

EAST BERLIN BOROUGH COUNCIL  
128 Water Street  
East Berlin, PA 17316

January 21, 2009

The second monthly meeting of the East Berlin Borough Council was held January 21, 2009 at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

**Members Present:** President David Richards; Janet Bollinger; Robert Clayton; Karen Cleary; Charles Philips; David Woodward; and Charles Eisenhart

**Members Absent:** None

**Also Present:** Borough Manager Bill Starry; Secretary/Treasurer Darlene McArthur; Mayor Keith Hoffman; Mike Cook; Charles Krall; Ken Young; John Schlaline; Doris Sabine; and Jan Hoffman

**Correction to the Minutes:** There are no corrections to the meeting minutes of January 6, 2009. There are no corrections to the Flood Ordinance review meeting of January 7, 2009. It was noted that the Flood Plain Ordinance No. 2009-1 was accepted by the State and is now to be sent to FEMA. *A motion to accept the Minutes was made by President Richards with a second by Janet Bollinger. Motion carried with all voting in favor.*

**Payment of Bills:** Several bills were questioned and satisfactorily reviewed. In discussion of the quarterly refuse bill it was stated that there will likely be an increase in customer billing for the next contract period. *Robert Clayton moved to pay the bills for the end of January, seconded by Charles Philips. Motion carried with all in favor.*

**Constituents Addressing Borough Council:** Ken Young of 203 Beaver Street thanked Janet Bollinger for addressing the issue of flood damage to his property during the previous meeting of the Borough Council and hopes for continued improvements to the situation working with the new members of the Council. Additionally, Mr. Young thanked Karen Cleary for her efforts on his behalf in contacting Columbia Gas who came to inspect his property for exposed gas lines. Karen Cleary stated that she has requested documentation from Columbia Gas on their findings.

Mr. Young again stressed the importance of the upcoming Park/Recreation Committee meeting scheduled for January 26, 2009 at the Community Center and urged all to attend.

Regarding the this week's letter sent to the residents of East Berlin by the Joint Authority, Mr. Young stated that fund raising for the new sewer facility should have started years ago and has requested the financial records of Bucharth and Horn from the Authority.

President Richards commented to Mr. Young on his letter submitted to the Borough that the cover page is fine but the additional content of the letter is irrelevant. Mr. Young stated that it was submitted as a record of the situation with the previous Borough Council.

**Mayor's Report:** Mayor Hoffman thanked Borough Manager Bill Starry and his staff for the good condition of the roads in the Borough throughout the recent inclement weather conditions. It was noted that there were six (6) citations written for failure to clear snow from the sidewalks. Per discussion, property owners are allowed twenty-four (24) hours to clear the sidewalks.

**Engineer's Report:** Nothing to report.

**Solicitor's Report:** Nothing to report.

**Borough Manager's Report:** Borough Manager Starry reported that John Wilhide Plumbing and Heating provided service and repair for the furnace at the Borough Office. Additionally, a programmable thermostat was installed to improve the cost of heating the building.

**Committee Reports:**

**Finance:** The Council reviewed the General and Refuse Funds account statements as well as a summary of all Borough financial accounts. President Richards stated that the requested statement of the 2008 York Adams Tax Bureau collection of taxes, as deposited to the Borough's account, has been received and reviewed. It was noted that approximated 2009 tax revenues are expected to be a little under that of 2008.

**Streets:** Charles Philips reiterated the well-kept condition of the Borough streets throughout the recent winter weather. President Richards inquired as to the estimated annual cost of snow and ice removal. Borough Manager Starry approximated \$1,000.00 annually depending on the severity of the weather.

**IT:** Robert Clayton stated that Josh Cockley of Computer Marketing Technologies would be assisting the Borough Office in resolving some technical difficulties in downloading updates and internet connections. The issue of discontinuing the data backup services of Mr. Cockley at a monthly cost of \$49.00 was discussed. It was decided that manual data backups would be performed and maintained by the Borough Secretary/Treasurer.

**Public Safety:** Janet Bollinger suggested a Committee be formed including Ken Young to compose a previously discussed letter to the Department of Environmental Protection. President Richards agreed to the request.

Janet Bollinger questioned the adherence of the Council to Resolution 4-2005-2 mandating Borough Council Meeting Agenda. President Richards stated that the Resolution is essentially a Policy that exists to give structure to Borough Council Meetings and may be adjusted if needed to be functionally flexible. Karen Cleary suggested the Resolution be reviewed on the topic of time allotted to any one Constituent addressing Council if several issues are raised by the same Constituent, stating that ample time should be allowed for each issue. Resolution 4-2005-2 will be reviewed.

Janet Bollinger suggested the Public Safety Committee should consider monthly meetings to address issues in the community and be better prepared to address Council. It was clarified that not all Committees hold regularly scheduled meetings.

There was discussion of the organization and membership of all the Borough Committees. Some necessary adjustments were made to the named Chairperson and Membership of several Committees.

**Planning/Zoning:** Robert Clayton reminded the Committed Members of the upcoming meeting and it was noted that the “new” forms are being used.

**Personnel:** Charles Philips stated that a General Laborer has been hired temporarily to assist the Borough Manager.

President Richards referenced the 2009 Holiday schedule, noting that the Borough is to match the Pennsylvania State Holiday schedule.

Karen Cleary suggested that the Personnel Policy of the Borough be reviewed and updated with attention to the policy of carryover of sick days. It was agreed that the policy would be reviewed.

**Park/Recreation:** Doris Sabine reminded Council of the upcoming meeting of February 12, 2009 to discuss skateboard regulations for the new Recreation Park.

**Unfinished Business:** President Richards proposed that a letter be written to explain the services provided by the Borough to local organizations, even if those services are provided free of charge, to clarify any liabilities of the Borough. Relating to this matter, a letter should be written to the Lion’s Club requesting that the seasonal post lights be taken down as the cost of electricity is incurred by the Borough.

On the subject of lighting expense, Jan Hoffman suggested that every other street light be turned off within the Borough. President Richards suggested lowering the output of the lights, and that the Electric Company (Met Ed) should be contacted to request the recommended lumens necessary for adequate street lighting. It was noted that the Borough pays approximately \$1,100.00 per month for street lighting.

**New Business:** Charles Philips suggested mandating a cap on large expenditures (example: new sewer plant, public school, etc.) to be approved by a vote of the citizens. It was agreed by the Council that further discussion is needed.

**Correspondence:**

- It was noted that advertisements and recurring publications should not be included in the Correspondence File.
- Through email communications, the Adams County SPCA has requested 50 cents per resident but has shown no service to East Berlin since August, 2008.
- Flood Plain insurance concerns letters have been received.
- Notice from Reading Township regarding a hearing on a property adjoining the Borough.

- A letter from Mr. Battersby updating the progress of the Authority funding opportunity.

Several questions were directed at Charles Eisenhart by Constituents concerning the East Berlin Area Joint Authority. President Richards pointed out that these concerns are not directly related to Borough business.

Ken Young again voiced concerns about the icy intersection at Beaver Street and Route 194. President Richards stated that the Borough would write a letter to Hamilton Township addressing these concerns.

The minutes of this evening's Borough Council Meeting were closed at 9:05 PM for a scheduled Executive Session.

Respectfully submitted,

Darlene McArthur  
Secretary/Treasurer of Borough Council