



APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH REGULAR COUNCIL MEETING

September 02, 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	<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>
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:

The following have asked to address the Council:

Executive Session proposed time. _____

Approval of Minutes:

~~Minutes of the August 05, 2021, Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (Exhibit 1)~~

~~Motion by _____ and seconded by _____ to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated August 5, 2021.~~

~~Ayes: ___ Nays: ___ Motion: _____~~

~~Minutes of the August 19, 2021, Borough Council Meeting of the Whole were forwarded for review with the Council meeting packets. (Exhibit 2)~~

~~Motion by _____ and seconded by _____ to approve and accept the minutes of the Borough of Berlin Council meeting of the whole held at 4:00 P.M. and dated August 19, 2021.~~

~~Ayes: ___ Nays: ___ Motion: _____~~

Minutes were not presented to council prior to the meeting. Council agreed to move review and approval of minutes to the September 16, 2021, meeting.

President's Report

Municipal Authority – Bid opening August 30th, 2021.

Lower Diamond Area Plan – Property Easement Agreement, from UPMC.

Brian Baker – from Bakers Home and Garden Center - Donated a Norway Spruce Tree.

Variance Request

Shane Hummel–705 Meadow request variance to place shed within the ROW on 6th Ave between Cassel and Wilson.

Gerald Boylan – Request variance to install 4’ high fence on Cassel Street.

Kelby Hay – Request to remove sidewalk and not replace it, on Fletcher Street from Vine St to 6th Avenue.

Motion by Michael A. Lottig and seconded by John F. Harding to approve Property Easement agreement.

Ayes: 6 Nays: 0 Motion: Carried

Motion by Stephen E. Custer and seconded by Clifford E. Horner to approve variance request for Shane Hummel to place his shed within the ROW closer to 6th avenue.

Ayes: 6 Nays: 0 Motion: Carried

Motion by John F. Harding and seconded by Marshal J. Engleka to approve variance request for Gerald Boylan to install a 4’ fence within the ROW on Cassel Street.

Ayes: 6 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Stephen E. Custer to approve variance request for Kelby Hay to remove current sidewalk and not replace it on Fletcher Street from Vine St to 6th Avenue.

Ayes: 6 Nays: 0 Motion: Carried

The Municipal Authority bids were received, and it appears Kukurin was the low bidder. The Authority understands there is a 16-18 Week waiting period on Pipe.

Stephen Custer said we need to get it moving.

Tom Glessner was asked to prepare a letter of thanks to be issued to Brian Baker for his generous donation of the Norwegian Spruce tree.

Gerald Boylan commented that the fence is 18 ft. from the center of the road.

The VFW commented they were pleased with the cleanup of the signs and Material.

Tom Glessner had the guys sweep the lot again.

Are there any questions or comments?

Police Report: - Mayor Joseph G. Krause

August 1 through August 31, 2021:

Calls dispatched: 76.

Investigations: 7 Open 0 Closed 7

Traffic Stops: 19 Warnings 14 Citations 5

Parking tickets: **0**

Borough Ordinance Violations: **0**

Non-Traffic Citations : **0**

Criminal Arrests: **0**

Motion by Michael A. Lottig and seconded by Stephen E. Custer 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. No camera photos were printed for the week ending August 21, 2021.
2. One camera photo was printed for the week ending August 30, 2021.
3. Recycling dumpster is scheduled for the week of September 6, 2021.
4. The dump was left open while the backhoe is getting repaired.
5. Two residents have dumpsters in place and on contract. One dumpster to send to the grove.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Personnel committee met on August 30th to discuss personnel issues, contract and ARPA.
2. Treasurer's Report and Bills: - Unavailable.
3. SRO Training schedule September 13-17, 2021.
4. PA Clearance Certificate received and sent to the PennDOT, for Grant request.
5. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
 - a. There were two property maintenance complaints and One - Right-to-know request received in August.
 - b. The YTD total cost for RTK and property complaints is \$581.00.
 - c. RTK request from Chad Lowery.
6. There were 48 residents that received a disconnection notice on August 16th. The Muni-link automated notification system issued notices on August 30th by phone call or txt to the 26 customers who still show unpaid at that time. The customers unpaid as of 9/1 will receive service disconnection on September 2, 2021, if not paid by that time.
7. Letters were issued on June 28th to give the owner or the resident 60 days to establish a new account. There are three residents that are required to establish new accounts and pay the required deposit. A second notice was sent as a reminder.
8. Principal Life Insurance & ADD Coverage – Renewal 5.1% rate increase.
9. Change in social service volunteer accident policy effective September 3, 2021.
10. Executive Session - Required Personnel, Procedures and Recommendation/Discussion.

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve the change for the social service volunteer accident policy, in the amount of \$300.00.

Ayes: 6 Nays: 0 Motion: Carried

Motion by Marshal J. Engleka and seconded by Clifford E. Horner to approve the renewal and change for the Principal Life Insurance company in the amount of 5.1%.

Ayes: 6 Nays: 0 Motion: Carried

Motion by Stephen E. Custer and seconded by Marshal J. Engleka to approve the SRO training scheduled for September 13-17, 2021.

Ayes: 6 Nays: 0 Motion: Carried

To address issues council agreed to Advertise for a superintendent to oversee and direct the Borough Union employees.

Council also discussed hiring and job responsibilities and agreed to hire Roger Platt PT and report to Tom Glessner directly.

After Executive session issues were discussed and council instructed Tom G to put Brady back to work.

Tammy Werner was sick after traveling, went to Somerset Hospital for a covid test.

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve the Advertisement for a Superintendent to direct and manage the unionized workforce.

Ayes: 6 Nays: 0 Motion: Carried

Motion by John F. Harding and seconded by Marshal J. Engleka to approve the hiring of Roger Platt and to report to Tom Glessner.

Ayes: 6 Nays: 0 Motion: Carried

Motion by John F. Harding and seconded by Michael A. Lottig to approve the rotation of employees and rotate working weekends for the garbage dumpsters.

Ayes: 6 Nays: 0 Motion: Carried

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generator report was unavailable.
2. The Generators were in operation multiple days in August for peak shaving, which has added August 25, 2021 a 2-CP and August 26, 2021 a 4-CP which may change as the last week of August has not been recorded.
3. PowerSecure is scheduled for major PMs in November.
4. The Generator repairs will be scheduled as soon as possible.
5. Reliable Meter Services reviewed demand accounts and service changes August 28-29th.
6. Meter box and meter was replaced at the elementary school on August 28th.
7. Various accounts and meters were addressed through the inspection.
8. There are three more electric demand meters to be ordered and will require installation.
9. The planned outage scheduled for August 27, 2021, was delayed slightly, but went well.
10. The backhoe is at Foster/Wineland for repair of hydraulics leaking and cylinders.
11. Quote requested from Wiedenhoft for the electric lighting and connection in front of school.
12. Multiple electric lines were to be completed in May and some have been repaired since but need completed before Comcast or Verizon can complete their transfers.
13. Emergency power outage due to a tree down on August 18, 2021 at 601 Stewart Street will require an additional planned outage since the pole has been set.

Quote from Brian Wiedenhoft for \$3,500 to install underground electric line and connect the decorative poles in front of the school.

8/28 no one else wanted to work or take a different day off.

The meter box was replaced on Saturday at the school for the Elementary school saved a shutdown. Kevin Hawk also discovered 2 more demand meters were required to automate the system. Tom Glessner said we now have 3 more demands to install at the following.

1-Custer Antique shop, 1-Tom Walker, 1-Gary Will Garage.

M Saylor volume is minimal and does not warrant installation of a demand meter.

Seifert and Landis Electric proposed correction and plan to switch.

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair) Charles read

1. The school year began on August 30, 2021, SRO in service and school requested agreement.
2. PT officers provided 39 hours weeks ending August 21st and 36 hours ending August 28th.
3. Painted marking of speed lines placed on Diamond and Main at 4th Avenue require permanent markings also cross walks will be scheduled, but road repair has not been completed due to current construction projects.
4. September proposed schedule is posted on the board at the police station.
5. Police requested Ammo Purchase of 1,000 rounds at a cost of \$650.00.

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve the purchase of 1,000 rounds of the 223 Ammo. ~~at an SRO training scheduled for September 13-17, 2021.~~

Ayes: 6 Nays: 0 Motion: Carried

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. The American Rescue Plan –potential disbursement according to the compliance and reporting guide.
2. PSAB – Notice Act 65 of 2021 amends sunshine act effective August 30, 2021.
3. The 9/11 organization is hosting a fundraising ride on the 18th of September in Berlin to Flight 93 and back. The link to the event is: <https://www.911trail.org/tour-de-trail.html>
4. DGS Bureau of Procurement’s Transportation - Salt contract unavailable.
5. LTAP training November 30, 2021. DRAINAGE: THE KEY TO ROADS THAT LAST.
6. Amp – training completed for AED/CPR/FA on August 19, 2021. Cards have been issued to those who attended. Cards also issued for flagger training completed on February 25, 2021.
7. Federal unemployment benefits for 558,000 Pennsylvanians will end Sept. 4, including the \$300 additional weekly payment for all claimants, and state officials are again urging residents to seek help for whatever assistance they might need.
8. The state’s PUA hotline (855-284-8545) will remain open for two weeks after Sept. 4. Once it closes, PUA claimants should call the regular unemployment compensation number (888-313-7284) for help.

Discussion for distribution and use of the ARP Funds including FT/PT those who worked during Covid.

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

1. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. AEG to prepare a change order for the sidewalk removed by Columbia Gas.
 - b. Crilon notice to proceed has been completed.
 - c. Crilon – 12th to Cassel is scheduled to start September 7, 2021.
 - d. Waiting on a Quote from Wiedenhoft for underground and lights.
2. **Main Street Revitalization - MPMS-111482.**
 - a. Construction continues from the upper Diamond and will continue East on Main St.
 - b. Cost analysis to be prepared for Columbia Gas sidewalk.
 - c. Plan adjustment for lower Diamond per agreement.
3. **Cumberland street to Main and 40ft of Main.**
 - a. Tom G. submitted application to PennDOT.
 - b. North St section to be bid as an addition and cost agreement to be written.
4. **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.
5. **Diamond street project — Application 215945**
 - a. This project will close in conjunction with the Main St. project.
6. **Street activity.**
 - a. Manholes inspected throughout town.
 - b. Sewer plant Parts unloaded.
 - c. Sewer line check on Washington St.
 - d. Street sweeper cleaned parking lot for VFW.

Tom Glessner is to follow up with PennDOT on the Permit application.

Tom said 911 Bike Trail required signs on the Diamond Street project and electric to close.

Cost analysis requested from AEG for Broadway section.

Executive Session

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

Motion by Michael A. Lottig and seconded by Clifford E. Horner to recess to executive session.

Ayes: 6 Nays: 0 Motion: Carried

At **7:45 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 John F. Harding to reconvene the regular meeting.
Ayes: 6 Nays: 0 Motion: Carried

At **8:21 P.M.**, the council reconvened the regular meeting.

Motion by Michael A. Lottig and seconded by Stephen E. Custer to adjourn this Meeting of the Berlin Borough Council at 8:29 P.M.
Ayes: 6 Nays: 0 Motion: Carried

Note:

The next regular meeting of the Berlin Borough Council is scheduled for Thursday October 7, 2021. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday September 16, 2021, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.