Borough of Berlin
700 North Street
Berlin, PA 15530

Regular Council Meeting

January 5, 2023 – 4:30 P.M.

Approved and Official Minutes

The meeting was called to order by President Charles Rhodes

Pledge of Allegiance to the American Flag was quoted.

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

Others Attending – Traci Horning, Executive Borough Secretary and Kevin Yoder, Appalachian Engineering Group.

Kevin Yoder, Appalachian Engineering Group presented the Council with information for the TASA 2021 Main Street School Safe Route Project. Discussion was held regarding the prints/drawings of the project. When updated prints/drawings from Kevin are provided a public meeting is going to be scheduled for any questions the residents may have with the project. Advertising for the project will be September 2023, award the bid at the end of October 2023 and construction will begin summer of 2024. Kevin is to reach out to CriLon and M&B regarding the issues that were never fixed on previous projects.

Motion by Michael Lottig, seconded by Clifford Horner, to approve the December 15, 2022, Council Meeting of the Whole minutes. Ayes 6, Nays 0. Motion carried.

A motion by Marshal Engleka, seconded by John Harding, to approve the Police Report for December 2022. Ayes 6, Nays 0. Motion carried.

Park and Planning
None

Garbage
A discussion among council about increasing monthly garbage rates for the March 2023 billing. The decision was made to increase residential, rural pick up and rural customers

that bring into town. New monthly rates are as follows: residential $20, rural pick up $25 and rural customers that bring into town $25.

Motion by Thomas Fisher, seconded by John Harding to approve the increase of monthly garbage rates for the March 2023 billing as follows: residential $20, rural pick up $25 and rural customers that bring into town $25. Ayes 6, Nays 0, motion carried.

Mayor Joseph Krause left the meeting at 5:12 p.m.

Executive Session

Motion to adjourn to executive session at 5:12 P.M. was made by John Harding, seconded by Michael Lottig. Ayes 6, Nays 0. Motion carried.

At 5:12 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 and 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 to adjourn to regular session at 5:48 P.M. was made by Michael Lottig, seconded by Thomas Fisher. Ayes 6, Nays 0. Motion carried.

Personnel and Finance

Motion by John Harding, seconded by Thomas Fisher to approve and accept the 2023-2025 Retail, Wholesale & Department Store Union, UFCW Contract with new changes/additions for the outside workers. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by John Harding to approve President Charles Rhodes and Executive Secretary Traci Horning to sign all necessary documents to execute the 2023-2025 Retail, Wholesale & Department Store Union, UFCW Contract with new changes/additions for the outside workers. Ayes 6, Nays 0. Motion carried.

Schedule an interview the week of January 9, 2023, for the part-time outside worker position.

Motion by Michael Lottig, seconded by Clifford Horner to approve the hiring of Jennifer Swope of Berlin, PA as Full-Time Assistant Treasurer at an hourly rate of $15.00, effective January 5, 2023, upon completion of all pre-employment testing and requirements. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Thomas Fisher to approve the reappointment of C. Scott Miller to the Municipal Water Authority of Berlin for a five-year term. Ayes 6, Nays 0. Motion carried.

Get a list of engineers within an hour of the borough to do a professional service ad for future projects for the borough.

Appoint engineer for 2023 was placed on hold until the professional service ad is placed in the local paper.

Attorney Labor Lois Caton, Fike, Cascio & Boose helped the borough settle on the 2023-2025 Retail, Wholesale & Department Store Union, UFCW Contract. Council would like to get a proposal for Lois Caton to handle all the borough attorney issues.

Motion by Clifford Horner, seconded by Michael Lottig to approve the 2023 wages for all non-uniformed borough employees as per the sheet submitted to council. Ayes 6, Nays 0. Motion carried.

Motion by Thomas Fisher, seconded by Marshal Engleka to approve the December 2022 bills. Ayes 6, Nays 0. Motion carried.

Motion by Michael Lottig, seconded by Clifford Horner to approve the Treasurer's Report for December 2022. Ayes 6, Nays 0. Motion carried.

House

Contact Brad Flick to see where the projector for the community hall needs to be mounted.

Get quotes on AED machine.

Invitation to the Berlin Fire Department Annual Joint Banquet is Saturday January 28, 2023.

Streets, Sidewalks, Storm Sewers

Future sidewalk project from Vine Street to Cumberland Street and from Cumberland Street to North Street. Waiting for the grant applications to open to apply for funding for this project.

Main Street to South Street project Marshal Engleka is going to contact Steve Spochart for options of funding.

Discussion among Council to change/revise Ordinance No. 214 Ordinance Providing For The Removal of Snow and Ice on Sidewalks, Mowing or Cutting Grass, Weeds and Vegetation, The Trimming of Trees and the Collection and Storage of Garbage and Refuse within the Borough of Berlin.

Shady Lane & Longview Drive has an issue with ice accumulating there and causing a road hazard. Need to put an inlet and pipe the water along Mr. Wyant's property to Bumble Bee Creek.

Motion by Marshal Engleka, seconded by John Harding to approve the estimate from Dave Hess, Windy Ridge Tree Care in the amount of $1,300 to be split with Brett Custer to cut all trees in the right of way on Mulberry Street from 4th Avenue to Division Street and Broadway Street. Ayes 6, Nays 0. Motion carried.

Electric & Equipment
Wiedenhoft Electric has various projects started within the borough that is not finished Council would like to have a list of those projects.

Fire & Police
Police Coverage hours:

December 11 – December 17
FT hrs = 92 (W. Gonzalez 50, B. Barron 42)
PT hrs = 3 (K.Huzsek 0, M.Craig 3)

December 18 – December 24
FT hrs = 80 (W. Gonzalez 40, B. Barron 40)
PT hrs = 0 (K.Huzsek 0, M.Craig 0)

Internals Affairs Policy & Procedures for the Police Department need to follow up with Bradley Allison of Allision & Richards Attorney at Law, LLC.

Other Information
AB & C Operators for the underground storage tanks. Need to get Edward Slifco, Roger Platt and Daniel Deaner to get certified.

Motion by Michael Lottig, seconded by John Harding to approve the Tax Collection Committee (TCC) Resolution to appoint Primary Delegate: Traci Horning and First Alternate Delegate: Cindy Flamm and Second Delegate: Lori Gindlesperger effective immediately and shall continue until successors are appointed. Ayes 6, Nays 0. Motion carried.

Received thank you cards from The Children's Aid Home Programs of Somerset County and the Bethlehem Committee.

Starting a manhole study within the borough to see the amount of rainwater going through the manholes.

Municipal Authority Update
None

Adjournment
At 7:58 P.M. a motion was made by Michael Lottig, seconded by John Harding to adjourn this meeting. Ayes 6, Nays 0. Motion carried.

Traci Horning

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Submitted By: Traci Horning, Executive Secretary