Approved and Official Minutes of the
BERLIN BOROUGH REGULAR COUNCIL MEETING

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

President Comment: Please maintain social distance of at least 6 feet 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.	***Absent***
Michael A. Lottig	***Present***
Stephen E. Custer	***Present***
Thomas L. Fisher	***Present***
Thomas W. Jones	***Present***
Mayor Joseph Krause	***Present***

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary.

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

The following have asked to address the Council:

Executive Session proposed time. ___

Approval of Minutes:

Minutes of the June 4, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. *(Exhibit 1)*

Motion by Mike Lottig and seconded by Cliff Horner to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated June 4, 2020.
Ayes: 6
Nays: 0 ***Motion: Carried***

Minutes of the June 18, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. *(Exhibit 2)*

Motion by Cliff Horner and seconded by Mike Lottig to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 4:00 P.M. and dated June 18, 2020.
Ayes: 6
Nays: 0 ***Motion: Carried***

President's Report

ATV street use and access. ***Charles said we will discuss in Exec Session.***
CCIS – Report – June is unavailable at this time.
Property Maintenance & Building Code Complaints –
Property owner Roy Ogburn received notice of violation for his property at 111 Cumberland St., and Roy has contacted the borough for a demolition Permit. ***Roy agreed to the end of July***
Property owner Roger Clarke received notice of violation for his property at 501 Main St.
Property owner Joanna Baraniak received update on violation for her property at 1000 Main St.
Car Show will be held at the Berlin Grove on July 4th – Swift reach announcement.
Proposed Bi-Annual Budget review.

Police Report: - Mayor Joseph G. Krause

June 1 through June 30, 2020:
Calls dispatched: 59
Investigations: 18 Open 0 Closed 18
Traffic Stops: 3 Warnings 0 Citations 3
Parking tickets: 0
Borough Ordinance Violations: 0
Non-Traffic citations: 0
Criminal arrests: 2
Tom Jones asked investigations were open.

Motion by Steve Custer and seconded by Tom Fisher to approve and accept the Police Report as presented.
Ayes: 6
Nays: 0 ***Motion: Carried***

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair) *Steve Custer Read*

1. Garbage Service scheduled for July 3rd was picked up on July 2nd.
2. Rate schedule for customers – review at committee meeting in July.
3. JVS picked up aluminum recycle bin and 3 TV's on June 19th. They are pleased with the process and rotation of dumpsters for pick-up of recycling.
4. Customers are required to set garbage out by 7AM on the day of pickup.
5. Review of June photos at the dumpsters will be at the July 16 meeting. ***Mayor Krause review.***
6. JVS is working on a plan to introduce glass recycling.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Insurance information has been sent to carrier for the Borough and Municipal Authority.
2. Insurance Renewal for the Fire Department has been received and will be reviewed.
3. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
   a. There was 1-RTK request received in June at $35.00 and 1-property maintenance complaint at a cost of $17.50. The YTD total for RTK and complaints is $775.
4. Receivable balance includes 4 customer balance of approximately $1,300. One customer is 4 months past due. There have been no payment plans put in place.
5. In preparation of July billing to revert back to the standard disconnection policy, the Treasurer's Report and Bills for June 2020 will be provided at the July 16th Council Meeting.
6. Resolution No. 07022020-01 to repeal Resolution No. 03192020-02 for approval. (exhibit 3)
7. Flagger training could not be scheduled at this time, advertisement postponed.
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 resolution # 07022020-01 to repeal resolution # 03192020-02 and approve disconnection of Electric and Garbage services on past due customers.
Ayes: 6
Nays: 0 ***Motion: Carried***

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Chicken Bar-B-Que fundraiser will be held by the VFD on July 4th - pickup only no sides.
2. Chief of Police/SRO participated in the Health and Safety Planning Committee as part of the pandemic preparation meeting for the start of school.
3. The Chief of Police and Officer Gonzales participated in the Law Enforcement Treatment Initiative program for people requesting assistance for Drug abuse.
4. Chief of Police has requested assistance for painting lines on specific streets.
5. Chief of Police requested additional quotes for ball caps and emblems.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generator report for June is not available at this time.
2. PowerSecure was on site June 24th, to repair the overflow valve on Power Block 1 Unit 1.
3. Penelec zone forecast is approaching current threshold of 2,687 MW – So Peak Shaving is projected for July 2nd and 3rd, and highly likely the week of July 6th.
4. Current inventory of Electric poles is 6, order prepared to purchase 25 poles at a cost of $10,487, quantity/cost may vary depending upon Weight of poles.
5. Backhoe tires replacement 3 quotes received, Highlands' Tire & Service best price for all 4 tires and tubes installed cost of 385.19 per rear tire, $52.45 per tube and $142.59 per front tire – total of $1,160.46.
6. Police car and Station Wagon require body repairs-approval for Walker to complete.
7. The magnets purchased from US SAWS – Bob Tataleba constructed a unit to utilize the magnets to successfully lift manhole covers for sewer and storm water.

Motion by Tom Jones and seconded by Cliff Horner to approve the purchase of Electric poles from REA in the amount of $ 11,642.20.
Ayes: 6
Nays: 0 ***Motion: Carried***

Motion by Steve Custer and seconded by Mike Lottig to approve the purchase and replacement of Backhoe tires from Highlands' Tire in the amount of $1,160.46.
Ayes: 6
Nays: 0 ***Motion: Carried***

Motion by Cliff Horner and seconded by Steve Custer to approve the repairs by ~~Walker~~ East End Auto body to the police car.
Ayes: 6
Nays: 0 ***Motion: Carried***

Motion by Steve Custer and seconded by Tom Fisher to approve minimal repairs by Walker Auto body to the Station Wagon.
Ayes: 6
Nays: 0 ***Motion: Carried***

Steve Custer proposed the question regarding inspection of vehicles.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Electronic recycling participation went well on June 27 - JVS had 2 truckloads of recyclables. The school brought in a large quantity of items and a few residents brought multiple items. JVS would like to have cones or barricades to control the flow of traffic in October.
2. Computer equipment was transferred to the police office and scheduled for installation.
3. The discussion of trees in relation to the maintenance building has been discussed.
4. JR Council member program – Dr. Reeder and Brian Thompson to review applicants for the upcoming year.
5. Census 2020 – Berlin Borough is at 70.9% and the final response rate for 2010 was 78.5%. The attached Handout ""**What can I do to increase participation in my community?**" Will explain what we as representative can do in our community. Work of Mouth goes a long way! (exhibit 4)

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

1. **East Main St – Columbia Gas project– Phase II** –
   a. AEG to prepare adjusted plan in relation to the ADA ramps.
   b. AEG submitted invoice for inspection and work associated with the ADA ramps and Meetings with PennDOT, AEG, and MandB. (exhibit 5)
   c. Work cannot be scheduled until AEG completes request from PennDOT.
   d. Balance of contract to be funded by Liquid fuels money.
2. **East Main St – Columbia Gas project – Phase I** -12th Ave to Cassel.
   a. AEG to prepare Contract Documents for presentation to Bidder.
   b. AEG provided response letter and corrective plans, Application #210197 resubmitted for the third time to PennDOT on June 22nd, and PennDOT has 30 days to respond. Permit has not been received.
   c. Columbia Gas has not received a permit for this project as of June 29th.
   d. American Gas Lamp order prepared and shipment to be received week of July 6th.
   e. Once permits are received cost share agreement will be presented to Columbia Gas.
   f. Contractor would like to initiate removal of sidewalk and curb prior to the gas line, Tom G has proposed to Columbia Gas and Cole to coordinate with Columbia Gas.
   g. We have replaced 1 of 6 lead waterlines in this project
3. **Diamond street project** — CDBG funds project.
   a. AEG to provide plan and bid information to the Borough week of May 25th, updated week of June 1, completed June 9 and application submitted to PennDOT, June 10.
   b. Signs ordered and installation scheduled for the East side of Diamond Street current section of North St. to Stewart St.
   c. Permit received and lead water line replaced at 401 Diamond St. per Water Authority.
4. **Main Street Revitalization**.
   a. There has been additional communication regarding the review of the plans and project. AEG completed additional response letter and plan changes on June 29. Chris Hall has sent the revisions back to Chadd AEG for the 4th time.
   b. The Let date is scheduled for August 6th.
5. **Columbia Gas project Phase III** – Cumberland street to 10th avenue.
   a. Columbia Gas has submitted changes for the 4th time and communicated with PennDOT directly.

Motion by Mike Lottig and seconded by Steve Custer to approve the AEG invoice in the amount of $1,984.00 for the inspection and PennDOT change requests to the ADA ramps, in Phase II.
Ayes: 6
Nays: 0 ***Motion: Carried***

Executive Session

There are contractual and personnel matters that Council needs to discuss privately.
Motion by Mike Lottig and seconded by Steve Custer to recess to executive session.
Ayes: 6
Nays: 0 ***Motion: Carried***

At ***7:47*** 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 Steve Custer and seconded by Tom Fisher to reconvene to regular meeting.
Ayes: 6
Nays: 0 ***Motion: Carried***

At ***8:12*** P.M., the council reconvened the regular meeting.

Motion by Mike Lottig and seconded by Cliff Horner to adjourn this Meeting of the Berlin Borough Council at 8:21 P.M.
Ayes: 6
Nays: 0
Motion:Carried

Note:
The next regular meeting of the Berlin Borough Council is scheduled for Thursday, August 6th, 2020 at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday, July 16, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.