

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

February 26, 2014 – Work Session

The second monthly meeting of the East Berlin Borough Council was held February 26, 2014, 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; Donald Dixon; Jason Wood; and Catherine Lockey

Members Absent: Andrew Raymond

Also Present: Secretary/Treasurer Darlene McArthur; David Richards; Kevin Johnson; and Samuel Johnson

Constituents Addressing Borough Council: David Richards discussed the need for a Contributions Policy and noted that it is on this evening's agenda for Council's consideration. Mr. Richards reported that the Adams County Tax Collection Committee will meet next Wednesday. One of the topics for discussion will be compensation to those municipalities who invested in the building project, with possible additional funds allotted to East Berlin Borough. Mr. Richards also discussed a public notice placed by Liberty Fire Company in the Gettysburg Times on February 19, 2014, but noted that it did not address a correction of the Borough's 2012 donation as promised.

Topics of Discussion:

- President Krall reported that the PA Rural Water Association is offering a geographic information system (GIS) for mapping the Borough's utilities. Robert Meminger explained that the system would provide a method to collect and store information on storm water facilities and signage within the Borough. Mr. Meminger discussed State and Federal standards regarding signage and noted that the reflectivity requirement is a significant weakness of the Borough's signs. In response to Donald Dixon's inquiry, Mr. Meminger responded that not all signs must be replaced immediately, but new and replacement signs must meet the new standards. There is a requirement to have a plan in place including a sign inventory, which was started two (2) years ago and is in compliance. The GIS proposal to collect data would be helpful in future planning. Roberta Teal mentioned that some street names may not be well-marked for upcoming Founder's Day events. Mr. Meminger stated that this could also be addressed by the GIS program. Catherine Lockey noted that smart phones also have GIS capabilities and may be compatible with the proposed system. President Krall reviewed a newspaper article detailing the new urban status of West Manheim Township as an MS4 area requiring much more stringent storm water management, and noted that even though the Borough has not reached this status, it would be best to be prepared. President Krall reviewed the proposal from PA Rural Water Association and noted that the Association is not an engineering firm, but a state-run organization. In comparison with Buchart Horn's proposal of \$9,400.00, PA Rural Water quoted a cost of \$2,100.00 to map the storm water system only, or \$3,800.00 to map storm water and signage. There would be an additional cost of \$1,500.00 for the software and license which includes setup and training, and an annual \$400.00 fee for maintenance. It was noted that, unlike the Buchart Horn proposal, the PA Rural Water GIS program offers the Borough possession and control of the system for data entry and retrieval. If the proposal is accepted, the program would be installed on a dedicated computer currently available in the Borough office, and would require a printer capable of printing color maps.
- President Krall reminded Council that a decision is needed on a proposal from Borough Engineer Eric Mains to provide contract documents for the proposed Traffic Signal Video Detection Upgrade Project. The proposal includes non-technical documents for \$2,500.00, technical specs/plans for \$2,000.00, and services after the bids are opened for \$2,000.00. Council will address the proposal at the next Regular Session.

- Council reviewed proposed Resolution 3-2014-2 establishing a policy governing charitable contributions. Donald Dixon inquired if the policy would allow for contributions for individuals or only organizations. President Krall stated that the policy is flexible and allows for exceptions.
- President Krall reviewed proposed Resolution 3-2014-3 updating the Borough's Emergency Operations Plan. It was noted that the plan must be reviewed every two (2) years, updated as needed, and provided to the County. Council Members were provided copies of the Emergency Operation Plan.
- Council reviewed proposed Resolution 3-2014-4 authorizing and directing the emergency succession of municipal officers and the continuity of municipal government. The Resolution names three (3) successors to each Member of Council and is updated along with the Borough's Emergency Operations Plan and forwarded to the County.
- Resolution 3-2014-5 was received as a draft from the Pennsylvania State Boroughs Association (PSAB) requesting the Borough's support to allow municipal police to use radar detection to enforce speed limits. It was noted that Pennsylvania is the only state that does not allow this practice, and that Police Chief Grim supports this proposal.
- Each Member of Council was provided a Statement of Financial Interests as required by the State Ethics Commission to be filled out and kept on file at the Borough Office.
- President Krall reminded Council that training and webinars are available.
- Catherine Lockey discussed her participation in a recent webinar covering the duties and responsibilities of Council, and provided a handout to Council detailing some of the topics. Issues included the requirement of a Vacancy Board and NIMS (National Incident Management System) training for Council Members. Ms. Lockey discussed the recent regulation allowing Council Members to participate in meetings by telephone if illness, business, emergency, or travel prevented their physical presence. Ms. Lockey noted that PSAB recommends codification of the Borough's Ordinances and that the Borough should have a Facebook page for residents during times of emergency. Council discussed each of the issues and Ms. Lockey was commended for her follow-up on the webinar.
- President Krall mentioned the fact that the Borough does not have a snow emergency ordinance. There was some discussion of the difficulties involved including where to park cars, where to move snow, and state road problems. The subject was tabled for future discussion.
- Donald Dixon reported that the Bermudian Springs boy's basketball team has qualified for the state playoffs for the first time in forty (40) years.

The meeting of the East Berlin Borough Council adjourned at 8:14 PM.

Respectfully Submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council