Approved and Official Minutes of the
BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE

May 21, 2020 - 4:00 p.m.

President Comment: Coronavirus is present in Somerset county, as a precaution I ask that we maintain 6-10 feet physical distance from each other and guests, or wear a face mask.

1. The President calls the meeting to order.
2. Pledge of Allegiance to the American Flag.

ROLL CALL

Charles E. Rhodes	***Present***
Clifford E. Horner	***Absent***
John F. Harding, Jr.	***Present***
Michael A. Lottig	***Absent***
Stephen E. Custer	***Present***
Thomas L. Fisher	***4:20 PM***
Thomas W. Jones	***Present***
Mayor Joseph Krause	***Absent***

Charles said we have a Quorum.
Also, in attendance is Thomas E. Glessner, Executive Borough Secretary

Members of the public: **Please sign the Guest Registry:**
Jason Peck – Crilon Corp.

All Bids Due by 4:00 PM. Bid Proposal Opening: 4:00PM.

Main Street Sidewalk and Curb Project-Phase I Contract 2020-G-01.

Bidder Name	$ Amount	Bidder Name	$ Amount
Crilon	$***196,049.89***	***MandB***	$***247,471.00***
A.Merante	$***305,540.00***	***Kishmo***	$***335,632.50***
_____	$_____	_____	$_____
_____	$_____	_____	$_____

The Borough had issued 6 Bid packets.
Cottles Inc. called and elected not to turn in a bid.

Darr Construction did not turn in a bid.

Charles offered that Mr. Peck could stay as we proceeded with the meeting and he said he would stay.
The following have asked to address the Council:

Executive Session proposed time. _____

President's Report

Newsletter has been changed and is being presented for approval.
Memorial Day - Garbage will be picked up on Tuesday.
Memorial Day Parade.

Are there any questions or comments?
Newsletter – can be reviewed and send changes to Tom by Monday.
Charles said it looked good the way it was.
Tom informed council Mayor Krause said the Memorial Day Parade was cancelled.

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Additional out of town customers have requested garbage service to bring to town.
2. Clean-up day produced 2 full truck loads on May 14th, notification was sent by phone and txt and only one customer responded that they missed the date. Fall day is set for October 22nd.

Question was asked how many new out of town customers this month – Tom G new that 4 customers were added just in this month.
Clean up day for the Fall correction it is set for the 24th.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Insurance renewals have been requested and information requests from various companies have been received. Committee to meet to review cost, information, and requests.
2. Receivable balance includes less than 4 customer and <$600.00. There are 2 customers that have not responded to letters or phone calls. In person contact will be the week of May 25th.
3. Executive Session – required for Contract and Personnel Recommendation/Discussion.

Charles read this section – there were no questions or comments.

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. The School continues to provide meals on a pickup basis until the end of the school year, also May 26th will be the last day for school assignments. The school has requested SRO to be present on those days.
2. The school will be invoiced on a quarterly basis per the contract with the first billing in June.
3. The Chief of Police has instituted a daily activity log.

Steve Custer read this section – there were no questions or comments.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Electric consumption this year is down 4.4% as compared to last year.
2. PowerSecure was on site May 11th and 12th for the PM level I service.
3. Power block 1, Generator 3 has a leak on a water pump hose and is scheduled for repair.
4. Twombly plumbing and heating confirmed he addressed ground/white wire separation in Rental property at 417 and 419 5th Avenue. Bernie Hoar inspector said that he would do an inspection on the inside service. The borough has not received an inspection card.
5. Electric outage required to correct services at 1004 Main St. Verizon pole replacement.
6. Poles on 8th Avenue at Fletcher and South street need to be replaced.
7. Driving mirror needs to be installed on pole at 8th avenue and Fletcher for sight distance.
8. There were 34 poles in Berlin that had an old pole with Verizon or Comcast service on them, both companies have managed to move the majority of lines and Verizon has pulled some of the poles.

Tom G – read this section
Electric is down and coincides with weather.
Tom G – will review old poles and will schedule Wiedenhoft to pull the remaining poles.
Charles asked Tom G to have the electric committee look at the poles and mirror on Fletcher

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Recycling for Aluminum – 4yrd. container is full and JVS will empty it week of May 18th. Tom spoke to Jim at JVS and agreed they will pick-up aluminum and any televisions at the same time. JVS agreed to an on-call basis for Aluminum pick-up and has discussed possible glass recycling program. We have a 2yrd dumpster that is not in use and is not able to dump and we can add casters for JVS to pick-up the dumpster and return.
2. JVS is interested in setting up a county wide program.
3. Electronic recycling – confirmed with JVS dates of June 27th and October 24th.
4. Flagpole installation is marked and to be installed weather permitting.
5. Census 2020 – Census due date has been extended to October 31, 2020. Everyone can self-respond online, by phone, or by mail without being visited by a census taker. Households can respond by visiting my2020census.gov or calling 844-330-2020. In the past 2 months Berlin has gone from 37.3% response to 69.7% responded and ranks 10th amongst municipalities. (exhibit 8)

Tom G – Said recycling was emptied today by hand. Council suggestion was to use the shed for TV's and electronics. Tom G – explained JVS process waiting on owner to confirm. Working on plan for residents and county possible.
Flagpole discussion regarding the attempt to dig hole by CRI Tom Jones and Tom Fisher were present. Tom G asked Tom Fisher if CRI could dig. Tom fisher said CRI could drill through the rock, but the road would have to be closed, due to the large amount of stone and distance the debris would travel. Question proposed could the pole be returned? Tom G. said the cost of restocking and freight it was not advantageous. Steve Custer suggest putting pole on E-bay. Continue discussion next meeting.

STREETS, STORM SEWERS & SIDEWALK – Thomas Jones – (Chair)

1. **Cumberland Street Update**
   a. Darr Construction to finish landscaping work along sidewalk weather permitting.
2. **East Main St – Columbia Gas project– Phase II –**
   a. MandB Construction completed project in 9 days.
   b. AEG Inspection on May 5th, ADA ramps and sidewalk confirmed in tolerance.
   c. Residents that have been contacted are pleased with driveway, sidewalk, and landscaping in their respective properties.
   d. Issues at the 1313 Main St. – Photos handout (Exhibit 1).
   e. PennDOT – suggested removing the wall to the steps and to tie into the new sidewalk up to the existing steps.
   f. Columbia Gas is scheduled to repave in the next 2 months, that portion of White Horse road and Hay Street they disturbed.
   g. Paving for the water line repairs in conjunction with both Columbia Gas completed street we have requested a quote.
3. **East Main St – Columbia Gas project – Phase I** -12th Ave to Cassel.
   a. Addendums to contract bid were completed and supplied to bidders.
      i. 4/27 Addendum 1 Change in the Bid Bond Amount to 5%.
      ii. 5/04 Addendum 2 Change in the Bid submission date and time.
      iii. 5/08 Addendum 3 Change in requirement for Electric service and 90 days.
      iv. 5/15 Addendum 4 addressed Monolithic pour.
   b. Mr. Dratter has been contacted regarding project change at 11th Ave school entrance.

c. Subsurface work halted on all permits, thus delaying replacing waterlines.
d. Application #210197 re-submitted to PennDOT on May 8th.
e. Columbia Gas has not received permit for this area as of May 18th.
f. Columbia Gas has been asked to remove sidewalk as they progress from 12th Ave. which will eliminate a line item from the contract amount.
g. Tom G. communicated with Columbia Gas to provide agreement for cost share.
h. American Gas Lamp proposal #P20-056 for 4 Piedmont Gas Lamps (Exhibit 2).

4. **Diamond street project** — CDBG funds project.
   a. AEG presented initial cost estimate based on Steve Spochart plan of work in order.
      i. Lower Diamond both sides.
      ii. East side of Diamond from Main to Mulberry.
      iii. East side of Diamond from Mulberry to North St.
      iv. West side of Diamond from Main to Mulberry.
      v. West side of Diamond from Mulberry to North.
   b. AEG to provide an updated cost estimate week of May 25th.
   c. AEG to submit application for permit submission week of May 25th.
   d. Plan is for this project to be bid same week of May 25th, must be advertised and have 4 weeks to approve bidder.
   e. Borough accumulated cost for Electric and Engineering $39,656
5. **Main Street Revitalization**.
   a. The project was submitted on April 10th and comments received from PennDOT, during the month and AEG addressed those comments.
   b. Chris requested auto-tab submission on the PennDOT website to be completed by AEG, which they are working on currently.
   c. Chris Hall has meeting with Construction group regarding Dates of project.
   d. Current bid date is in August, which may delay construction.
   e. AEG – discussion with PennDOT is that the project may be bid this year, but the construction may be delayed until next year.
6. **Columbia Gas project Phase III** – Cumberland street to 10th avenue.
   a. Columbia Gas application has been resubmitted to PennDOT 3 times.
   b. Columbia Gas has requested one-call for the same area this week.
   c. Current plan is to put back as is, without curb or raising of Sidewalks.
7. **September 11th National Memorial Trail**
   a. 9-11 National Memorial Trail has made changes to the Temporary Trail. They previously requested signage along the right-of-way on Meyers Street, High Street, Fletcher Street, and then to Diamond Street. See the RED LINE drawing.
   b. The temporary trail will continue from Garrett on 219 to Berlin then will turn RIGHT on Main St. and LEFT on Diamond St. The Temporary trail will be utilized until the dedicated trail is completed. See the GREEN LINE drawing. (Exhibit 3).
   c. The permanent Trail is scheduled from Station Hill Rd. to Diamond St., and after speaking with the trail coordinator it will not be completed this year.
   d. Proposed signage size of signs along PennDOT routes shall be 18"X24" and those signs along non-PennDOT routes shall be 12"X18" and the design will be in accord with (exhibit 4)
   e. Somerset County Commissioners and PennDOT has requested Berlin borough council to approve temporary route and signage. Letter prepared. (Exhibit 5)

1. ***Darr completed the landscaping on Cumberland street project from last year. Max Stone called the borough regarding straw all over his lawn.***
2. ***East Main St. – at 1313 Main issues with the Wall leaning and stopping the sidewalk short on the project. The additional cost is unknown. Suggestion was to not spend money on this area to remove the wall. Council members discussion said No further action was required at this time.***

Rick Hoffman complaint to Kevin Yoder regarding Monolithic Pour, which Kevin said was not monolithic, but prepared an addendum # 4

3. *Permit not received yet for this project for the borough. Columbia gas has not received their permit also.*
4. *This project Diamond St is not being permitted by the borough.*
5. *According to Kevin the grant $$ is still allocated.*
6. *Columbia Gas permit is part of Phase I for the Borough.*
7. *The Bike trail changes explained by Tom G temporary route, signage examples, and timing. 219 and Fletcher street potential accidents.*

Motion by Tom Jones and seconded by Tom Fisher to approve purchase of 4 complete Piedmont lights from American Gas Lamp works in the amount of $5,630.80 for installation in project Phase I.
Ayes: 5
Nays: 0 ***Motion: CARRIED***

Motion by Steve Custer and seconded by John Harding to approve PennDOT signage for the September 11th National Memorial trail along Broadway, Main Street, and Diamond Street.
Ayes: 5
Nays: 0 ***Motion: CARRIED***

Motion by John Harding and seconded by Steve Custer to approve Charles Rhodes signature of the letter for County of Somerset RE: September 11th National Memorial Trail.
Ayes: 5
Nays: 0 ***Motion: CARRIED***

Tom Fisher suggested a Thank You letter to CRI for work on drilling for the Flag Pole. Charles asked Tom G to complete a letter for them.

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 John Harding and seconded by Steve Custer to adjourn this Meeting of the Berlin Borough Council at 5:03 P.M.
Ayes: 5
Nays: 0 ***Motion: CARRIED***

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday, June 4th, 2020 at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday, June 18, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.