers.

Park Name and suggestions – Historical Society/UPMC.

Requested construction base for the clock.

Are there any questions or comments?

VFW – requested use of barricades for the parking lot on 10/28 – Tom to confirm and have parking lot swept and cleaned, and material moved from the lot.

Charles said training for Roger Platt would be scheduled with Glenn Cowles, when possible, through Kerry Claycomb. Tom to speak to Kerry.

The rotation of weekend on hold – current issues until schedule is made.

Dump was open this weekend.

Committees:

GARBAGE COMMITTEE – John Harding – (Chair) Charles Read

1. Couple camera photos were printed for the prior two weeks ending October 16, 2021. The one camera only takes photo of two of the dumpsters, do we want additional cameras? *No.*
2. The dump was open last week while street millings were stock piled for the borough.
3. Recycling dumpster was scheduled for October 18, 2021.
4. One resident has a dumpster in place and on contract.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for September 2021 have been included in the Council meeting packets. (Exhibit 2 & 3)
2. There were 60 residents with outstanding balances of \$13,567.62 that received a disconnection notice on October 20, 2021. The Muni-link automated notification system will issue second notices on October 29th by phone call or txt to those customers who still show unpaid at that time. Disconnection date is scheduled for November 2, 2021.
3. Resolution # 10212021 is to document the elimination of the police officer's contribution to the police pension plan and notify council. Note: the expected minimal municipal obligation is \$11,161.00.
4. Personnel committee met on October 11th and 18th to discuss personnel and contract issues.
5. Executive Session - Required Personnel, Contract, and Recommendation/Discussion.

Motion by Thomas L. Fisher and seconded by Marshal J. Engleka to approve the Bills and Treasure's Report as presented, for the month of, September 2021, as presented at the meeting.

Ayes: 4 Nays: 0 Motion: Carried

Motion by Clifford E. Horner and seconded by Thomas L. Fisher to approve the resolution #10212021 regarding the elimination of the police officer's contribution to the Police Pension plan.

Ayes: 4 Nays: 0 Motion: Carried

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – Generators operated for 1 hour/15 minutes in TEST MODE. (Exhibit 4)
2. PowerSecure is scheduled for major PMs in November and will address repairs to doors and seals as needed. New contact person established on October 6, 2021.
3. Herring Motors rebuilt the fuel pump on Garbage truck #2.
4. Oil change on 10/19/2021 – revealed no speedometer/odometer working on truck #2. Pulled out of service and repairs may need to be scheduled.
5. Verizon moved two lines on Main Street for clearance for the decorative lights. Comcast will need to move their line up for additional clearance on the next pole for Verizon to move.
6. Residential service correction meter box required for service located at 1026 Broderick and eliminate the underground. (photos)
7. Brian Wiedenhoft requires 2-hour outage to move additional lines on Broadway, not scheduled and 4 hours on White Horse Road to move lines.
8. Three more electric demand meters received and will be installed on the next billing cycle.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Request for new signage.
2. LTAP training scheduled upstairs for November 30, 2021.
3. Iron Erts that connect to water meters backlog is 3-to-4-month on orders.
4. Tom G. has requested an update on the 2021-2022 Road Salt contracts.
5. The Firemen requested assistance for rocks and excavation at the upstairs entrance. The Firemen will contract someone to pour a new slab of concrete to set the Red Donation Boxes.

Motion by Clifford E. Horner and seconded by Marshal J. Engleka to approve the purchase order of 500 ERTs from ITRON in the amount of \$36,000.00 with AFRS funds.

Ayes: 4 Nays: 0 Motion: Carried

Motion by Clifford E. Horner and seconded by Marshal J. Engleka to approve the installation of a new NO-OUTLET sign at the location of Shady Lane and Longview Dr.

Ayes: 4 Nays: 0 Motion: Carried

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Christmas Decorations Firemen are to install on Broadway Saturday.
 2. PT officers provided 31 hrs. week ending October 9th and 34 hrs. week ending October 16th.
 3. Painted marking of speed lines and crosswalks require permanent markings and will be scheduled after road repair has been completed due to current construction projects.
 4. Property Maintenance complaint – Tom Glessner contacted owner at 420 division Street.
 5. October schedule is posted on the board at the police station.
- Property owner will have mowed by end of week. Isaac Etris to complete.*

STREETS, STORM SEWERS & SIDEWALK – Marshal Engleka – (Chair)

1. **Grant request completed for projects in the Berlin Borough.**
 - a. Three grant requests have been submitted to date.
 - b. The grant request for a PennDOT Multimodal Transportation Fund (MTF) is due November 5, 2021. Council approved this project on Main Street for the area of sidewalk and curb from 749-813 Main and Cumberland St. up to South St. **The Awards require a 30% local match – Letter and resolution required to confirm contribution for application.**
2. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. Crilon – 12th to Cassel started September 20, 2021.
 - b. Email sent regarding starting project.
 - c. Meeting scheduled on October 20 AEG and Crilon.
 - d. Columbia Gas is to be on site 10/20 to review, the abandoned gas line in the project.
 - e. AEG preparing a change order for the sidewalk removed by Columbia Gas.
 - f. AEG preparing a change order for the redirection of electric service.
3. **Main Street Revitalization - MPMS-111482.**
 - a. Construction continues on south side of Broadway to extend the upper Diamond.
 - b. PennDOT initial walkthrough on Tuesday October 19, 2021.
 - c. Cost analysis is prepared by AEG for Columbia Gas sidewalk.
 - d. Construction cost for Park area, Clock may require borough cost.
4. **Cumberland street and Main to Ash. application 252790**
 - a. Tom G. resubmitted application to PennDOT 10/5 and is under review.
 - b. Council approved placing Ad 2nd time to bid project and schedule bid opening 10/21/2021.
 - c. Currently five bidders have requested bid documents.
5. **Columbia Gas project Phase III – SR160** Cumberland St. to 10th.
 - a. Columbia Gas waiting on borough bid process.
 - b. Request sent to Verizon to transfer lines and remove poles.

6. Diamond street project — Application 215945

- a. Tom will request permit closure in conjunction with the Main St. project.
- b. Caulking, sealing, and crosswalks completed.

7. Street activity.

- a. Columbia Gas and NPL have completed all activity in the borough.
- b. PennDOT sign to be corrected on White Horse Road.
- c. Street sweeper sent to clear parking area again for Halloween.
- d. Catch basin cleaning should have all of them cleaned by end of the month.

Motion by Marshal J. Engleka and seconded by Thomas L. Fisher to approve the 30% commitment amount toward the PennDOT Multimodal Transportation Fund.

Ayes: 4 Nays: 0 Motion: Carried Ayes: ___ Nays: ___ Motion: ___

Motion by Thomas L. Fisher and seconded by Marshal J. Engleka to approve the resolution #10222021 regarding the request for PennDOT Multi-modal Transportation Fund (MTF) request.

Ayes: 4 Nays: 0 Motion: Carried

Discussion regarding the main street project walk through with PennDOT on 10/18 and the entrance between 507 and 511 Main St. Tom explained what occurred regarding someone shouting and cursing at the construction crew. Tom Fisher explained the 11' entrance and what was requested and that PennDOT denied the request. Tom said he will explain to the church members and the person. There are 2 ADA ramps and 1 of them is in close proximity to the 11' entrance. There are no ADA ramps in close proximity to any of the other churches in town.

Motion by Clifford E. Horner and seconded by Marshal J. Engleka to approve and award the contract to MandB based on Appalachian Engineering review and approval of the bid documents.

Ayes: 4 Nays: 0 Motion: Carried

Executive Session

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

Motion by Clifford E. Horner and seconded by Marshal J. Engleka to recess to executive session.

Ayes: 4 Nays: 0 Motion: Carried

At **4:36** 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 Thomas L. Fisher and seconded by Clifford E. Horner to reconvene the regular meeting.

Ayes: 4 Nays: 0 Motion: Carried

At **5:41** P.M., the council reconvened the regular meeting.

*Motion by Clifford E. Horner and seconded by Thomas L. Fisher to adjourn this Meeting of the Berlin Borough Council at **6:50** P.M.*

Ayes: 4 Nays: 0 Motion: Carried

Note:

The next regular meeting of the Berlin Borough Council is scheduled for Thursday November 4, 2021. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday November 18, 2021, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.