

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

December 4, 2013

The first monthly meeting of the East Berlin Borough Council was held December 4, 2013, at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

**Members Present:** President Charles Krall; James LeVan; Roberta Teal; Andrew Raymond; Richard Cashman; Charles Eisenhart; and Donald Dixon (7:28 PM)

**Members Absent:** None.

**Also Present:** Mayor Keith Hoffman; Solicitor Matthew Battersby; Secretary/Treasurer Darlene McArthur; Diane Weaver, Reporter for the Evening Sun; and Catherine Lockey

**Adoption of the Minutes:** The minutes of the meeting of November 6, 2013, were reviewed. *A motion to approve the minutes was made by Andrew Raymond; seconded by Roberta Teal. Motion approved with all in favor.* The minutes of the meeting of November 20, 2013, were reviewed. *A motion to approve the minutes was made by Roberta Teal; seconded by Andrew Raymond. Motion approved with no dissenting votes.*

**Payment of Bills:** A summary of bills for the month of December totaling \$28,109.49 was reviewed. President Krall discussed the employee health insurance currently administrated by Eastern Adams Regional Police (EARP) as part of the Group, and noted that EARP may discontinue participation at the end of 2014. Secretary McArthur explained that the Group is comprised of multiple municipalities including larger townships such as Oxford Township who may assume the responsibility of administration if EARP leaves the Group. *James LeVan motioned to pay the bills for the month of December; seconded by Andrew Raymond. Motion approved with no dissenting votes.*

**Constituents Addressing Borough Council:** None.

**Mayor's Report:** Council was provided the police report for November. Mayor Hoffman noted that the report was shorter than usual likely due to Officer Grim's lost time during a recent illness.

**Fire Company Report:** Referencing Liberty Fire Company's agreement to place a notice in the newspaper to correct the Borough's reported 2012 donation amount, Roberta Teal inquired if the notice had been placed. Mayor Hoffman stated that he would raise the issue at Liberty's Board meeting on December 10, 2013.

**Engineer's Report:** President Krall reported that he met with Eric Mains and Bruce Hulshizer of Buchart Horn to discuss a GIS (Geographic Information System) for Borough use. Mr. Mains and Mr. Hulshizer are drafting a proposal to present to both the Borough and the Joint Authority early next week. There was some discussion of the ownership of data by the Borough.

**Solicitor's Report:** Solicitor Battersby stated that there would be an Executive Session following this evening's Regular Session to discuss a legal matter.

**Committee Reports:**

**Finance:** Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. Secretary McArthur discussed specific items in the Financial Comparison Report as they relate to the 2013 and 2014 budgets. Ms. McArthur noted that the current Summary of Accounts report includes balances from the same period one year previous, and that sufficient funds exist for the transfer of \$15,000.00 from the General Fund to a Capital Reserve Fund as proposed in the 2013 budget. *Roberta Teal motioned to transfer \$15,000.00 from the General Fund to Capital Reserve in 2013; seconded by Andrew Raymond. Per roll call vote, all Council Members approved the motion.* President Krall requested comment from Council regarding the adoption of the 2014 budget. Richard Cashman proposed to include a three percent (3%) pay increase for the Borough employees. In a discussion of proposed donations, Council concurred that the budget would include \$2,000.00 for the East Berlin Community Library and the donation to the Food Pantry would be amended to \$0.00. Regarding operating issues with the copper holiday lanterns, President Krall stated that the Lions Club would be attempting repairs. It was noted that the 2014 budget calls for no tax increase. *Richard Cashman motioned to adopt the proposed 2014 budget amended to include a three percent (3%) employee pay raise, \$2,000.00 donation to the Library, and \$0.00 to the Food Pantry; seconded by Roberta Teal. Per roll call vote, all Council Members approved the 2014 budget.*

**Streets/Public Safety and Maintenance:** The maintenance report was provided to Council. Roberta Teal reported that there are several more street pole banners to be hung and one (1) to be re-hung on a street pole that was replaced.

**Planning/Zoning:** President Krall discussed a draft of the Borough's new Zoning Ordinance and reminded Council that a Zoning Committee meeting will be held next week with Zoning Officer Robert Thaeler to make final revisions and discuss the adoption process. President Krall stated that he feels the proposed ordinance maintains the historic aspects of the Borough while offering fair business practices to promote commerce. It was noted that opting for the services of the County in updating the Zoning Ordinance saved the Borough tens of thousands of dollars over employing an engineering firm. President Krall also noted that with Mr. Thaeler's assistance, the process went smoothly for Council Members working in conjunction with the Planning Commission.

**Personnel:** On the issue of the reappointment of Gerald L. Mummert to the Parks and Recreation Commission, James LeVan reported that Mr. Mummert is agreeable to a three-year term as stated in the Commission's By Laws. It was noted that Mr. Mummert may step down at any time from this volunteer position if he cannot fulfill the term. *James LeVan motioned to reappoint Gerald Mummert to the Parks and Recreation Commission to a three-year term ending on October 31, 2016; seconded by Andrew Raymond. Motion approved with no dissenting votes.*

**Park and Recreation:** None.

**Unfinished Business:** Council discussed an offer by Planning Commission Member Loy Elliott to assist the Borough with snow plowing if needed. President Krall noted that Mr. Elliott has a CDL (Commercial Driver's License) and plowing experience. *Andrew Raymond motioned to accept Mr. Elliott's offer to assist with snow plowing on a volunteer basis with the approval of the Borough's insurance company; seconded by Roberta Teal. Motion approved with all in favor.*

**New Business:** None.

**Correspondence:**

- Application from David Richards for Reappointment to the Board of the Joint Authority
- Founder's Day Committee Meeting Minutes of 11/4/2013
- Zoning Meeting With Rob Thaeler, 12/11/2013 at 10:00 AM
- Gettysburg Chamber of Commerce Newsletter for December
- PACOG Newsletter for Fall, 2013
- Newsletter from "The Headwaters" Adams County, PA

Roberta Teal provided an update on the activities of the Founder's Day Committee including the presentation of a poster and admission buttons for the New Year's Eve event at the Community Center and the Park. Ms. Teal reported that Kirk Davis met with the Committee to discuss the encampment of Civil War re-enactors at the Park on May 9, 2014 through May 11, 2014. The encampment would include eighty (80) to one hundred (100) actors, ten (10) to twelve (12) horses, and one (1) cannon to re-enact Rebel soldiers' historic capture of East Berlin. Ms. Teal asked Council's permission to allow campfires at the Park to further the authenticity of the encampment. President Krall suggested that the Founder's Day Committee submit a letter of request to Council.

Council exited Regular Session for an Executive Session to discuss a legal matter at 7:52 PM, and returned to Regular Session at 8:10 PM.

*Charles Eisenhart motioned to adjourn the meeting of the East Berlin Borough Council at 8:11 PM; seconded by Andrew Raymond. Motion approved with all voting in favor.*

Respectfully submitted,

Darlene McArthur  
Secretary/Treasurer of Borough Council