BERLIN BOROUGH COUNCIL MEETING AGENDA

April 2, 2020 - 7:00 p.m.

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

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	***Present***
John F. Harding, Jr.	***Present***
Michael A. Lottig	***Present***
Stephen E. Custer	***Present***
Thomas L. Fisher	***Present***
Thomas W. Jones	***Present***
Mayor Joseph Krause	***Absent***

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary, and Jr. Council Member – Josh Bonadio.

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

The following have asked to address the Council:

Ben Scheller

Executive Session proposed time. _____

Approval of Minutes:

Minutes of the March 5, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. *(Exhibit 1)*

Motion by John Harding and seconded by Mike Lottig to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated March 5, 2020.
Ayes: 7
Nays: _ ***Motion: CARRIED***

Minutes of the March 19, 2020 Committee of the Whole meeting of the Berlin Borough Council were forwarded for review with the Council meeting packets. *(Exhibit 2)*

Motion by Tom Jones and seconded by Tom Fisher to approve and accept the minutes of Berlin Borough Council Committee of the Whole Meeting held at 4:00 P.M. dated March 19, 2020.
Ayes: 7
Nays: _ ***Motion: CARRIED***

President's Report

Declaration of Disaster Emergency for Berlin Borough – Resolution required.
Committee of the whole meeting – scheduled for April 16, 2020 – Approve cancellation.
CCIS – No report office is closed.
Property Maintenance & Building Code Complaints –
Newsletter is being prepared-email topics and information to Tom Glessner by April 15th.
Council members are reminded to complete their "Statement of Financial Condition"

Motion by John Harding and seconded by Steve Custer to approve cancelling the April 16th Borough Council Meeting of the Whole.
Ayes: 7
Nays: _ ***Motion: CARRIED***

Police Report: - Mayor Joseph G. Krause *Tom Glessner read this section.*

March 1 through March 31, 2020:
Calls dispatched: 85
Investigations: 6 Open 2 Closed 4
Traffic Stops: 8 Warnings 3 Citations 5
Parking tickets: 0
Borough Ordinance Violations: 0
Non-Traffic citations: 0
Criminal arrests: 0

Motion by John Harding and seconded by Cliff Horner to approve and accept the Police Report as presented.
Ayes: 7
Nays: _ ***Motion: CARRIED***

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Recycling container for Aluminum – Signage "Recycle Aluminum Only" prepared and to be applied to a dumpster.
2. Cleanup day proposed dates – May 14th and October 22nd set for newsletter.
3. The volume of garbage has increased dramatically the last few weeks, attributable to the number of people quarantined.

How many Dumpsters are back at the shop? 3 – 8 yrd do we want to increase? NO

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
2. There was one RTK request and zero Property Maintenance Complaints received. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
   a. There was one RTK requests received in March for at a cost of $187.50 and to the prior property maintenance Complaints. The YTD total for RTK and complaints is $387.50
3. Treasurer's Report and Bills: – The reports for March 2020 have been included in the Council Meeting Packets (Exhibit 3,4).
4. Audit is complete and submitted to DCED, AMP and the Prothonotary office.
5. The Berlin Borough's - Concise Financial Statement prepared for advertisement. (exhibit 5)
6. Pension Plans – Trust & Agency Report – Handout.
7. Committee meeting held on February 24 and 26 – Attending was Cliff, Mike, and Tom G.

a. Interviewed applicants for borough positions.

8. Executive Session – required for Contract and Personnel Recommendation/Discussion.

Are there any questions or comments?

Motion by Steve Custer and seconded by Tom Fisher to approve the bills and Treasurer's Report as specified for March 2020 on Exhibit 3 & 4.
Ayes: 7
Nays: _ Motion: CARRIED

Motion by Mike Lottig and seconded by John Harding to approve the advertisement of the Concise Financial Statement in accord with the audit for the year ending December 31, 2019. Exhibit 5.
Ayes: 7
Nays: _ Motion: CARRIED

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Fire Siren at the West end of town waiting on controller to be replaced.
2. School contract final billing in March. Limited SRO activity during school shutdown.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

Generator Update – The generators report unavailable at this time.

1. PowerSecure continues to monitor the generators and send notices.
2. The First Energy Customer Guide for Electric Service – was adopted on October 3, 2019.
3. Rental property at 419 5th avenue the water line has been replaced four times - caused by electrical issues from within the property. (Exhibit 6)
4. Main Street electric outage (5-7 hrs.) in preparation of revitalization project is scheduled to be in the next few weeks.
5. Pole replaced at 806 Main St due to change in electric line location and future sidewalks.
6. The pine trees at Bingman's behind the Penelec substation have been cut down.

Baltzer rental property should have been billed for the water line service from the borough due to the electric service issues at 419 5th.

Because the amount of issues and the concern for the residents the electric issues must be corrected. Council agreed to Red Tag the service and make sure the upgrade is complete on inside problems. It will require an inspection.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Comcast installation for the Sewer Plant – reviewed pole diagram. (Exhibit 7)
2. Flagpole installation is marked and to be installed weather permitting.
3. Electronic recycling – confirm with JVS proposed dates of May 16th and October 24th.
4. Census 2020 – April 1st, 2020 was the first day to register, you may have received a notice and a reminder in the mail already for Census Day. As of march, 28th there were 26,100 households in Somerset county that have not responded. Berlin Borough has 62.2% residents that have **NOT** self-responded. (exhibit 8)

Steve Custer spoke to JVS regarding the proposed dates.

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

Committee meeting on March 17th, Steve Spochart, Tom Jones, Tom G. and Chadd Sines and Kevin Yoder from AEG. The dates associated with the projects had no change to the Main St project, Columbia Gas phase I plans from AEG were delayed from March 13th and were to be submitted beginning of the next week March 23rd. Diamond Street

update 2' stamped and 5' sidewalk, pole location changes and Verizon contact. AEG to provide updated cost estimate for Columbia Gas phase I and Diamond Street.

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 has communicated delay due to shut down.
3. **East Main St – Columbia Gas project – Phase I** -12th Ave to Cassel.
   a. Subsurface work was halted on all permits, thus delaying replacing 9 waterlines.
   b. AEG provided plan documents and files on March 24th
   c. Application #210197 submitted to PennDOT on March 26th.
   d. School Agreement submitted to PennDOT for lighting and sidewalk.
   e. Solicitor letter regarding 1125 and 1127 Main St. submitted to PennDOT.
   f. AEG to provide updated cost estimate to Tom G. for Columbia Gas agreement.
   g. AEG suggests bidding ***Contract 2020-G-01*** before permit is received. (exhibit 9)
   h. Columbia Gas has not received permit for this area as of March 26.
4. **Diamond street project** — CDBG funds project.
   a. AEG created initial plans and surveying and now they will begin updating the week of April 6th or the 13th after the Main St project is submitted.
   b. Verizon engineering contacted on March 26th scheduled initial review on March 31st.
   c. Verizon engineer Jason, Brian W. and Tom G. meet March 31 to review and address pole locations and the large amount of underground connections, sidewalk replacement, and parking area all under review by Verizon.
   d. Verizon to confirm pole behind their building for resident service at 416 4thavenue. Plan is for this project to be bid prior to and completed prior to or in concurrence with the Main St. project.
5. **Main Street Revitalization**.
   a. The project was 85% complete and comments received from PennDOT, Kevin and Chris phone conversation on March 31 has addressed various issues and dates.
   b. Kevin and Steve emails dated March 31 confirmed that the dates would change for the project. Submission date of April 2nd for 100% is now April 10th. The Let date is June 18th, provided there are no more delays.
   c. Lighting was approved in January and PennDOT has reviewed and requested changes.
   d. 1 of the 6 electric poles still to be replaced at upper diamond for the project exact location.
   e. Chris responsible for the project had to report that future delays would jeopardize funding.
6. **Columbia Gas project Phase III** – Cumberland street to 10th avenue.
   a. Columbia Gas application has not been resubmitted to PennDOT as of March 26th.
   b. Current plan is to put back as is, without curb or raising of Sidewalks.
7. **September 11th National Memorial Trail**
   a. Somerset County Commissioners request Berlin Borough's permission to install PennDOT approved signage along the right-of-way on Meyers Street, High Street, Fletcher Street, and Diamond Street.

Motion by Tom Jones and seconded by Mike Lottig to approve advertisement date of April 9 for Phase I Contract 2020-G-01 prior to permit receipt.

Ayes: 7
Nays: _ ***Motion: CARRIED***

Motion by Steve Custer and seconded by Cliff Horner to approve bid date of April 10 with a due date of May 7 in conjunction with Phase I Contract 2020-G-01.

Ayes: 7
Nays: _ *Motion: CARRIED*

~~*Motion by _____ and seconded by _____ to approve PennDOT signage for the September 11th National Memorial trail along Meyers Street, High Street, Fletcher Street, and Diamond Street.*~~
~~*Ayes: __*~~
~~*Nays: __ Motion: _____*~~

HOLD the Motion regarding signage until more definitive information and location is provided. Tom Glessner to call Lindsey regarding the details.

Explanation by Borough Executive Secretary regarding the purpose and the need for a Declaration of Disaster for the Berlin Borough during this Pandemic.

Motion by Mike Lottig and seconded by Tom Jones to approve and accept the Declaration of Disaster Emergency for the Berlin Borough on April 2, 2020 in accord with the Governor's Office proclamation dated March 6, 2020.
Ayes: 7
Nays: _ ***Motion: CARRIED***

Executive Session *Not required*

~~*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 Steve Custer and seconded by John Harding to adjourn this Meeting of the Berlin Borough Council at _____ P.M.
Ayes: __
Nays: __ ***Motion: _____***

Note:
The next regular meeting of the Berlin Borough Council is scheduled for Thursday, May 7th, 2020 at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday, May 21, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.