



APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE

February 17, 2022 - 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 *Present*
Clifford E. Horner *Present*
John F. Harding, Jr. *Absent*
Marshal J. Engleka *Present*
Michael A. Lottig *Present at 4:05 pm*
Stephen E. Custer *Present*
Thomas L. Fisher *Present*

Mayor Joseph Krause *Absent*

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

Resolution 02032022-01 was completed requires authorized signatures on Signature cards.

Authorization letter to the appointed Berlin Borough Auditors.

Rural Water training for buried Utility location registration completed for Roger Platt.

Electric meter installation training to be completed for Roger Platt.

NASRO Online training scheduled for week of February 14, 2022. *Tim Sprowls.*

PSAB Secretary online learning series March 14, 21, 28 & April 4 & 11, 2022.

Berlin Brethren Church request block party lot Dec 9-11 for Bethlehem event.

PSAB – Costars & American funds webinar – no cost.

Motion by Thomas L. Fisher and seconded by Clifford E. Horner to approve PSAB secretary online learning series in the amount of \$150.00.

Ayes: 6 Nays: 0 Motion: Carried

Motion by Marshal J. Engleka and seconded by Clifford E. Horner to approve Brethren Church use of the block party lot for December 9-11, 2022, for Bethlehem event.

Ayes: 6 Nays: 0 Motion: Carried

Signature cards signed per resolution.

Charles signed the letter for the Auditors.

Roger Platt investigated customer details and saved money based on good follow up.

Electric meter training for Roger to be scheduled with Brian, said Joe was doing it incorrectly.

October 27 Republic convention scheduled same time as VFW Halloween – Problem last year.

Move dates for convention – Tom Glessner will address and contact Guy Berkebile if needed.

*Charles addressed 2 items – 1 visual inspection of sewer flow, Tom to create a schedule and Roger Platt to coordinate and complete documentation to look for infiltration.
2 – Around the clock boxwood vs flowers. Tom Fisher would like boxwoods and Charles said he preferred flowers. Brad flick discussed adding flowers this year until park was completed.
Table topic flowers vs boxwood.*

Are there any questions or comments?

Police Report: - Mayor Joseph G. Krause – Unavailable

January 1 through January 31, 2022:

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

Tom Fisher said the police report page was given to him at his house Tom Fisher read the report.

JAN 1, 2022, to Jan 31, 2022

Calls dispatched: 57

Investigations: 5 Open 1 Closed 4

Traffic Stops: 10 Warnings 5 Citations 5

Parking tickets: 0

Borough Ordinance Violations: 2

Non-Traffic citations: 0

Criminal arrests: 0

Cliff Horner said there was a parking ticket issued for the cars parked on Diamond Street that is not reflected in the report. Kevin's was not documented. Parking ticket still not issued at the lower Diamond.

Committees:

GARBAGE COMMITTEE – John Harding – (Chair) Stephen Custer Read

1. Camera photos for the week ending February 7 and February 14, 2022, are printed for review.
2. Information was printed on mailer to notify residents to call the borough re: TV/Monitors disposal.
3. We received a call from a resident, and they placed a TV at the building for pick up by JVS.
4. There was a single TV dropped off at the dumpster.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for January 2022 have been included in the Council meeting packets. (Exhibit 1 & 2)
2. Property Maintenance Complaints & Right to Know Law Requests and Cost Summary:
 - a. There was one RTK requests received in January.
3. The utility bills were mailed on February 11, 2022, with a due date of February 28, 2022.
The bills were printed with the following notification:
“SIDEWALK MAINTENANCE-ORDINANCE 214 STATES SNOW MUST BE REMOVED BY THE PROPERTY OWNER WITHIN 5 HOURS OR BY 10AM THE FOLLOWING MORNING.”
4. FMCSA Clearinghouse registration required. In addition to participating in a random testing program, all CDL employers in PA must register with the FMCSA Drug and Alcohol Clearinghouse.
5. Committee to review and discuss financial projections for the Borough.
6. Executive Session - Required Personnel, Contract, and Recommendation/Discussion.

PMEA dues adjusted to reflect actual meters.

Motion by Thomas L. Fisher and seconded by Marshal J. Engleka to approve the Bills and Treasurer's Report as presented for the month of January 2022 as presented.

Ayes: 6 Nays: 0 Motion: Carried

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. PT officers provided 25hrs. week ending February 12, 2022.
2. Fire department automated notification account created for water line break occurrences.
3. Fire department notified regarding Out of Service fire hydrant at Brubaker and Esken Street.
4. February schedule is posted on the board at the police station.

Fire department notifications complete for chiefs.

The Stop Sign on Fletcher St. is questioned/confusing for opposing traffic.

Uriah uniforms complete only needed a vest to get started at end of January.

Complaint received 307 Broadway dog feces, Garbage on Ground – form given to Tom Fisher.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – Generators operated for 7 hours and 1 minute under load and 1 hour under the TEST MODE. (Exhibit 3)
2. Peak Shaving has been monitored closely to achieve 1CP of 2,831 on 1/27 and the remaining CP's through the end of the month.
3. AMP requested to provide detail on large customer service billing.
4. Scheduled Power Secure - generator PM's and low voltage switchgear testing week of February 21.
5. Decorative light from West Main Street, sent for repair.
6. Remaining lights on West Main Street were inspected for damage.
7. Decorative Lamp was installed on Main Street.
8. Garbage truck # 17 required repairs to replace 8 bolts in the compactor.
9. Company car inspection, tires, and alignment completed.
10. Committee meeting plan and projects communicated with contractor as discussed.
11. Requested Verizon and Comcast to move their lines up on borough poles.

Wheel bearing required for company car.

Additional signal lights Yellow/Red required stock of 6 each.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Friedens Lutheran Church has extended the time for Covid-19 Testing February 15 -19, 2022.
2. Fuel tank system repaired, and inspection scheduled for February 16, 2022.
3. Spill protection kits required for DEP inspection.
4. Additional quote requested for camera system.
5. Citizens Power has been contacted regarding the tower agreement and project.
6. United Way is distributing more than 22,000 diapers in somerset county to local families, for more information or to donate diapers, call 814-535-2563 or, email admin@uwlaurel.org.

Notification required for fuel tank repairs.

2 Spill protection kits purchased and placed in location as required.

Camera quote requested from local guy.

David Hughes contacted regarding the tower, which his brother asked about the equipment.

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

1. Grant requests

- a. Senator Stefano distributed a “Funding & Resource Guide” to assist with Grant applications.

2. Columbia Gas project - Phase I - *application 210197* 12th Street to Cassel

- a. Work order for underground and decorative lights discussed with contractor.

3. Main Street Revitalization - *MPMS-111482*.

- a. Decorative Lantern installed on Main St.
- b. Street signage under review to be completed in accordance with the project.
- c. Paving is planned for 2022, determination of parking lane required.
- d. Contractor quote required for repair at 543 Main Street – spring 2022.

4. Cumberland street and Main to Ash. *application 252790*

- a. Agreement for sidewalk replacement to be completed in March.
- b. MandB plan updated to initiate construction in March based on weather.
- c. Notification to proceed timing based on weather - March anticipated.

5. Columbia Gas project Phase III – SR160 Cumberland St. to 10th.

- a. Columbia Gas scheduled to complete sidewalk and paving in the spring.
- b. Discussion with Verizon and Comcast to schedule line transfers and remove poles.

6. Diamond street project – *Application 215945*

- a. Diamond and Main Street water accumulation will be addressed in the spring.

7. Street activity.

- a. Streets committee to review and prepare list of possible paving.
- b. Main Street discovery of utility access holes on East Main completed.
- c. Additional flushing to be scheduled with the Water Authority.
- d. Fire hydrant at Esken/Brubaker scheduled for February 16, 2022.

***Cumberland street project Phase III – Tom Fisher asked about moving Salsgiver poles.
Tom G. meet with Columbia Gas regarding 2022 and 2023 sections to replace gas lines.***

Executive Session

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

Motion by Michael A. Lottig and seconded by Stephen E. Custer to recess to executive session.

Ayes: 6 Nays: 0 Motion: Carried

At **4:38 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 Stephen E. Custer and seconded by Michael A. Lottig to reconvene the regular meeting.

Ayes: 6 Nays: 0 Motion: Carried

At **5:12 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 5:14 P.M.

Ayes: 6 Nays: 0 Motion: Carried

Note:

The next regular meeting of the Berlin Borough Council is scheduled for Monday March 3, 2022, at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday March 17, 2022, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.