Borough of Berlin
700 North Street
Berlin, PA 15530

Regular Meeting

September 1, 2022 – 7:00 P.M.

Approved and Official Minutes

Call to order by President Charles Rhodes

Pledge of Allegiance to the American Flag

Council Attending:
Charles Rhodes – Present
Stephen Custer – Present
Clifford Horner – Present
Michael Lottig – Present
Marshal Engleka – Absent
Thomas Fisher – Present
John Harding – Absent
Mayor Joseph Krause - Present

Others Attending – Traci Horning, Executive Borough Secretary. There were no residents at this meeting.

Motion by Michael Lottig, seconded by Stephen Custer, to approve the August 18, 2022 Council of the Whole Meeting minutes. Ayes 5, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Stephen Custer, to approve the Police Report for August 2022. Ayes 5, Nays 0. Motion carried.

Park and Planning
A yearly donation to the JB Schrock playground was last given in 2020. Discussion among the council members for the 2021 and 2022 donation for the playground has decided since the borough has donated borough man hours and equipment from borough employees for help at the JB Schrock playground with landscaping and general work a donation of only $2,000 will be given.

Motion by Stephen Custer, seconded by Michael Lottig, to approve the donation of $2,000 to the JB Schrock playground. Ayes 5, Nays 0. Motion carried.

The clock on the Diamond still has moisture on the inside of glass after a small hole was drilled in each glass plate. Bill @ East Bay Clock gave us the ok to drill two small holes on the bottom base of the light due to having water laying in the base. The sensor eye for the lights to come on is located at the bottom of the base. Damage to the sensor eye had to be replaced and changed the four incandescent light bulbs to LED light bulbs. Council has discussed to have Bill @ East Bay Click to come look at the clock to determine why we are having issues with water in the clock.

Garbage

1219 Main Street Will's garage is slowly being cleaned up. Mayor going to stop by and check on the progress.

Personnel and Finance

Motion by Stephen Custer, seconded by Thomas Fisher to approve the August 2022 bills. Ayes 5, Nays 0. Motion carried.

The time spent on two Right to Knows was ½ hour for August. Right to Know requests were from an entity outside the Borough.

Financial Requirement and Minimum Municipal Obligation for the year 2023 Borough (CB Plan) Pension Plan requires an administrative charge of $80.00 (4 members X $20.00).

Motion by Michael Lottig and seconded by Clifford Horner to approve the Minimum Municipal Obligation for the Borough pension plan 56-015-3-n2 in the amount of $80.00. Ayes 5, Nays 0. Motion carried.

The Financial Requirement and Minimum Municipal Obligation for the year 2023 current Borough Pension Plan requires funding at .1333 of 2022 wages and administrative charge for a total funding in the amount of $44,704.00.

Motion by Michael Lottig and seconded by Clifford Horner to approve the Minimum Municipal Obligation for the Borough pension plan 56-015-3-n1 in the amount of $41,217.00. Ayes 5, Nays 0. Motion carried.

Interviews were conducted on August 30, 2022, for a Full-Time Police Officer. Discussion among Council members to hire Barry Barron of Somerset, PA.

Motion by Michael Lottig, seconded by Clifford Horner to approve the hiring of Barry Barron of Somerset, PA as Full-Time Police Officer at an hourly rate of $20.50, effective September 1, 2022, upon completion of all pre-employment testing and requirements. Ayes 5, Nays 0. Motion carried.

Motion by Thomas Fisher, seconded by Michael Lottig to approve the hiring of Rita Shaulis of Berlin, PA as Part-Time School Crossing Guard at an hourly rate of $23.00 per hour, effective September 1, 2022, upon completion of all pre-employment testing and requirements. Ayes 5, Nays 0. Motion carried.

Discussion to hire a Part-Time Outside Worker was held. A request was made to place a phone call out to all residents of Berlin Borough there is a Part-Time position open.

House
Request was made to have a piece of plexia glass to be placed at the office window where payments are made.

Motion by Stephen Custer, seconded by Michael Lottig to approve the placement of plexia glass at the office window. Ayes 5, Nays 0. Motion carried.

The bushes at the front of the Borough Building have been requested to be trimmed. There is a house meeting on September 12th this matter will be brought up for discussion.

Fire & Police
Police Coverage hours:
August 14 – August 20 FT hrs = 40, PT hrs = 3 (K.Huzsek 0, M.Craig 3)
August 21 – August 27 FT hrs = 41.5, PT hrs = 15 (K.Huzsek 15, M.Craig 0)

2009 Chevrolet Impala police car didn't receive any bids. There was discussion regarding what to do with the car and have made the decision to just keep the car for now.

Streets, Sidewalks, Storm Sewers
Stephen Custer submitted a request for a variance for his property to place a storage shed. Letters were sent out and posted at the main door here at the Borough Office. No public has opposed the request. Approval on this was tabled until this meeting.

Motion by Clifford Horner, seconded by Michael Lottig to approve the request of Stephen Custer at 743 Washington Street, Berlin, PA 15530 for a change in variance for his property to place a storage shed. Ayes 4, Nays 0, Abstain 1 Stephen Custer. Motion carried.

Complaint for 1100 Main Street Mark Engleka the wall in front of his house along the sidewalk is leaning and feels is a safety hazard. The sidewalks for that section are being replaced in the next sidewalk project in 2023. The wall will be addressed at that time.

Cross walk lines are being done and need flaggers to finish the rest.

Council has requested to have Kevin Yoder from Application Engineering Group to give an update on the issues regarding the sidewalks at the Berlin School and at the New National Hotel. Last update on this issue was at the July 21, 2022, Council of the Whole meeting.

Electric & Equipment
Edward Slifco, Outside Supervisor got pricing for carriage and fork tines attachments used on the high lift totaled $4,802. Need to verify that quotes are from Co-Star Vendor and governmental pricing.

Skid steer track quotes for renting was presented to the Council. A request was made to get pricing on a new skid steer track.

A request was submitted from Brian Wiedenhoft of Wiedenhoft Electric to have a gate to be placed at the electrical substation on Vine Street due to having people driving back into that area and messing with the electrical property that is needed to run the electric. Inquiring with Penelec regarding permission to attached to their existing fence and place a fence around the area needed to keep the public out.

A request was submitted from Brian Wiedenhoft of Wiedenhoft Electric to place a gate to keep people from entering the pole yard. Michael Lottig contacting Brian Wiedenhoft to speak to him regarding this matter.

Other Information

Training for an A/B Operator and C Operator is needed for the underground storage tanks at the Borough garage on Stewart Street. Currently the Borough does not have a certified operator for either of these. The operators need to be certified due to having underground storage tanks at the Borough garage. An A/B Operator is responsible to keep the underground storage tanks up to code with testing, maintenance, and inspections as required by the Pa Department of Environmental Protection. A C Operator is responsible for addressing emergencies presented by a spill from the underground storage tanks. Currently getting information to train and certified three employees.

A request for hanging a banner at the intersection of Broadway and Main was presented to the Council. The banner is for the Angel of Courage Walk which benefits the St. Jude Children's Hospital. It will be hung next week till September 26, 2022. All paperwork and permits have been filled out in advance for approval of the State. Council has no issue of the banner to be hung.

Municipal Authority Update

Update: Waterline is about finished. Paving has begun for the waterline.

Executive Session

None

Adjournment

At 8:10 P. M. motion was made by Michael Lottig, seconded by Stephen Custer to adjourn this meeting. Ayes 5, Nays 0. Motion carried.

Submitted By: Traci Horning, Executive Secretary