The Municipal Authority of The Borough of Berlin
700 North Street, Berlin, PA 15530

Regular Meeting

September 9, 2026 @ 6:00 p.m.

Approved and Official Minutes

The meeting was called to order by Chairman C. Scott Miller.

Council Attending:
C. Scott Miller - Present
Bryan Walker – Present
Charles Rhodes - Present
Marshal Engleka – Present
Dale Miller – Present

Other Attending – Luke Hobson, The EADS group, Randy Parish, Susan Parish, and Brianna Hunt, Water/Wastewater Manager.

Randy and Susan Parish requested water and sewer taps.

Motion by Charles Rhodes, seconded by Marshal Engleka, to approve a water and sewer tap for the Parish's. Motion carried.

Randy and Susan Parish left at 6:13 pm.

Luke Hobson gave an update on the various things being done.

- Current Available Grants:
    - USACOE Section 313. Design and construction assistance for wastewater treatment and related facilities; water supply, storage, treatment and distribution facilities; other water-related environment infrastructure; and surface water protection and development projects. The Section 313 program was enacted to address widespread problems, especially in rural small communities. Submission deadline is 12/31/2026.
    - DCED Local Share Account (LSA). The PA Race Horse Development and Gaming Act (Act 2004-71), as amended, provides for the distribution of gaming revenues through the Commonwealth Financing Authority (CFA) to support projects in the public interest within the Commonwealth of Pennsylvania. Submission deadline is 11/30/2026.
    - ARC Area Development Program. ARC Area Development provides grants for projects that advance economic and community development within Appalachia. Basic infrastructure, including drinking water and wastewater systems, is specifically eligible. Submission deadline is TBD.

    - Economic Development and Assistance Program (CDBG). 70% of grant must be used for activities benefiting low to moderate income people in municipalities with a population less than 100,000. Somerset County Redevelopment Authority has historically taken the lead on applying got entitlement projects. Submission deadline is rolling until funds are exhausted.
- Water Production Well Site Study. EADS is available to provide further service of the water production well if Authority authorizes.
    - Potential funding opportunities:
        - DCED LSA
        - USACE Section 313
        - ARC Area Development

- STP Condition Assessment and Improvement Plan. EADS proposal was presented at February meeting to perform a Conditional Assessment and Improvement Plan for the wastewater treatment plant. EADS is available to begin this work when/if the Authority authorizes. EADS met with Dan Buck and Brianna Hunt at the STP in June to review problems and areas requiring improvements. Dan Buck previously prepared a list of items requiring attention and this list is provided to the Authority. Revised proposal will be presented at the September meeting.

Luke Hobson left at 7:55 pm.

Motion by Marshal Engleka, seconded by Charles Rhodes, to approve August 12, 2026, Municipal Authority minutes. Motion carried.

Chet Cyga was present to give an update on various things.

- Entry point meter
- Option A and option B were presented to the board.
    - Option A- MS2500 electromagnetic flowmeter
    - Option B- Transit-time clamp on flowmeter

Motion by Bryan Walker, seconded by Marshal Engleka, to approve of option A, MS2500 electromagnetic flowmeter, and Darr's Electric to install it. Motion carried.

Snyder of Berlin Lagoon results up to August 12, 2026 have been presented to the board.

WWTP Effluent Lab results up to August 12, 2026, have been presented to the board.

Snyders data for DAF is no longer being sent to Chet.

Berlin Water and Wastewater to Do List was last updated on September 1, 2026.

Daily Water Withdrawal/Instream Flow Requirement for the Municipal Authority had an average 98,580 gallons of water a day for the month of August 2026.

Monthly amount of rain/snow fall for August 2026 was 5.44 inches.

Pennwood Farms used 23,103 gallons a day in the month of August 2026.

Scurfield private water line that supplies water to residents at 311 and 382 Weighley Mill Road is being monitored for the usage amount going through the master meter and the usage at the two residents. Currently there is an outstanding bill that needs to be paid.

Matt Bittner, PA Rural Water, came in to assist in locating a water leak on Broadway.

S&S Excavating sent invoice for 538 Stewart Street.

418 Diamond Street was a duplex that has been converted into one house. Need to check into water meters, and see if there is still a need for both.

Entry point meter was talked about earlier in the meeting with Chet Cyga.

There were two dead water meters that have been replaced, and one meter that we are monitoring.

In the rules and regulations, section 305-part b, it states "billing for apartment buildings with one water meter and multiple tenants will be sent to the property owner." After October 31st, bills will be sent to the property owners.

Motioned by Bryan Walker, seconded by Dale Miller, to approve bills being sent to property owners with one water meter and multiple tenants. Motion carried.

GJH sent an estimate. After discussion with Council, it was decided to get a quote from Darr's Electric.

Marshal Engleka left at 7:33 pm.

Council had a discussion about new office phones and it was decided that new phones in the office are approved. It is also approved to give Brianna Hunt a $25.00 a month cell phone allowance.

After discussion, council is going to think about possible sludge hauling.

DCED Annual Report for August 1, 2023, to July 31, 2024, information is completed. Annual Report for August 1, 2024, to July 31, 2025, information is completed. Annual Report for August 1, 2025, to July 31, 2026, information is being started.

Motioned by Charles Rhodes, seconded by Dale Miller, to approve the Treasurers Report for the period of July 10, 2026, to August 12, 2026. Motion carried.

Motion by Bryan Walker, seconded by Dale Miller, to approve payment of pending and previously paid bills of the general fund, water system, and sanitary sewer system for the period of August 12, 2026, to September 9, 2026. Motion carried.

Motion to adjourn to executive session at 7:57 P.M. was made by Bryan Walker, seconded by Dale Miller. Motion carried.

At 7:57 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 8:15 P.M. was made by Bryan Walker, seconded by Dale Miller. Motion carried.

Motioned by Bryan Walker, seconded by Dale Miller, to approve the $350.00 a month Chet Cyga requested. Motion carried.

The next Regular Meeting of the Municipal Authority of the Borough of Berlin is scheduled for October 14, 2026, beginning at 6:00 p.m.

At 8:25 P.M. a motion made by Bryan Walker, seconded by Dale Miller to adjourn this meeting. Motion carried.

Brianna Hunt

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Submitted By: Brianna Hunt, Water/Wastewater Manager