



APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE March 17, 2022 - 4:00 P.M.

The President calls the meeting to order.

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*

Stephen E. Custer *Absent*

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:**

Executive Session proposed time. _____

The following have asked to address the Council:

Approval of Minutes:

Minutes of the February 3, 2022, Regular Borough Council Meeting were forwarded for review with the Council meeting packets. (*Exhibit 1*)

Motion by Marshal J. Engleka 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 February 3, 2022.

Ayes: 5 Nays: 0 Motion: Carried

Minutes of the February 17, 2022, Committee of the Whole meeting of the Berlin Borough Council were forwarded for review with the Council meeting packets. (*Exhibit 2*)

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve and accept the minutes of Berlin Borough Council Committee of the Whole Meeting held at 6:00 P.M. dated February 17, 2022.

Ayes: 5 Nays: 0 Motion: Carried

President's Report

Statement of Financial Interest, Affidavit of residency, return to Tom Glessner.

Somerset County Boroughs Association Meeting - Thursday April 21, 2022. (*Exhibit 3*)

PSAB – dues \$50.00 – Annual Conference May 22-25, Hershey PA.

Berlin Borough ordinance 156 and 300 sent to solicitor for review.

Water Authority – Plan and project update.

Possible Insurance claim received on March 14, 2022.

Contract 2021-G-01 requires President signature to address phase II sheet. S *Signature complete.*

The Affidavit of Residency for elected officials was required prior to be sworn in and has not been received from Mayor Joe Krause.

Borough's association dinner is 6:30 dinner at the Flying Lion.

Insurance claim – unknown - Tom G has been in communication with insurance company.

Police Report: - Mayor Joseph G. Krause -

February 1 through February 28, 2022: Report not provided from last meeting.

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Camera photos for the week ending March 7 and March 14, printed for review.
2. Demolition material truck load in the dumpster.
3. Recycling dumpster exchanged on March 10, 2022.
4. Dumpster at Berlin Lumber rusted, dumpster at National Hotel damage reported.
5. Residents have requested acceptance of TVs for electronic recycling.
6. The Spring electronic recycling day has changed from May 7 to May 14, 2022. Motion was made at the March 3, 2022, meeting. Cleanup day is scheduled for May 12, 2022, both of which we can advertise on April utility bill and post on the website.

Called to 307 Broadway McFarland OK to pick-up borough can.

Dan Suder Cans VS Dumpster discussion over use authorized by Council.

Trumbul Company truck photos of demolition material put in dumpster – Council said to send the company a letter with photos.

Damage to the dumpster at the hotel was reported and, it was borough employees.

Jimmy Snyder was contacted to pick-up and repair the dumpsters.

Cindy is prepared for electronic recycling and cleanup day for next billing and website.

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve and post on bills and the borough website the Spring recycling day May 14, 2022.

Ayes: 5 Nays: 0 Motion: Carried

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for February 2022 have been included in the Council meeting packets. (Exhibit 4 & 5)
2. There were zero disconnections required on March 7, 2022, for the February billing cycle.
3. Liquid Fuels receipt notification of \$72,043.60.
4. Small Games of Chance electronic deposit forthcoming \$9,460.64.
5. PA one call refund in the amount of \$140.26 has been applied as a credit to our account.
6. Auditors initiated and completed the audit the week of March 7, 2022.
7. Reimbursement for ammunition in the amount of \$209.90.
8. Training for employees is scheduled for March 22, 2022, safety mowing and weed eater use.
9. Insurance update required for law enforcement personnel.
10. Start Date notification for new employee.
11. Executive Session - Required Personnel, Contract, and Recommendation/Discussion.

*Terry Dephilip and Scott Gilmore are working on the audit.
Training is scheduled for borough employees in the afternoon on March 22, 2022.
Insurance update required for Police and number of officers.
Start date notification for new employee unknown and no communication on the status.
Uriah asked for file information 2/25 said he needs additional background check.
He stopped on Saturday 3/5 and picked up copy of file information.
3/15 Uriah requested copy of exam.
3/16 stopped and picked up a copy of exam and filled out a new w-4.
Waiting on notification to hire.*

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve reimbursement to Officer Kevin Huzsek in the amount of \$209.90 for ammunition.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve the Bills and Treasurer's Report as presented for the month of February 2022 as presented.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Clifford E. Horner and seconded by Marshal J. Engleka to approve and regulating Officer Willie Gonzales hours to Forty 40 Hours per week.

| | |
|--------------------|-----|
| Charles E. Rhodes | Yes |
| Clifford E. Horner | Yes |
| Marshal J. Engleka | Yes |
| Michael A. Lottig | Yes |
| Thomas L. Fisher | No |

Ayes: 4 Nays: 1 Motion: Carried

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – Generators operated for 2 hours and 10 minutes under load and 2 hours and 1 minute under TEST MODE. (Exhibit 6)
2. AMP to schedule infrared scanning of the electric system.
3. Salsgiver poles on Cumberland Street removal.
4. Repair of water meters vs the replacement is less costly than it has been in the past. Replacement Equipment for Meter Reading change from CN80 to Tough pad was approved at prior council meeting and cost savings of \$752.82 realized.
5. Based on the number of poles planned for installation this year and the increased cost of materials, a purchase order for 6 – 35' and 10 – 45' poles in the amount of \$7,131.94, which may fluctuate based on availability and shipping cost.

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve the Purchase of poles to increase inventory for the 2022 year.

Ayes: 5 Nays: 0 Motion: Carried

Roger and Chad repaired water meter instead of replacement as previously done.

Salsgiver pole – Tom Fisher obtained new ownership of Peggy Sandwich. Tom will try to call Peggy to discuss poles and transfers.

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. PT officers provided 18hrs. week ending March 5, 2022.
2. Fire department notified regarding repair of fire hydrant at Brubaker and Esken Street.
3. Fire department meet regarding the borough lot usage and scheduling book.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. ARPA Project & Expenditure Reports DUE March 30, 2022.
2. Additional quote requested for security camera system.
3. The borough website will be migrated to a new server the week of March 14-18, 2022.
4. Emails will also be moved to a different server at this time. Downtime should be limited during this time.
5. IPAD Mini used cost of \$70-\$100 on various internet sites.
6. Current 2021-2022 Salt contract requires minimum of 66 tons to be received by July 31, 2022. The borough may be permitted to purchase additional if storage is available.
7. Department of General Services Salt contract for the 2022-23 year complete at 88 tons.
8. Jacobs Telecommunications is working in the Berlin area, this upcoming year. They install cell towers, and modifications to towers.
9. Swell Ministry request the use of the borough lot for community praise and worship on the following dates: May 22, June 26, July 31, August 28, September 25 and October 30, 2022.

Motion by Michael A. Lottig and seconded by Marshal J. Engleka to approve Swell Ministries to use the Borough Lot in accord with the dates listed above.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Marshal J. Engleka and seconded by Clifford E. Horner to approve the sale of all IPAD Mini's as requested in the amount of \$70.00 each as requested.

Michael A. Lottig-\$70.00 & Thomas L. Fisher-\$70.00

Ayes: 5 Nays: 0 Motion: Carried

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

1. **Grant requests**
 - a. Recreational Mini-Grant to be submitted to the SAPPDC.
2. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. Crilon will address grass and seeding weather permitting.
3. **Main Street Revitalization - MPMS-111482.**
 - a. Contacted company for repair at 543 Main Street and request change order.
 - b. Sidewalk repair at the upper diamond has been documented and reviewed with construction company.
 - c. Tom will coordinate with RDC and construction company.
4. **Cumberland street and Main to Ash. application 252790**
 - a. Agreement for sidewalk replacement to be completed in March.
 - b. MandB plan updated plan to initiate construction on March 21, 2022.
 - c. Notification to proceed March 21, 2022.
 - d. Salsgiver Poles plan and cost requirements.
5. **Columbia Gas project Phase III – SR160 Cumberland St. to 10th.**
 - a. Communication regarding sidewalk in conjunction with app, 252790.
 - b. Paving confirmed start date of the end of April 2022.
 - c. Request sent to Verizon to transfer lines and remove poles delayed this project.
 - d. Comcast lines have been transferred on projects.
6. **Diamond street project — Application 215945**
 - a. Diamond and Main Street water accumulation to be addressed as weather permits.

- b. This has been reviewed and will coordinate with redevelopment authority and construction company.

7. Street activity.

- a. Planned bridge replacement on Route 31 will require detour through Berlin from April 14 – May 5, 2022. PennDOT will clarify changes the first week in April.
- b. PennDOT is collecting data on borough streets to make decisions on safety, design, and operation of roadways. There are 6 counter devices placed on borough streets.
- c. Cold patch completed for major potholes on borough streets in 5 different areas.
- d. Street Sweeper to be initiated week of March 21, 2022.
- e. Columbia Gas plan to address line intruding in the sewer line at 1214 Main St.
- f. PennDOT Paving plan for 2022, continued communication to determine the parking and bicycle lane requirements.
- g. Fire hydrant at Esken/Brubaker repairs completed.

Motion by Michael A. Lottig and seconded by Thomas L. Fisher to approve notification for residents to sweep antiskid into the street the week of March 19-26, 2022.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve contract 2022-G-01 Change order # 01 for a time extension of 30 days.

Ayes: 5 Nays: 0 Motion: Carried

Motion by Clifford E. Horner and seconded by Thomas L. Fisher to approve change order to the 2022 – G - 01 contract to cover the repair cost at 543 Main Street.

Ayes: 5 Nays: 0 Motion: Carried

There is a crack identified in the sidewalk near Scurfield office at upper diamond.

Executive Session

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

Motion by _____ and seconded by _____ to recess to executive session.

Ayes: ____Nays: ____ Motion: _____

At _____ 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 _____ and seconded by _____ to reconvene the regular meeting.

Ayes: ____Nays: ____ Motion: _____

At _____P.M., the council reconvened the regular meeting.

Motion by Michael A. Lottig and seconded by Thomas L. Fisher to adjourn this Meeting of the Berlin Borough Council at 5:20 P.M.

Ayes: 5 Nays: 0 Motion: Carried

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday April 7, 2022. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday April 21, 2022, at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.