



**Borough of Berlin
700 North Street
Berlin, PA 15530**

Regular Council Meeting

November 2, 2023 – 4:30 P.M.

Approved and Official Minutes

The meeting was called to order by President Charles Rhodes

Pledge of Allegiance to the American Flag was quoted.

Council Attending:

Charles Rhodes – Present
Michael Lottig – Present
Clifford Horner – Present
John Harding – Present
Marshal Engleka – Present
Stephen Custer – Present
Thomas Fisher – Absent
Mayor Joseph Krause - Present

Others Attending –Bret Horning; Tiffany Glessner, Assistant Treasurer; Traci Horning, Executive Borough Secretary

Motion by Marshal Engleka, seconded by Michael Lottig, to approve the October 5, 2023, Regular Council Meeting. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Clifford Horner, to approve the Mayor and Police Department's Report for October 2023. Ayes 6, Nays 0. Motion carried.

Park and Planning

Kiosk is being built will have ready in the spring.

Garbage

Currently have four people who have an outstanding balance with the borough from when garbage was brought into the borough from out of town people. Borough working on legal ways to collect the outstanding balances.

Personnel and Finance

Motion by Michael Lottig, seconded by Clifford Horner to approve the September 2023 bills. Ayes 6, Nays 0. Motion carried.

Motion by Marshal Engleka, seconded by Stephen Custer to approve the Treasurer's Report for September 2023. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Stephen Custer to approve the October 2023 bills. Ayes 6, Nays 0. Motion carried.

October Treasurer's Report will be presented at the next meeting December 7, 2023.

Motion by Michael Lottig, seconded by Clifford Horner to approve the notice to advertise the 2024 budget as presented in the Somerset Daily American. Ayes 6, Nays 0. Motion carried.

Budget will be open to the public to view from November 18 to December 7, 2023. Council will approve the 2024 budget at the December 7, 2023 meeting.

Motion by Michael Lottig, seconded by Marshal Engleka to approve Ordinance No. 363 An Ordinance of the Borough of Berlin, County of Somerset, Commonwealth of Pennsylvania, Fixing the tax Rate for the year 2024. Tax rate for general purpose the sum of 0.00 (ZERO) mills on each dollar of assessed valuation on real property as follows. Ayes 5. Nays 00 Motion carried.

As follows:

ORDINANCE
No. 363

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AN ORDINANCE OF THE BOROUGH OF BERLIN, COUNTY OF SOMERSET, COMMONWEALTH OF PENNSYLVANIA, FIXING THE TAX RATE FOR THE YEAR 2024.

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BE IT ORDAINED AND ENACTED, and it is hereby ordained and enacted by the Borough Council of the Borough of Berlin, County of Somerset, Commonwealth of Pennsylvania:

That a tax be and the same is hereby levied on the real property within the Borough of Berlin subject to taxation for the fiscal year 2024 as follows:

Tax rate for general purposes, the sum of 0.00 (ZERO) mills on each Dollar of assessed valuation on real property.

That any ordinance, or part of ordinance, conflicting with this ordinance be, and the same is hereby repealed insofar as the same affects this ordinance.

Adopted by the Borough Council enacted and ordained this ____ day of December 2023.

ATTEST:

Executive Borough Secretary

Borough Council President

Approved this _____ day of December 2023.



Mayor, Borough of Berlin

Motion by Clifford Horner, seconded by Marshal Engleka to approve giving all 22 employees of Berlin Borough a \$25.00 Thanksgiving Gift Certificate. Ayes 6, Nays 0. Motion carried.

Motion by Stephen Custer, seconded by Marshal Engleka to approve closing the Borough office Friday November 24, 2023. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Marshal Engleka to approve the 2024 Employer Health, Dental and Eye insurance rates as presented at the meeting. Ayes 6, Nays 0. Motion carried.

Discussion of office staff will be put into executive session at the end of the meeting.

House
None.

Streets, Sidewalks, Storm Sewers
Washington Street storm sewer was fixed at Brett Custer.

Electric & Equipment
Berlin Borough 2023 Peak Shaving Results from AMP was handed out to the council members.

Fire & Police

Police Coverage hours:

October 1 – October 7

FT hrs = 92.25 (W. Gonzalez 50.25, R. Norman 42)

PT hrs = 0 (M.Craig 0)

October 8 - October 14

FT hrs = 90 (W. Gonzalez 50, R. Norman 40)

PT hrs = 0 (M.Craig 0)

October 15 – October 21

FT hrs = 90 (W. Gonzalez 50, R. Norman 40)

PT hrs = 0 (M.Craig 0)

October 22 – October 28

FT hrs = 93 (W. Gonzalez 50, R. Noman 43)

PT hrs = 0 (M.Craig 0)

Motion by Michael Lottig, seconded by Marshal Engleka to approve all Full-Time Police Officers to work up to fifty (50) hours per week. Forty (40) hours regular pay and up to ten (10) hours overtime per week. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Clifford Horner to approve the Agreement between FRATERNAL ORDER OF POLICE, SHERIDAN O. CATON MEMORIAL LODGE NO. 98 Representing Berlin Borough Police Department And BOROUGH OF BERLIN Somerset County, Pennsylvania for the period of January 1, 2024 – December 31, 2027. Ayes 6, Nays 0. Motion carried.

Act 57 Grant money to Train/Hire Municipal Police Officers has been presented to the Borough Council. After review of the grant the Borough is not eligible for this grant.

Fire Department will need to give a detailed explanation of the \$3,500 donation the Borough gives as a donation to them. Need to contact the Fire Department to get the detailed explanation.

Other Information

Motion by Stephen Custer, seconded by Clifford Horner to approve and advertise the 2024 Regular Meetings the first Thursday of each month starting at 4:30 p.m. Dates for the meetings are as follows: Tuesday January 2 Reorganizational/Regular Meeting, February 1, March 7, April 4, May 2, June 6, Wednesday July 3, August 1, September 5, October 3, November 7, December 5, 2024. Ayes 6, Nays 0. Motion carried.

A new web design for the Borough web-site is currently being worked on. Council members were asked for any suggestions for the new design.

Motion by Michael Lottig, seconded by Marshal Engleka to approve the donation of \$2,000 to the J.B. Schrock Community Playground, Inc. located on South Street. Ayes 6, Nays 0. Motion carried.

The Borough has received two (2) Physio Control Life Pak 1000 AED Graphical Display. These AED machines will be placed at the Borough Maintenance Shop located on Stewart Street and the Wastewater Treatment Plant located on Valley Road.

Berlin Lions Club will be holding a CPR/AED/First Aid Training on February 24, 2024 and has asked to have the \$150.00 rental fee waived for the Community Hall.

Motion by Clifford Horner, seconded by Marshal Engleka to approve the wavier of the \$150.00 rental fee for the Community Hall for February 24, 2024 for the Berlin Lions Club to have a CPR/AED/ First Aid training. Ayes 6, Nays 0. Motion carried.

Somerset County Dirt & Gravel/Low Volume Road Program is due by November 30, 2023, to apply for the grant money.

Executive Session

At 5:10 P.M., Michael Lottig made the motion, seconded by Clifford Horner for 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 and 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. Ayes 6, Nays 0, Motion carried.

At 5:28 P.M. Stephen Custer made the motion, seconded by Marshal Engleka to have the council reconvened the regular meeting. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Clifford Horner to approve Municipal Authority employee Heather Karchner of Berlin, PA to work for Berlin Borough two (2) days a week due to Borough employee Tammy Werner reducing her workdays to three (3) days a week effective November 2, 2023. Ayes 6, Nays 0. Motion carried.

Municipal Authority Update

None.

Adjournment

At 5:41 P.M. a motion was made by Stephen Custer, seconded by Michael Lottig to adjourn this meeting. Ayes 6, Nays 0. Motion carried.

Traci Horning

Submitted By: Traci Horning, Executive Secretary