



APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH REGULAR COUNCIL MEETING October 07, 2021 - 7:00 p.m.

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

ROLL CALL

Charles E. Rhodes *Present*
Clifford E. Horner *Present*
John F. Harding, Jr. *Absent*
Michael A. Lottig *Present*
Stephen E. Custer *Present*
Thomas L. Fisher *Present*
Marshal J. Engleka *Present*
Mayor Joseph Krause *Present*

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

Members of the public:

Please sign the Guest Registry: No Guests present

The following have asked to address the Council:

Executive Session proposed time. _____

President's Report

CCIS report for September (exhibit 3)

Bid Opening Contract 2021-G-01 postponed.

Budget for 2021 is being prepared.

Proposed Ordinance for solar within the borough.

Letter for the VFW authorizing Halloween Parade 6PM and trick or Treating 6PM-8PM.

Request to purchase one Hanging Basket as test for use on Main Street Decorative poles.

Lower Diamond Area Plan –

 Clock Face design – based on Hofford and Heffley Berlin Clock Makers.

 Clock preparation, delivery and timing.

 Construction cost for clock base may require borough cost.

 Borough responsible for maintenance of property.

Motion by Stephen E. Custer and seconded by Michael A. Lottig to approve the Halloween Parade on October 28, 2021, at 6PM and continue with Trick or Treating until 8PM.

Ayes: 6 Nays: 0 Motion: Carried

George Hummel – demolishing trailer in town. It's not his trailer, but his daughter.

Motion by _____ and seconded by _____ to approve the purchase of a single hanging basket for test on decorative poles.

Ayes: Nays: Motion:

Hold for further discussion concern liability for the ladies watering.

Clock Face examples were shared with council and approved as designed. The dedication plaques were also discussed.

Flags need to replace @ Miller Memorial.

Construction cost for clock base will be assumed by the borough.

Roger Clark – has 4 Vehicles parked in 2 hour parking.

Mayor Krause will get with Brian Chief of Police on 10/08.

Joe said Roger has parking behind his house.

And there is no parking after hours. 2am – 7am

It could change to no parking from 9PM to 7AM

Officer Craig asked for no lettering on Police car to help fight drugs in town.

Mayor Joe Krause said it's not necessary. Too small town wouldn't work.

Motion by Thomas L. Fisher and seconded by Stephen E. Custer to approve the installation of no parking sign on Lower Diamond from 9PM to 7AM.

Ayes: 6 Nays: 0 Motion: Carried

Are there any questions or comments?

Approval of Minutes:

Minutes of the September 02, 2021, Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated September 2, 2021.

Ayes: 6 Nays: 0 Motion: Carried

Minutes of the September 16, 2021, Borough Council Meeting of the Whole were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by Marshal J. Engleka and seconded by Michael A. Lottig to approve and accept the minutes of the Borough of Berlin Council meeting of the whole held at 4:00 P.M. and dated September 16, 2021.

Ayes: 6 Nays: 0 Motion: Carried

Police Report: - Mayor Joseph G. Krause

September 1 through September 30, 2021:

Calls dispatched: 58

Investigations: 10 Open 0 Closed 10

Traffic Stops: 4

Warnings 2

Citations 2

Parking tickets: 0

Borough Ordinance Violations: 0

Non-Traffic Citations : 0

Criminal Arrests: 1

Motion by Michael A. Lottig and seconded by Marshal J. Engleka 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) Steve Read

1. No camera photos were printed for the week ending September 26 or October 3, 2021.
2. There was a single dehumidifier placed at the dumpsters last week photo unavailable.
3. Recycling dumpster is scheduled for the week of October 11, 2021.
4. The dump was left open while street millings are being stockpiled for the borough.
5. Rotation of weekend Dumpster on hold.
6. One resident has a dumpster in place and on contract.
7. Dumpster scheduled to be set for Fox's Pizza October 8, 2021.

***Why is the rotation of weekend on hold – current issues until schedule is made.
Dump was open this week.***

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. The signed contract for SRO was provided to the school.
2. SRO Training has been postponed. ***Officer was unable to participate.***
3. PT officers provided 42 hours weeks ending September 18th, 37.5 week ending September 25th, and 13 Hours week ending October 2nd.
4. Painted marking of crosswalks in the project area requires removal to install new crosswalks under the contract. Additional crosswalks will be installed when road repair is completed.
5. Audio is not operable on a body camera Tom G. notified computer contact, will review documentation and company.
6. October proposed schedule is posted on the board at the police station.

SRO why is the SRO training on hold – officer unable to attend.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - Unavailable.
2. Personnel committee met on October 4th to discuss personnel issues, ARPA, and the open issue on the contract.
3. We have received 2-W/C claims in September.
4. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
 - a. There was one property maintenance complaint and One - Right-to-know request received in September.
 - b. The YTD total cost for RTK and property complaints is \$581.00.
5. There were 53 residents that received a disconnection notice on September 20, 2021. The Muni-link automated notification system issued notices on September 30th by phone call or txt to the 18 customers who still show unpaid at that time. There is one customer unpaid as of 10/4 and will receive notification October 7, 2021, if not paid by that time.
6. There is one resident that deposit is due on new service account she has been contacted.
7. Executive Session - Required Personnel, Procedures and Recommendation/Discussion.

Mayor Joe is to take care of the property complaint.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generator report was unavailable.
2. PowerSecure is scheduled for major PMs in November.
3. The Generator repairs will be scheduled as soon as possible.
4. There are three more electric demand meters to be ordered and will require installation.
5. Legacy inspected Garbage truck for air leaks and repaired the leaking oil lines and air compressor line. Installed throttle on injection pump and sent to Herring for pump rebuild.

6. Tom requested Brian Wiedenhoft to schedule and plan to complete open items in town, lines, pole transfers.
7. The backhoe required a new set of tires.
8. Truck 21 required a new set of tires.
9. Training has been started on meter reading system and PA one calls.
10. Notification sent to Wiedenhoft for the electric lighting and connection in front of school.
11. Multiple electric lines need to be completed and/or repaired before Comcast or Verizon can complete their transfers.

Tom was asked to get a schedule from Brian Wiedenhoft of the open electrical items to be completed in town.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. The American Rescue Plan –potential disbursement according to the compliance and reporting guide.
2. Tom G. has requested an update from DGS Bureau of Procurement’s on the 2021-2022 Road Salt contracts.
3. Quote #92821 received from Itron for the ERT’s that connect to meters.
4. LTAP training scheduled upstairs November 30, 2021. DRAINAGE: THE KEY TO ROADS THAT LAST.
5. PUA claimants should call the regular unemployment number (888-313-7284) for help.
6. Storage agreement for the street sweeper at upper diamond Scheller garage.

Motion by Stephen E. Custer and seconded by Clifford E. Horner to approve the storage agreement for the street sweeper for 6 months in the amount of \$300.00.

Ayes: 6 Nays: 0 Motion: Carried

***Street sweeper is used to clean the storm catch basins on the street.
More basins cleaned than ever have been cleaned.***

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. TA Set-aside grant is written to focus on school safety, sidewalks. Additional work on Grant to be completed week of 10/11 final due 10/15.
 - c. A new grant request for a PennDOT Multimodal Transportation Fund (MTF) is forthcoming and is required for November. PennDOT is requesting applications for quality projects of significant value. Awarded projects typically range between \$100,000 and \$3,000,000.
 - d. Awards require a 30% local match. Discuss Main St north side of the street from Cumberland to North. \$308,000 grant request.
2. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. Crilon – 12th to Cassel started September 20, 2021.
 - b. AEG preparing a change order for the sidewalk removed by Columbia Gas.
 - c. Wiedenhoft notified work has begun and to prepare for underground and lights.
 - d. School is updated regularly on progress.
3. **Main Street Revitalization - MPMS-111482.**
 - a. Construction continues from Vine St. west toward the lower Diamond.
 - b. Cost analysis to be prepared for Columbia Gas sidewalk.
 - c. Plan adjustment for Broadway and lower Diamond proposed.
4. **Cumberland street and Main to Ash. application 252790**
 - a. Tom G. resubmitted application to PennDOT 10/4 and is under review.

- b. Kevin prepared new bid document to keep existing ADA ramps at Cumberland and Main and rebid and reschedule opening for 10/21.
 - c. Bid prior to street repair from Columbia Gas single lane paving required.
 - d. North St section to be bid as an addition and cost agreement to be written.
- 5. Columbia Gas project Phase III – SR160 Cumberland St. to 10th.**
- a. Columbia Gas reconstruction plan and walk through to re-evaluate the section of reconstruct for Ash to 10th and the effects on residential walkways.
 - b. Street paving for Main, 10th Avenue, and Stewart is underway for single lane. Main Street may be completed in the spring.
- 6. Diamond street project — Application 215945**
- a. This project will close in conjunction with the Main St. project.
 - b. Sidewalk power washing completed.
 - c. Sealant completed.
 - d. Caulking completed.
- 7. Street activity.**
- a. Catch basin cleaning continues.
 - b. Tires installed and plows prepared.

Council agreed to continue with the grant request that requires 30% match from the borough.

Executive Session

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

Motion by Thomas L. Fisher and seconded by Clifford E. Horner to recess to executive session.

Ayes: 6 Nays: 0 Motion: Carried

At **8:01** 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 A. Lottig and seconded by Clifford E. Horner to reconvene the regular meeting.

Ayes: 6 Nays: 0 Motion: Carried

At **8:28** P.M., the council reconvened the regular meeting.

*Motion by Stephen E. Custer and seconded by Michael A. Lottig to adjourn this Meeting of the Berlin Borough Council at **8:28** P.M.*

Ayes: 6 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 October 21, 2021, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.