Approved and Official Minutes of the
BERLIN BOROUGH COUNCIL MEETING

May 7, 2020 - 7:00 p.m.

President Comment: Coronavirus is present in Somerset county, as a precaution I ask that we follow the governor's request and keep 6 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.	***Absent***
Michael A. Lottig	***7:25PM***
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. – Not present***

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

The following have asked to address the Council:

Executive Session proposed time. ***8:00PM***

Approval of Minutes:

Minutes of the April 2, 2020 Regular Borough Council Meeting were forwarded for review with the Council meeting packets. *(Exhibit 1)*

Motion by Cliff Horner and seconded by Tom Fisher to approve and accept the minutes of the Regular Meeting of the Berlin Borough Council held at 7:00 P.M. and dated April 2, 2020.

Ayes: 5

Nays: _ ***Motion: CARRIED***

President's Report

Coronavirus has presented many changes across the country and to our local area. Including school and business closures, cancellation of functions, such as sporting events, the block party, parades, ceremonies, and change in activity dates.

Office of Voter registration and Elections – Letter received May 5, 2020 to continue use of facility for voting purposes and notification of new electronic equipment. (exhibit 2).
Tom G will coordinate with Ms. Tina Pritts regarding setup.
Newsletter is being updated with date changes and cancellations – new version will be available at our next meeting.
CCIS – Report April report is unavailable, March Report provided for this period. (exhibit 3)
CCIS office Limited schedule - Inspections are being performed on a per request basis.
Property Maintenance & Building Code Complaints –
111 Cumberland St. – Letter sent to property owner Roy Ogburn garage in unsightly appearance.
291 Vine St. – Donald Wellington - Notice garbage distributed in the yard attracting animals.
174 5th Avenue - Robert Wellington – Notice garbage distributed in the yard attracting animals.
Susan Bracken unable to complete required roof repairs, contractor not authorized to work.
Council members are reminded to complete their "Statement of Financial Condition"

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

April 1 through April 30, 2020:
Calls dispatched: 45
Investigations: 12 Open 1 Closed 11
Traffic Stops: 0 Warnings 0 Citations 0
Parking tickets: 0
Borough Ordinance Violations: 0
Non-Traffic citations: 0
Criminal arrests: 0

Motion by Steve Custer and seconded by Cliff Horner to approve and accept the Police Report as presented.
Ayes: 5
Nays: _ ***Motion: CARRIED***

Are there any questions or comments?

Tom Jones stated residents are putting grass in the streets, which we have an ordinance against doing it and it should be in the newsletter.

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Recycling for Aluminum – Tom G. is working with JVS recycling to provide a continuous plan for recycling material. JVS to rotate pick-up of a container for material – no cost no benefit program.
2. Cleanup day – May 14th - An announcement will be made on May 5, 2020 to the residents of Berlin. The proposed date of October 22nd set for newsletter, do we want to continue with the fall clean-up date.

The council asked if Glass was going to be recycled, and Tom G, answered that it has been discussed, but unable at this time until we are able to separate clear glass from colored.

The October 22nd Cleanup day council determined it will be reviewed in August.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
2. There was one RTK request and various Property Maintenance Complaints received.
   Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
   a. There was one RTK requests received in April for at a cost of $25.00 and there were 6 property maintenance issues or Complaints at a cost of $275.00. The YTD total for RTK and complaints is $687.50
3. Treasurer's Report and Bills: – The reports for April 2020 have been included in the Council Meeting Packets (Exhibit 4,5).
4. Lady's group requested 2020 funds for flowers be added to 2021 budget instead of setting pots out during construction on main street revitalization.
5. Receivable balance includes less than 8 customer and <$1,000. Payment plans have not been put in place. Contact will be made next week to the individual past due customers.
6. Sample bill prints color notifications for on-line Payment & Census information. (Exhibit 6)
7. Executive Session – required for Contract and Personnel Recommendation/Discussion.

Are there any questions or comments?

Motion by Tom Fisher and seconded by Tom Jones to approve the bills and Treasurer's Report as specified for April 2020 on Exhibit 4 & 5.
Ayes: 5
Nays: _ ***Motion: CARRIED***

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair)

1. Fire Sirens – New controller unit was replaced and installed at the West end of town. The units have been reprogrammed to accommodate fire, weather, and pager notification and can be activated from the unit installed at the firehouse. Weather siren was changed from a 30 second to 60 second at the request of the firemen.
2. School continues to provide meals on a pickup basis until the end of the school year, and teachers have access to enable them to provide information to students. The school has requested SRO to be present on a reduced hourly basis.
3. Chief of Police has created an activity log to document daily activity, location, and service.
4. Chief is also working on schedule to present to council on a regular basis.
5. The borough has communicated with the task force regarding reimbursement of wages.
6. Police have requested new fit ball caps and emblems similar to badge.
7. The prior contract balance was invoiced in April. We are tracking hours for the new contract, which will be invoiced on a quarterly basis.
8. Insurance renewals are coming due in the next couple months, we will review and present
9. Greg Croner contacted the borough regarding telephone service problems that have been persistent during bad weather, asked that it be corrected. Tom coordinated with the firemen and repairman to trouble-shoot and eliminate major static. The static trouble was in the firemen's inside lines.

Both fire Sirens are operational.
Activity log must be working Police stopped resident with lights on uptown.
Ball caps and Emblems will discuss with them from COP – Tom Fisher to speak to them.
Insurance Renewals will be reviewed by the finance committee.
Telephone repairs conducted by Neil Saylor- Greg Croner agreed Firemen to pay invoice.
Discussion of DA task force hours and reimbursement plan.

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generator reports for March operated for 1 hour and 15 minutes in Test Mode and 30 minutes of that time was with load and April operated for 1 hour and 30 minutes in Test Mode and 30 minutes of that time was with load. (exhibit 7&8)
2. Rental property at 417 and 419 5th Avenue has received an upgrade to service as Mr. Baltzer received a Red Tag. Bernie Hoar inspector requested separate ground and white wire separation to avoid continued ground fault. Bernie also confirmed that he would do an inspection on the inside service. (Exhibit 9)
3. 152 Movilla resident Carey Klink called the Borough regarding electric meter base frozen out of the ground. (exhibit 10). Upon inspection, appeared it was the responsibility of the property owner Bob Croner. Discussion regarding responsibility and contract validity, lead to a notification letter sent by Borough Solicitor to Mr. Croner, for the borough to rectify electric supply. (exhibit 11)
4. Main Street electric outage schedule for 4/16 11pm-5am (6 hrs.) notification given, and actual outage was (4 hrs.) this outage had been rescheduled multiple times, and affected the residents on Broadway.
5. Pole replaced at 402 Division Street to move transformers off Main Street and correct service to 528 Main St and 401 Fletcher and adjoining properties. 806 Main St due to change in electric line location and future sidewalks.
6. The last pole on the main street revitalization project was installed at the upper Diamond at BTV to setback for curb and sidewalk.
7. Verizon is replacing their pole at 1004 Main St. which is scheduled for replacement May 7, requires and outage of approximately 6 hrs.
8. Electric pole – need to place purchase for this year – new poles 7 poles on Main St project and 3 poles on Diamond St project.
9. There are 34 locations that have old poles from 5 years ago that have not been removed. Both Comcast and Verizon have received a list of pole locations and put on notice to move their lines. They have been very accommodating, and work is almost completed.
10. The past 2 months the borough has a 3% decline in electric service.
11. The CAT loader requires a repair to the drive coupler, that will take 35 hrs. to complete, this repair is under warranty. Mike Fogle to haul the unit to Somerset.
12. US SAWS – Has presented a Quote for various magnets to lift manhole covers and storm drain grates. The lifting capabilities range for 300lb - $490/600lb-$649/900lb-$875

Motion by Mike Lottig and seconded by Tom Jones to approve the purchase of a magnet from US Saws in the amount of $875.00 for a 900lb force used to pick up Manhole covers, and storm drain grates.
Ayes: 6
Nays: _ ***Motion: CARRIED***

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. Flagpole installation – requires auger and hand digging to install to avoid. It will be completed prior to Memorial Day.
2. New Flags have been ordered to replace current one at the borough building.
3. Computer equipment has been received for the Police Department.
4. Electronic recycling – confirm with JVS proposed dates of May 23rd or 30th, June 27th, July 25th, Aug 22nd, Oct 24th, Nov 7th.

5. Census 2020 – County and Municipal reporting of Census information as of May 2, 2020 reflects the county response at 55.2% and Berlin Boro. at 59.5% as a municipality we now rank 22nd in response amongst municipalities. (exhibit 12)

Call JVS to confirm Saturday June 27th date for electronic recycling.

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

1. **Stormwater**
   a. School requested drainage ditch on practice field to eliminate runoff from corn field and possible spring water, project given to Fogle to address with the school directly.
   b. School contacted the Borough regarding drainage ditches below the parking lot and ramp to lower part of property near gym. There is a blow out on school property at the connection point of 2 12" pipes into a single pipe that was not constructed properly. Possible solution is a large catch basin install t
   c. Stadium Street catch basins flow to a drainpipe along the east side of football field near McQuade's property. The exit has a build-up – grass cuttings, leaves, sticks, etc. from residents restricting flow to open ditch requires excavator to clear exit pipe. Cement pipe is 12" pipe not very deep – replacement would require 400 ft of pipe.
   d. The low-lying wetlands below the school – EPA and DEP awareness.

Stormwater issues at the school require no action. Discussion was the volume was to much and it is not necessary for the borough to get involved. DEP and EPA potential relating to this area.
There is buildup at the end of stadium street 12" pipe at McQuade's property. Need small excavator to eliminate grass clippings, brush, and leaves. Borough has cleaned the catch basins.

2. **Cumberland Street Update**
   a. Darr Construction was requested to finish landscaping work along sidewalk. ***Tom to call again re: landscaping – previously sent email to Rick at Darr construction. They were waiting on better weather.***

3. **East Main St – Columbia Gas project– Phase II** –
   a. MandB Construction began work on April 27th. They have communicated daily and provided a 2-week progress plan.
   b. MandB provided a Covid-19 plan awareness for working in these conditions.
   c. PennDOT receives site photos twice a day as site update.
   d. AEG Inspection on May 5th of the ADA ramps and sidewalk confirm in tolerance.
   e. Residents have received accommodation to driveways, sidewalks, and steps.
   f. Tree removal requested by the borough prior to the project, repair yard minimal.
4. **East Main St – Columbia Gas project – Phase I** -12th Ave to Cassel.
   a. Columbia Gas has resubmitted their application for permit for the 2nd time and it is under review at PennDOT.
   b. Subsurface work was halted on all permits, delaying replacing 9 waterlines, this will require determination/decision to continue with as many lines as possible.
   c. AEG provided response letter and corrective plans on May 6, 2020,
   d. Application #210197 resubmitted to PennDOT on May 6th.
   e. Lighting plan is off the PennDOT ROW rework of the plan for direct purchase of decorative lights and installation by Wiedenhoft.
   f. AEG to provide updated cost estimate to Tom G. for Columbia Gas agreement.

g. Addendum 1 bond amount correction to bid documents.
h. Addendum 2 change in bidding dates – to accommodate change/corrections in plan.
i. AEG to provide STD-168 for bidding purposes.
j. Columbia Gas communicates weekly regarding plan update and progress.

Cost estimate provided today regarding the plan and direction.
Discussion to have Wiedenhoft do the lighting – take it out of the Bid plan. It will be less expensive, and borough knows his work. Lights can be ordered direct.

5. **Diamond street project** — CDBG funds project.
    a. AEG created initial plans and surveying and they are to complete plan and send to borough by May 8, 2020.
    b. Verizon engineering contacted on March 26th scheduled initial review on March 31st. contact information provided to all parties.
    c. Verizon engineer Jason has communicated that they will not request parking in front of their building due to the lack of space.
    d. Parking on Diamond Street is extremely limited, and is enforceable by the borough.
    e. Verizon poles in from of their facility contain a large amount of underground connections, and they have yet to present a replacement plan.
    f. Sidewalk variance may be required to accommodate current pole locations.
    g. Verizon to confirm pole behind their building for resident service at 416 4thavenue.
    h. AEG to present change order amount of $2,980 to separate lower diamond Main St. project and incorporate into diamond St. project. Original agreement $21,676 change order total amount of $24,656 per agreement.
6. **Main Street Revitalization**.
    a. The project was submitted on April 10th and AEG has fielded numerous questions from PennDOT reviewers.
    b. The Let date was June 18th. Current new Let date is in August, but may be moved up to a July date, provided there are no more delays.
    c. The last pole was installed at the upper diamond for the project exact location.
    d. AEG to provide adjusted cost estimate based on removal of lower diamond area.
7. **Columbia Gas project Phase III** – Cumberland street to 10th avenue.
    a. Columbia Gas application has been resubmitted to PennDOT for the 2nd time.
    b. PennDOT will communicate our request to update sidewalks and curbs.
8. **September 11th National Memorial Trail**
    a. PennDOT has an Assigned person responsible for the clarification on this project, Tom G requested information.
    b. 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. Conversation with Lynsey the Trail coordinator confirmed trail is Station hill to Diamond St. as the route intended. PennDOT trail coordinator David is working with Lynsey to review Signage request to include Diamond St. and Main St.

Tom G has been communicating with Lynsey regarding the Bike trail and their direction. They requested office, suggestion was to speak to Chris Wyant and see if there is space in the Miller memorial building. Dave Countryman may have to speak to him.

Charles wants to know the size of the signs and what they are going to look like before it is approved.

Motion by Tom Jones and seconded by Steve Custer to approve the direct purchase of decorative lights, materials, and installation.
Ayes: 6
Nays: _ Motion: CARRIED

Motion by Mike Lottig and seconded by Tom Jones to approve the change order presented by AEG for the change to the lower diamond area from the Main St. project to the Diamond St. project.
Ayes: 6
Nays: _ Motion: CARRIED

Motion by Mike Lottig and seconded by Tom Jones to approve the installation of "No Parking Signs" on the East side of Diamond Street from Main St. to Stewart St.
Charles requested a Roll Call Vote:
Clifford Horner -Y, Michael Lottig -Y Stephen E. Custer -Y Thomas L. Fisher -Y Tom Jones - Y Charles E. Rhodes - N ***Ayes: 5 Nays: 1 Motion: CARRIED***

~~***Motion by _____ and seconded by _____ to approve PennDOT signage for the September 11th National Memorial trail along Diamond Street and Main St.***~~
~~***Ayes: _***~~
~~***Nays: _ Motion: _____***~~
Motion put on hold until definitive plan, route, timing, and signs are presented.

Executive Session

There are contractual and personnel matters that Council needs to discuss privately. Motion by Cliff Horner and seconded by Mike Lottig to recess to executive session.
Ayes: 6
Nays: _ Motion: CARRIED

At ***8:04*** 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 Mike Lottig and seconded by Cliff Horner to reconvene the regular meeting.
Ayes: 6
Nays: _ Motion: CARRIED

At ***8:52*** P.M., the council reconvened the regular meeting.

Motion by Steve Custer and seconded by Tom Fisher to adjourn this Meeting of the Berlin Borough Council at 9:13 P.M.
Ayes: 6
Nays: _ 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, May 21, 2020 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.