

**The Municipal Authority of The Borough of Berlin  
700 North Street, Berlin, PA 15530**

**Regular Meeting**

**May 14, 2025 @ 6:00 p.m.**

**Approved and Official Minutes**

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The meeting was called to order by Chairman C. Scott Miller

Council Attending:

C. Scott Miller - Present

Bryan Walker - Present

Charles Rhodes Present

Marshal Engleka – Present

Dale Miller – Absent

Other Attending – Gary Leister, The EADS Group, Bret Horning, and Traci Horning, Municipal Authority Assistant Secretary/Treasurer.

Wendy and Thomas Coviello from 114 Sunset Drive approached the council about the water bill that was on the April billing. There was a water leak that started with the March billing and got worse as of the April billing. Have Roger check the meter reading tomorrow May 15<sup>th</sup> which will be almost three weeks from the last reading. Will continue to monitor the meter till the end of June reading.

Wendy and Thomas Coviello left the meeting at 6:20 pm.

Gary Leister gave an update on the various things being done.

Wastewater Treatment Plant Upgrade Project with the PA Small Water & Sewer Grant. Construction Progress: 12 of 12 plug valves installed, Dumpster canopy complete, Sluice gate installed. Change orders: Electric disconnect switch \$239.00, Paint canopy steel \$4,920 with total contract price \$144,159. Contractor's Application for Payment: Pay application 01: stored materials-\$45,123.43 and Pay application 02: Final payment \$99,035.57. Close-out paperwork: Substantial Completion Cert, Acceptability of work, Acceptance of final payment. DCED Reimbursement: Request amount \$117,000 and provide copies of cancelled checks.

The Water Production Well Site Study. Subcontractor performing the VLF study plans to make another site visit to do more testing. A report will be provided, and the project can continue.

Susquehanna River Basin Commission (SRBC). Voluntary Action Plan received March 6, 2025. Gave the proposed 30-day average of water for Well 9 and Well 10 combined, historical system average and historical peak day. Recommended Action to accept Well 10 limits and continue trying to develop new well site outside of the Susquehanna River Basin. If new well site does not

work out and we feel we need more water than the proposed Well 10 limits provided, then we can perform additional testing and studies to attempt to justify an increased permitted withdrawal limit.

Our Home (Snyder). High phosphorus sample results. Phosphorus limits were introduced to the Rules and Regulations in 2014-2015. Rules and Regulations adopted May 13, 2015 contain Phosphorus limits. Rules adopted in the 2006-2008 era did not include Phosphorus but had a narrower pollutant list.

Wastewater Treatment Plant. (WWTP). Talked about options to enclose stream or stabilize the banks. GP3 general permit (enclose stream – do slope on bank and do rift raft stone). GP7 permit (limit 100 feet pipe do size pipe to handle the flow amount of water).

Permits range from \$5,000 to \$10,000.

Option to construct larger chlorine contact tank.

Gary Leister left the meeting at 7 pm.

Motion by Marshal Engleka, seconded by Charles Rhodes, to approve April 9, 2025, Municipal Authority minutes. Motion carried.

Chet Cyga was not present to give an update.

The channel monster motor was replaced by the Pump Man of Pittsburgh under the warranty on April 30, 2025. The pump is working well.

Snyder of Berlin Lagoon results and the WWTP Effluent Lab Results up to April 29, 2025, have been presented to the board.

Snyders data for DAF is being sent to Chet and he responds to the emails.

Berlin Water and Wastewater To Do List was last updated on May 12, 2025.

Daily Water Withdrawal/Instream Flow Requirement for the Municipal Authority had an average of 154,792 gallons of water a day for the month of April 2025.

Monthly amount of rain/snow fall for 2025. January – 2.36 inches, February – 3.64 inches, March – 1.56 inches, April – 4.02 inches.

Motion by Bryan Walker, seconded by Marshal Engleka, to approve the proposal from Darr Construction of 2863 Brotherton Road, Berlin in the amount of \$4,300 for repairs to 18 feet of the top of one concrete tank. Motion carried.

Motion by Marshal Engleka, seconded by Bryan Walker, to approve resolution 05142025 for Section 504 Grievance Procedure that Incorporates Due Process Understanding requirement from the USDA. Motion carried.

## **Resolution Number 05142025**

**THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BERLIN  
700 North Street  
Berlin, PA 15530**

### **SECTION 504 GRIEVANCE PROCEDURE THAT INCORPORATES DUE PROCESS STANDARDS**

#### **Section 504 Grievance Procedure**

It is the policy of The Municipal Authority of the Borough of Berlin not to discriminate on the basis of disability. The Municipal Authority of the Borough of Berlin has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 04 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Traci Horning, Assistant Secretary/Treasurer, telephone number 814-267-3837 who has been designated to coordinate the efforts of The Municipal Authority of the Borough of Berlin to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for The Municipal Authority of the Borough of Berlin to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within five days (5) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be made in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, according to all interested people an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of The Municipal Authority of the Borough of Berlin relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Chairman within 15 days of receiving the Section 504 Coordinator's decision. The Chairman shall issue a written decision in response to the appeal no later

than 30 days after its filing.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Health and Human Services, Office of Civil Rights.

The Municipal Authority of the Borough of Berlin will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Section 504 Coordinator

ATTEST: \_\_\_\_\_  
The Municipal Authority of the Borough of Berlin Council Member/Title

American Tower Site No 208413 Whitehorse Road emailed a proposal for the lease that they have with the Municipal Authority. American Tower wants a one time payment of \$35,000 and a lease from 2025 to 2064.

Motion by Marshal Engleka, seconded by Bryan Walker, to propose to leave the lease as is with American Tower. The term is ten years from January 1, 2025, to January 1, 2035. Annual rental as monthly installments and increase of 3% yearly. Motion carried.

Motion by Bryan Walker, seconded by Marshal Engleka, to approve the Berlin Borough Water System Drought Contingency Plan that was reviewed prior to the meeting. Motion carried.

L. Dowdy at 1123 Main Street has been having sewer issues. Luke had a plumbing company come in and look at the issue. Municipal Authority is being told that there is an issue where the resident lateral and the main connect. The Municipal Authority will schedule to have the line camera to determine if an issue with the main line.

Tom Wlaker owner of 603 and 607 Meadow Street has requested to have water to be put into the garage. The garage has water now but is supplied from the house. Mr. Walker would like the garage to have its own separate meter. Will need to do a \$2,000 tap and have the outside supervisor meet with Mr. Walker to schedule the tap.

Tim and Sue Clites of 151 Glade View Drive has requested to tap into the water and sewer lines at Glade View Drive.

Motion by Charles Rhodes, seconded by Bryan Walker, to approve the request of Tim and Sue Clites to have taps into the sewer line and water line in the amount of \$2,000 per tap with a total of \$4,000. Motion carried.

Two major water leaks at two different residents in the borough. The leaks were the homeowner's lateral line from the curb box to the resident's home. One resident had 50,000 gallons of water lost from March 25 to May 1. One resident had 203,000 gallons of water lost from March 25 to May 1.

DCED Annual Report for August 1, 2021, to July 31, 2022, is done. Beer Ream & Co. is currently working on August 1, 2022, to July 31, 2023.

The current job opening of a water/wastewater manager position is still open. Currently have a candidate to interview. Will need to schedule an interview before the next meeting on June 11, 2025.

Motioned by Charles Rhodes, seconded by Marshal Engleka to approve the Treasurers Report for the period of March 12, 2025, to April 9, 2025. Motion carried.

Motioned by Charles Rhodes, seconded by Marshal Engleka to approve the Treasurers Report for the period of April 9, 2025, to May 12, 2025. Motion carried.

Motion by Marshal Engleka, seconded by Charles Rhodes, to approve payment of pending and previously paid bills of the general fund, water system, and sanitary sewer system for the period of April 9, 2025, to May 12, 2025. Motion carried.

PA drinking Water News May 2025 Edition was given to each member to read.

Councilman Charles Rhodes has requested for Roger Platt to attend PA Rural Water training for Inflow, Infiltration: Detection, Correction & Prevention on June 17, 2025.

Motion by Charles Rhodes, seconded by Bryan Walker, to approve Roger Platt to attend PA Rural Water training for Inflow, Infiltration: Detection, Correction & Prevention on June 17, 2025, in the amount of \$135. Motion carried.

The next Regular Meeting of the Municipal Authority of the Borough of Berlin is scheduled for July 9, 2025, beginning at 6:00 p.m.

At 8:05 P.M. a motion made by Marshal Engleka, seconded by Bryan Walker to adjourn this meeting. Motion carried.

Traci Horning

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Submitted By: Traci Horning, Assistant Secretary/Treasurer