



## **APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH REGULAR COUNCIL MEETING**

**December 02, 2021 - 7:00 p.m.**

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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>Present</i>
Thomas L. Fisher	<i>Present</i>
Marshal J. Engleka	<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:**

*Charlene Murray – came to the meeting. She was not notified as there was no parking signs across the street.*

*She is looking for an alternative to this topic.*

*OK during the winter months, but what is going to happen.*

*Mayor not to enforce no parking on bike lane.*

*Charlene will let Holly and Kreinbrook and Brandt an update.*

*They can't park in UPMC or the Dr Office lot*

*Thomas Fisher said no parking will not be enforced.*

*Charles said we have committee assignments to address this topic.*

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

### **President's Report**

Christmas Decorations requested for the decorative light poles.

The Children's Aid Home Program of Somerset County requested a donation.

The Humane Society of Somerset County requested a donation.

There is large box in the hallway for the donation of Toys for Tots.

PSAB – Boot Camp see (exhibit 3), let Tom know if you wish to attend.

2022 Borough Council meeting schedule to advertise (exhibit 4).

Budget for 2022 review and approval (exhibit 5).

Lower Diamond Area Plan –

Clock delivery has been delayed and is expected week of 12/06/2021.

Parking on street and bike lane, inquiries. – *Charlene is here to discuss this topic.*

*Carol Clarke requested decorations on the new light poles. – Council agreed not at this time. PSAB Boot camp Friday and Saturday 1/21-22/2022 – Marshal and Stephen to attend sign them up on-line.*

*The Reorganization date will be January 3, 2022.  
Advertisement is approved - Tom G. will schedule.*

*Lower Diamond committee meeting is scheduled for Monday.*

*Tom Glessner has a presentation meeting in Altoona on 12/16/2021 Council agreed to change the time from 4:00 pm and schedule the 12/16/2021 meeting time for 6:00 pm.*

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

**Approval of Minutes:**

Minutes of the November 4, 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 November 4, 2021.*

*Ayes: 6      Nays: 0      Motion: Carried*

Minutes of the November 18, 2021, Borough Council Meeting of the Whole were forwarded for review with the Council meeting packets. (*Exhibit 2*)

*Motion by Clifford E. Horner 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. dated November 18, 2021.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Stephen E. Custer and seconded by Michael A. Lottig to approve and accept the Berlin Borough Budget as presented for 2022.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Michael A. Lottig and seconded by Thomas L. Fisher to accept the Berlin Borough Meeting schedule as presented for 2022 and approve to advertise. Correction date of January 3, 2022*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Stephen E. Custer and seconded by Marshal J. Engleka to approve donation in the amount of \$100.00 to the children's Aid Program of Somerset County.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Michael A. Lottig and seconded by Stephen E. Custer to approve donation in the amount of \$100.00 to the Humane Society of Somerset County.*

*Ayes: 6      Nays: 0      Motion: Carried*

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

November 1 through November 30, 2021:

Calls dispatched: **58**

Investigations: **5** Open **0** Closed **5**

Traffic Stops: **7**

Warnings **5**

Citations **2**

Parking tickets: **0**  
Borough Ordinance Violations: **0**  
Non-Traffic Citations : **0**  
Criminal Arrests: **0**

*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)**    *Charles read.*

1. Camera photos for the week ending November 22 and 30 were reviewed and zero printed.
2. Recycling dumpster is scheduled for exchange week of November 29<sup>th</sup>, 2021.

***Dumpster was exchanged on 12/3.***

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

1. Treasurer's Report and Bills: - Unavailable.
2. Committee meet on November 15<sup>th</sup> to discuss interviews, personnel issues, and ARPA.
3. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
  - a. There were Four property maintenance complaints and Four Right-to-know requests received in November 2021. One was sent to Allison for response.
  - b. The YTD total cost for RTK and property complaints is \$773.00.
4. There were 44 residents that received a disconnection notice on November 18, 2021. The Muni-link automated notification system issued notices on November 30<sup>th</sup> by phone call or txt to the 17 customers who still show unpaid at that time. Those customers unpaid as of 12/1 will receive disconnection on December 2, 2021.
5. Executive Session - Required Personnel, Procedures and Recommendation/Discussion.

***Only 1 customer unpaid as of 12/01.***

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

1. PT officers provided 23hrs week ending November 20<sup>th</sup> and 17hrs week ending November 27<sup>th</sup>. One PT officer was on the schedule for the week but didn't work.
2. PT officer waiting on background check and paperwork to be completed to initiate training.
3. SRO replacement for the school.
4. FT Officer qualifications to be entered into TACS system.
5. December proposed schedule is posted on the board at the police station.

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

1. Generator Update – The generator report was unavailable.
2. Verizon was asked to move two lines on Main Street for clearance for the decorative lights.
3. Customer responsibility for underground electric code – letter regarding commercial account.
4. Training on meter reading system and PA one calls going well.
5. Ford F-550 emissions recall sent to BJ Mauer and to fix turn signal and spreader light.
6. Six-50kva transformers were received in inventory.
7. Current pole inventory (2-55,3-50,6-45,5-35). We can split a load with REC in January upon approval. Proposed order approximately (4-55, 4-50, 4-45, 3-35).

8. Three electric demand meters are to be programmed and will be installed end of December.
9. Workorder sent to Wiedenhoft for the electric lighting and connection in front of school.
10. Wiedenhoft to install the decorative lamp after Verizon lines are raised.

***Motion by Michael A. Lottig and seconded by Stephen E. Custer to approve the purchase of 15 electric poles as listed above. The approved purchase order total cost is \$8,695.72.***

***Ayes: 6      Nays: 0***

***Motion: Carried***

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

1. The American Rescue Plan – disbursements plan.
2. Signs have been received for the Lower Diamond 9pm to 5am, and new no parking this side signs. No Loitering signs updated. Signage on Main Street and on various other street are under review to install and or replace.
3. MEI systems reviewed the facility and property to provide a quote for camera system.
4. Keystone Collection Group to host an information seminar and introduce their process, setup accounts, and answer questions is being conducted at somerset REC.
5. Bureau of Procurement's confirmed contract amount for the 2021-2022 Road Salt contract.
6. Project Development agreement with AMP, Citizen Power, and Berlin Borough regarding the tower installation sent to Amp for review.
7. Website re-development need to add photos for the sidewalks, New Christmas Tree and decorative lights.
8. LTAP training November 30, 2021, was cancelled.

***The number of street signs to review Joe will pull a list together and review with Tom.***

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

1. **Grant requests updated for projects in the Berlin Borough.**
  - a. The grant request for TASA MULTIMODAL Presentation December 16, 2021.
  - b. DCED Multi-modal request decision outstanding.
  - c. PennDOT is accepting applications for existing traffic signal improvements.
2. **Columbia Gas project - Phase I - *application 210197***
  - a. Curb and paving complete week of 11/22.
  - b. Crilon completed 11th to 12th sidewalk and curb, week of 11/29.
  - c. AEG to prepare a change order for the sidewalk removal.
  - d. Crilon – request payment of completed portion. 12<sup>th</sup> to Cassel.
  - e. Work order issued to Wiedenhoft for underground and decorative lights.
3. **Main Street Revitalization - *MPMS-111482*.**
  - a. Kevin Yoder to complete change order for MandB to complete the project.
  - b. Columbia Gas agreement for sidewalk replacement associated with 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. Permit received 11/18/2021.
  - b. Columbia Gas agreement for sidewalk replacement.
  - c. MandB notification on Permit.
  - d. Notification to proceed.
5. **Columbia Gas project Phase III – SR160 Cumberland St. to 10th.**
  - a. Columbia Gas reconstruction plan and discussion on the timing to be completed.
  - b. Main Street paving has been rescheduled for Spring 2022.
6. **Diamond street project — *Application 215945***

- a. Permit closure request will be submitted to PennDOT upon final from DCED on this project.

**7. Street activity.**

- a. Tree trimming contact list initiated.

*Motion by Thomas L. Fisher and seconded by Marshal J. Engleka to approve the payment to Crilon Corp in the amount of \$98,366.72.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Michael A. Lottig and seconded by Clifford E. Horner to accept and approve the management representation letter for Department of the Auditor General dated November 23, 2021.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Marshal J. Engleka and seconded by Clifford E. Horner to approve the salary of \$70,000 per year and a \$5,000 bonus.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Michael A. Lottig and seconded by Stephen E. Custer to approve the Covid Bonus of \$5,000 for Tom and Cindy a bonus of 3,000.*

*Ayes: 6      Nays: 0      Motion: Carried*

*Motion by Stephen E. Custer and seconded Michael A. Lottig by to approve the Covid Bonus of \$1,500 for Full Time employees and \$1,000 for Part-time employees.*

*Ayes: 6      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 Marshal J. Engleka to recess to executive session.*

*Ayes: 6      Nays: 0      Motion: Carried*

At **7:47** 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 **8:45** 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 **8:57** P.M.*

*Ayes: 6      Nays: 0      Motion: Carried*

**Note:**

The next meeting of the Berlin Borough Council is scheduled for Thursday January 6, 2022. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday December 16, 2021, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania. **January 3, 2022**