



APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH REGULAR COUNCIL MEETING

April 7, 2022 - 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>
Marshal J. Engleka	<i>Present</i>
Michael A. Lottig	<i>Present</i>
Stephen E. Custer	<i>Present</i>
Thomas L. Fisher	<i>Present</i>
Mayor Joseph Krause	<i>Absent Again</i>

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary.

Members of the public: **Please sign the Guest Registry:**

Charles addressed both Guests to speak and both declined. He notified them we would be entering executive session.

Brian Coughnour – No comment

Tom Smith – No comment

Executive Session proposed time, _____
The following have asked to address the Council:

Approval of Minutes:

Minutes of the March 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 John F. Harding to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated March 3, 2022.

Ayes: 7 Nays: 0 Motion: Carried

Minutes of the March 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 Clifford E. Horner to approve and accept the minutes of Berlin Borough Council Committee of the Whole Meeting held at 4:00 P.M. dated March 17, 2022.

Ayes: 7 Nays: 0 Motion: Carried

President's Report

CCIS report for March. (*Exhibit 3*)

2021 Auditors report for presentation. Summary page 6 to be read to council. *Charles read.*

Affidavit of residency – required from the mayor - return to Tom Glessner. *Still has not been received from Joe Krause.*

Waterline 14th avenue update for paving. *No Plan or Discussion from the Water Authority.*

Water Authority recommend appointment of open member. *Charles read the Wes Lewis resignation letter.*

Fireworks preparation scheduled and request borough donation. Note last year. *Tom G. said it was \$1,000 last year.*

Motion by Michael A. Lottig and seconded by Clifford E. Horner to accept the 2021 Auditors report as presented.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Stephen E. Custer and seconded by John F. Harding to approve a donation in the amount of \$1,000.00 to the Berlin Volunteer fire department in support of the 2022 fireworks held on July 4, 2022.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Thomas L. Fisher and seconded by Michael A. Lottig to appoint Dale Miller to the Water authority.

Ayes: 7 Nays: 0 Motion: Carried

Police Report: - Mayor Joseph G. Krause

March 1 through March 28, 2022: Report received April 4, 2022

Calls dispatched: 79

Investigations: 8 Open 4 Closed 5

Traffic Stops: 7 Warnings 4 Citations 3

Parking tickets: 0

Borough Ordinance Violations: 4

Non-Traffic Citations : 0

Criminal Arrests: 0

The report does not reflect a complete month as it reflects March 28th not March 31.

Tom Fisher asked when the report is to be presented – Tom G responded on the 1st day after the month.

It was agreed to be presented from Mayor Krause a few meetings ago.

Cliff said this is another example of OIC inabilities and we've heard enough.

Roll call vote is required

Charles E. Rhodes *yes*

Clifford E. Horner *NO*

John F. Harding, Jr. *yes*

Marshal J. Engleka *NO*

Michael A. Lottig *yes*

Stephen E. Custer *yes*

Thomas L. Fisher *yes*

Motion by Michael A. Lottig and seconded by John F. Harding to approve and accept the Police Report as presented.

Ayes: 5 Nays: 2 Motion: Carried

Are there any questions or comments?

Committees:

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer's Report and Bills: - The reports for March 2022 have been included in the Council meeting packets. (Exhibit 4 & 5)
2. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
 - a. One RTK request and one property maintenance complaint in March 2022.
 - b. The YTD total cost for RTK and property complaints is \$195.00.
3. The disconnection notices were mailed on March 18, 2022, and on April 1, 2022, Muni-link notifications by phone call or txt to those customers who still show unpaid at that time. Customers were paid as of April 4, 2022, there were zero disconnection as of April 5, 2022.
4. Borough concise financial statement review and advertisement to be reviewed. (*Exhibit 6*)
5. Claim for street sweeper documented with agency, parts ordered and East. ***Eastend Auto body for repair quote required.***
6. Invoice Cloud presentation for credit card and ach process in relation to Muni-link. ***Cindy?***
7. Borough employees work schedule and responsibilities set. ***Tom set schedule for Joe on Garbage truck until he claimed hurt again. Advertisement-for position? Roger report to Cindy.***
8. SRO contract review by solicitor and school attorney.
9. There are (3) remaining trainings that SRO is required to have for SRO (School Police), CPR/AED/FA certification - \$60, Control tactics (handcuffing) at Richland PD - \$150, Firearms qualification - approx. \$100.
10. Start Date notification and communication for new employee training initiated.
11. Executive Session - Required Personnel, Contract, and Recommendation/Discussion.

RTK – Request regarding hydro-electric contract.

Motion by Michael A. Lottig and seconded by John F. Harding to approve the Bills and Treasurer's Report as presented for the month of March 2022 as presented.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve Concise Financial Statement and approve for advertisement.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Stephen E. Custer and seconded by John F. Harding to approve SRO required training for the following CPR/AED/FA certification - \$60, Control tactics (handcuffing) at Richland PD - \$150, Firearms qualification - approx. \$100.

Ayes: 7 Nays: 0 Motion: Carried

Motion by John F. Harding and seconded by Marshal J. Engleka o approve and hire Uriah Siegn as a part time police officer effective first day of work.

Ayes: 7 Nays: 0 Motion: Carried

GARBAGE COMMITTEE – John Harding – (Chair)

1. Camera photos for the week ending March 21, and March 28, 2022, printed for review.
2. Recycling dumpster is scheduled for exchange week of April 4, 2022.
3. Spring electronic recycling May 14th and cleanup day May 12th, both dates will be on the April utility bill and posted on the website.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – – Generators operated for 30 minutes under load and 1 hours and 23 minutes under TEST MODE. (Exhibit 7)
2. March 28 – alarm Unit #2 tightened freeze plug, replaced Water Pump and Turbo.

3. PSAB endorsed energy partner for APPI to plan for EV charging stations. (Exhibit 8)
4. Electric safety clothing \$623.74 required for Roger for Brian to assist with meter exchange.
5. Resident request information for solar panel installation within the borough.
6. Work orders to be entered for pole and system upgrade for Wiedenhoft electric.
7. Pole delivery scheduled for April 5, 2022.
8. Christmas decorations removed.
9. Electric rate schedule – for disconnect and reconnect to be reviewed.
10. Contacted amp regarding possible contracts associated with Hydroelectric facilities.
11. Computer in Police Car 10/12 – Tom fixed connection problem.
12. IPAD Minis are at computer store in Somerset.
13. Decorative Light for West Main Street requires Wiedenhoft to address connections.

Tom G. meet the truck for the pole delivery.

Wiedenhoft is very busy, has already been given plan for work. Work orders to be entered. Electricians disconnect and reconnect cost the borough \$231.25 from Wiedenhoft and the borough invoices customer \$100.00, council needs to adjust the rate schedule.

Light cover is in the project.

Willie took the computer out of car 10 and put it in car 12 because his was inoperable again. Tom was just walking by as Kevin was exchanging computers. Tom G. asked why, and Kevin explained the situation. Tom G. fixed the problem and put the correct computer in the corresponding police car.

Motion by Clifford E. Horner and seconded by John F. Harding to approve the purchase of Electric safety equipment from Scott Electric in the amount of \$623.74.

Ayes: 7 Nays: 0 Motion: Carried

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. PT officers provided total 22hrs. for week ending March 19 and 26, 2022.
2. Training week of March 27, 2022 – 18.5 hours.
3. February police report received March 30, 2022.
4. Ordinance complaint, 820 Main Street-March 30, 2022, during working hours, detail.

Willie was instructed to work only 40 hours a week and worked 42.75 hours the second week after being instructed.

Tom G said Uriah requested the paperwork Tom completed to give to Willie to enter into MOPEC system.

The council will address Mayor Krause at the next meeting to address and document the OT hours for Willie and instruct Willie to stay out of the school, unless requested by SRO or the school for an emergency.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. ARPA Project & Expenditure Reports due April 30, 2022.
2. Additional quote requested from Tri-Star security for camera system.
3. IPAD Minis are at computer store in Somerset.
4. Emails need to be moved to a new hosting service as PSAB is elimination email service.

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

1. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. Crilon will address grass and seeding weather permitting.
2. **Main Street Revitalization - MPMS-111482.**
 - a. Contacted Construction company for repair at 543 Main Street waiting on quote.
 - b. Sidewalk repair at the upper diamond has been documented and reviewed with construction company.
3. **Cumberland street and Main to Ash. application 252790**

- a. MandB initiated construction March 28, 2022.
- b. Salsgiver Poles – Tom Fisher unable to contact new owner.
- c. Kevin Yoder will accept notifications regarding project.
- d. Change order request for Ash Street entrances.
- e. MandB request payment on Phase 1 in the amount of \$6,436.15.
- 4. **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 27, 2022.
 - c. Verizon transferred lines and remove poles.
- 5. **Diamond street project — Application 215945**
 - a. Diamond and Main Street water accumulation - removal and reinstall of broom finish.
 - b. Stamped portion to be completed upon next volume amount.
- 6. **Street activity.**
 - a. Planned bridge replacement on Route 31 will require detour through Berlin from April 14 – May 5, 2022. PennDOT will clarify changes April 6, 2022.
 - b. “No Truck” sign to be installed at the east end of North Street.
 - c. Street committee members identified possible spot paving detail to be listed.
 - d. PennDOT Paving plan for 2022, requires Utility clearance report.
 - e. Cemetery entrance paving quote requested for association.
 - f. Banners to be installed May 16, 2022.
 - g. Trees cut down in ROW for new water line installation prior to March 31, 2022.

Tom met with Chad at the site and Chad said he'd need 3 days to cut down the required trees. Tom called Charles regarding the required cutting of trees and explained the situation created by Chad. Tom went up to Alf Catons and got a chain saw and began cutting down the trees 2/3 Tom cut down and was done in 3 hours.

The school called regarding a waterline problem – Tom told Chad and he called Trevor and did not respond to his request for and update.

Motion by Stephen E. Custer and seconded by Marshal J. Engleka to approve payment for invoice #1 phase 1 to MandB construction in the amount of \$14,150.16.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Clifford E. Horner to approve change order #C-02 for the ASH street entrances from paving to concrete in the amount of \$2,300.00.

Ayes: 7 Nays: 0 Motion: Carried

Executive Session

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

Motion by Thomas L. Fisher and seconded by John F. Harding to recess to executive session.

Ayes: 7 Nays: 0 Motion: Carried

At **7:03** 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 Marshal J. Engleka to reconvene the regular meeting.

Ayes: 7 Nays: 0 Motion: Carried

At **8:08**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 9:12 P.M.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Marshal J. Engleka and seconded by Michael A. Lottig to accept the letter of resignation from Thomas Glessner.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Michael A. Lottig and seconded by Clifford E. Horner to offer Ed Slifco the position of supervisor at \$25.00 per hour plus benefits.

Ayes: 7 Nays: 0 Motion: Carried

Motion by Stephen E. Custer and seconded by Michael A. Lottig to offer \$2,500.00 per month for Cindy Flamm to be the temporary borough secretary.

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday May 5, 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.

Submitted by Thomas Glessner