

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

**Regular Meeting**

**June 11, 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 – Present

Other Attending – Chet Cyga, Water System Solutions, Inc., Gary Leister, The EADS Group, Bret Horning, Brianna Hunt, and Traci Horning, Municipal Authority Assistant Secretary/Treasurer.

Brett Custer asked to be put onto the agenda, and he did not show up for the meeting.

Brianna Hunt was introduced to the council. Brianna was interviewed for the vacant position for the Municipal Authority and was asked to come to the public monthly meeting to meet the council members and to sit in a meeting.

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

Wastewater Treatment Plant Upgrade Project with the PA Small Water & Sewer Grant. DCED Reimbursement: EADS sent all required information to the Municipal Authority for the reimbursement request on May 20, 2025. The requested amount is \$117,000. Provide copies of cancelled checks paying Darr's Construction. The contact person for DCED is Logan Matter. Post Construction: As built drawings delivered to Municipal Authority. Shop drawings were provided. Budget total was \$179,000 Actual was \$172,577.90. Grant awarded was \$117,000 and Municipal Authority contribution was \$55,577.90.

The Water Production Well Site Study. VLF field study is completed and results received from subcontractor. EADS is preparing the final report and opinion of costs to develop well.

Motion by Marshal Engleka, seconded by Dale Miller, to approve May 14, 2025, Municipal Authority minutes. Motion carried.

Chet Cyga gave an update on the various things being done. Well #10 levels were discussed.

Snyder of Berlin Lagoon results and the WWTP Effluent Lab Results up to May 27, 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 June 10, 2025.

Daily Water Withdrawal/Instream Flow Requirement for the Municipal Authority had an average of 164,657 gallons of water a day for the month of May 2025.

Monthly amount of rain/snow fall for May 2025 was 10.82 inches.

After a discussion among council the lease that American Tower Site No 208413 on Whitehorse Road has with the Municipal Authority the council has denied their offer, and the council wants to keep the lease the same just change the dates. Need to send a response back with the offer the Authority has.

Fire hydrant flushing will be Saturday June 21, 2025, starting at 7 am at the entry point.

Gary Leister left the meeting at 6:32 pm.

Update on the 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. The council wants to wait till the June reading to see the amount of water that was used from May 27 to June 26. Will discuss this at the July meeting.

DCED Annual Report for August 1, 2022, to July 31, 2023, is currently being worked on.

The current job opening of a water/wastewater manager position is still open. Currently have a candidate to interview. Going to executive session at the end of meeting to discuss.

Motioned by Marshal Engleka, seconded by Bryan Walker to approve the Treasurers Report for the period of May 12, 2025, to June 11, 2025. Motion carried.

Motion by Bryan Walker, seconded by Dale Miller, to approve payment of pending and previously paid bills of the general fund, water system, and sanitary sewer system for the period of May 12, 2025, to June 11, 2025. Motion carried.

Motion to adjourn to executive session at 6:50 P.M. was made by Charles Rhodes, seconded by Bryan Walker. Motion carried.

At 6:50 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 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.

Motion to adjourn to regular session at 6:58 P.M. was made by Marshal Engleka, seconded by Dale Miller. Motion carried.

Motion by Dale Miller, seconded by Bryan Walker, to approve the hiring of Brianna Hunt of Berlin, PA as a Full-Time Assistant Manager/Corresponding Secretary at an hourly rate of \$18.27, effective June 11, 2024, upon completion of all pre-employment testing and requirements. 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 7:00 P.M. a motion made by Bryan Walker, seconded by Marshal Engleka to adjourn this meeting. Motion carried.

Traci Horning

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Submitted By: Traci Horning, Assistant Secretary/Treasurer