



**APPROVED AND ACCEPTED MINUTES OF THE
BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE
December 16, 2021 - 6:00 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>Present</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:**

The following have asked to address the Council:

Executive Session proposed time. _____

President's Report

CCIS report for November. (Exhibit 1)

Lower Diamond Area Plan/Update:

Meeting was held on Monday 12/06/2021 to discuss layout of the park area.

Clock delivery is expected December 28th or 29th.

Wiedenhoft has been notified to set the clock.

Hold on advertising in the paper for the clock.

Since there is 1/2 day on Thursday 12/23 – OK to close the office for that day.

Notification of Reading date of 1/25 and billing on 2/15 acceptable for notice.

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Camera photos were printed for the week ending December 6 and 13.
2. Recycling dumpster is scheduled for exchange week of December 13, 2021.
3. Gate was left open during the week of December 6th winter schedule.
4. An AC unit and a couple of televisions were let back at the dumpsters.

Recycle dumpster was exchanged on 12/16.

Garbage pickup date of 12/24 schedule for 12/23

Garbage pickup date of 12/31 schedule for 12/30

Send notice to Friday route customers so garbage doesn't sit over the weekend.

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. The PT officers provided 20 hours week ending December 11, 2021.
2. PT officer waiting on background check and paperwork to be completed to initiate training.
3. PT officer to be entered into system to gain MOPEC # to schedule and begin work.
4. Meeting December 13 with Dr. Reeder and COP regarding the SRO replacement at the school, requirements, insurance, agreement, and timing.
5. Police car tires are scheduled to be installed on 12/15 and alignment to be scheduled.
6. December schedule is posted on the board at the police station.

The meeting at the school was positive regarding the SRO replacement and the plan to accept Tim Sprowls as the replacement. Tom confirmed that insurance was not an issue and an addendum is required to the contract. Tom has worked out a plan with Tim on requirements.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for November 2021 have been included in the Council meeting packets. (Exhibit 2 & 3)
2. Cindy attended the information seminar on December 7th presented by Keystone Collection Group regarding their process and account setup conducted at Somerset REC.
3. Meter reading and the One-Call system and emergency call schedule updated.
4. AMP reported that late last week, the successful completion of a gas prepay transaction on behalf of AMP and Michigan Public Power Agency (MPPA) for use at the AFEC facility. The prepaid gas will begin delivery on April 1, 2022. (Exhibit 4)
5. The disconnection notices will be issued on December 21st as well as a Muni-link notification by phone call or txt to those customers who still show unpaid at that time. Those customers unpaid as of January 4, 2022, will receive disconnection on January 5, 2022.
6. Applications received for possible positions at the borough.
7. Executive Session - Required Personnel, Contract, and Recommendation/Discussion.

Roger Platt is to continue meter reading each month.

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve the Bills and Treasure's Report as presented for the month of November 2021 as presented at the meeting.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve to Hire Tim Sprowls as the SPO at the school.

Ayes: 5 Nays: 0 Motion: Carried

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. The American Rescue Plan – disbursements plan.
2. MEI systems mobile camera back at the borough lot, working out the details and process.
3. Quote received waiting on detailed explanation regarding the setup, location and operation of the camera system.
4. Communication with AMP regarding the Project Development agreement on the tower.
5. Somerset County planning commission has created "The Somerset County Subdivision and Land Development Ordinance" effective January 1, 2022.
6. AMP has scheduled chainsaw training for the employees on December 16, 2021.
7. A list of the Signage on Main Street and on various other street completed and under review to install new signs and remove or replace.

8. Signs have been installed on the Lower Diamond 9PM – 7AM and signs on Main Street from 302 to 420 Main have been removed.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – Generators operated for 45 minutes in TEST MODE. (Exhibit 5)
2. PowerSecure notified to complete additional repairs to doors and seals on PC2.
3. Verizon to move their lines up on Main Street for clearance for the decorative lights.
4. Verizon has been notified regarding the number of poles in the borough that require lines moved and removal of poles.
5. Pole located at Diamond and Washington St is a Verizon pole and will schedule replacement with Wiedenhoft Electric.
6. Pole order expected January 18, 2022.
7. Decorative Lamp to be installed after final lines are raised.

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

1. **Grant requests for the Berlin Borough.**
 - a. The grant request for TASA MULTIMODAL Presentation December 16, 2021.
 - b. DCED Multi-modal request has been denied.
2. **Columbia Gas project - Phase I - *application 210197*** 12th Street to Cassel
 - a. Started September 20, 2021, and completion expected December 17, 2021.
 - b. Work order issued to Wiedenhoft for underground and decorative lights.
3. **Main Street Revitalization - *MPMS-111482*.**
 - a. Construction finalized week ending November 12, 2021.
 - b. Agreement for sidewalk replacement completed and approved for the upper diamond.
 - c. There is a single Decorative Lantern to be installed on Main St. when lines are raised.
 - d. Street signage to be completed in accordance with the project.
4. **Cumberland street and Main to Ash. *application 252790***
 - a. Agreement for sidewalk replacement to be completed.
 - b. MandB plans to initiate construction in the spring.
 - c. Columbia Gas to install sidewalk closed signs on 12/16.
 - d. Notification to proceed timing based on weather.
5. **Columbia Gas project Phase III – SR160 Cumberland St. to 10th.**
 - a. Columbia Gas scheduled to complete sidewalk and paving in the spring.
 - b. Cemetery association reviewed bid amount and documents with Gary.
 - c. Request sent to Verizon to transfer lines and remove poles.
6. **Diamond street project — *Application 215945***
 - a. Tom requested permit closure in conjunction with the Main St. project.
7. **Street activity.**
 - a. Tree trimming contact list initiated.

Billing for agreement on Broadway has been completed for 12K.

Discussion over the grant amount, PennDOT 50K for Main Street and direction by Steve Spochart for balance of funds.

Motion by Thomas L. Fisher and seconded by Michael A. Lottig to approve Wages per the sheet for 2022.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve Christmas Bonuses as presented as outlined on the sheet and – FT \$200 and PT\$150.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Thomas L. Fisher and seconded by Clifford E. Horner to approve yearly bonus as presented per the sheet for 2022.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve Anniversary Awards as presented and outlined on the sheet.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve and maintain Property Tax rate at 0 Mil.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Thomas L. Fisher and seconded by Clifford E. Horner to approve \$500 covid bonus as presented per the sheet for 2022.

Ayes: 5 Nays: 0 Motion: Carried

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: 5 Nays: 0 Motion: Carried

At **6:31** 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: 5 Nays: 0 Motion: Carried

At **7:15** P.M., the council reconvened the regular meeting.

*Motion by Michael A. Lottig and seconded by Clifford E. Horner to adjourn this Meeting of the Berlin Borough Council at **7:27** P.M.*

Ayes: 5 Nays: 0 Motion: Carried

Note:

The next regular meeting of the Berlin Borough Council is scheduled for Monday January 3, 2022, at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday January 20, 2022, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.