

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

March 5, 2014

The first monthly meeting of the East Berlin Borough Council was held March 5, 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; Andrew Raymond; Jason Wood; Donald Dixon; and Catherine Lockey

Members Absent: None

Also Present: Mayor Keith Hoffman; Solicitor Matthew Battersby; Secretary/Treasurer Darlene McArthur; and Mike Thomas of Liberty Fire Company

Adoption of the Minutes: The minutes of the meeting of February 5, 2014, were reviewed. Regarding a proposed Geographic Information System (GIS) program for the Borough and the Joint Authority, Catherine Lockey questioned the Borough's role in controlling the activities of the Joint Authority. President Krall explained that the Joint Authority is a separate entity from the Borough and that the Borough's only role is the appointment of Board Members to the Joint Authority. Ms. Lockey inquired how residents could be informed of the activities of the Joint Authority. President Krall responded that the monthly Board meetings of the Joint Authority are open to the public and that meeting minutes are also available. *A motion to approve the minutes was made by Roberta Teal; seconded by Donald Dixon. Motion approved with all in favor.* The minutes of the meeting of February 26, 2014, were reviewed. *A motion to approve the minutes was made by Jason Wood; seconded by Roberta Teal. Motion approved with no dissenting votes.* Regarding the proposed GIS program, President Krall discussed a setup fee not previously mentioned of \$800.00 and noted that this fee would be equally shared by the Borough and the Joint Authority if both entities approve the project.

Payment of Bills: A summary of bills for the month of March totaling \$29,283.70 was reviewed. There was some discussion of the monthly payment for employee health insurance to Eastern Adams Regional Police as part of a cooperative effort to obtain group coverage with multiple municipalities. In response to Jason Wood's inquiry, President Krall explained the method by which the cost of electricity for the holiday lighting is determined, and noted that many of the sensors on the lanterns are in need of repair. It was also noted that the Lion's Club was billed \$300.00 for the labor spent by Borough employees to disconnect the lanterns. Donald Dixon inquired if the Bermudian Youth Baseball organization would be billed for the cost of drafting a Memorandum of Understanding (MOU) with the Borough. It was noted that the document was drafted at the request of the Borough and would not be billed to the baseball organization. *Donald Dixon motioned to pay the bills for the month of February; 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 February.

Fire Company Report: Mike Thomas of Liberty Fire Company provided fire and ambulance logs for the last four (4) months including the year-end totals. James LeVan requested a copy of the logs. There was some discussion of a public notice placed in the Gettysburg Times by Liberty Fire

Company. It was noted that the notice did not correct the misstatement of the Borough's 2012 donation as promised, and that the notice was not placed in a timely manner. Mr. Thomas stated that the issue would be addressed with Donna Chronister, secretary/treasurer at Liberty Fire Company.

Engineer's Report: None.

Solicitor's Report: Solicitor Battersby mentioned that the civil suit filed by Tucker Industrial Liquid Coating, Inc. against four (4) former members of Council is still ongoing. Catherine Lockey inquired how she might obtain information on the civil suit. Ms. Lockey was advised to review the Borough's file on the case. In response to Ms. Lockey's inquiry of the effect of the case on the cost of the Borough's insurance, Solicitor Battersby replied that it is unlikely that one (1) case would increase the Borough's insurance premium.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. In a discussion of a partial payment for the 2013 municipal audit, it was noted that the total cost per agreement with Rotz & Stonesifer is \$7,300.00. Regarding advertising costs, Catherine Lockey inquired if the Borough would be publishing notices on its website rather than incurring the cost of newspaper advertisement. It was noted that the proposed bill is currently before the Senate Appropriations Committee, and the Borough would take advantage of the new legislation if signed into law by passing a resolution or ordinance stating its intention. President Krall reported that a deposit item processing fee was refunded to the Refuse Account by Susquehanna Bank, and noted that the fee would not reoccur due to a change in the status of the account. Having met with representatives of Susquehanna Bank, President Krall discussed an investment opportunity in CDARS (Certificate of Deposit Account Registry Service) to yield a higher interest rate, and proposed that the Finance Committee meet to review the information. There was some concern of administrative fees from the bank for managing the investment. Secretary McArthur stated that she would follow up with Debra Bray at Susquehanna on this issue.

Streets/Public Safety and Maintenance: Andrew Raymond reported man hours and materials used during snow events since February 9, 2014. Repairs were made to the right front wheel of the F750 and a hydraulic hose on the plow was replaced. The Borough's chainsaw is not functioning and not economical to repair, and will be replaced with a Stihl model from Southern York Turf & Tractor for \$379.99. Mr. Raymond again mentioned the need to replace the F250 at some point in the future.

Planning/Zoning: Council was provided the Planning Commission meeting minutes of January 23, 2014. President Krall noted that the Commission is currently reviewing the proposed revised Zoning Ordinance and will be scheduling public hearings.

Personnel: James LeVan reported that the Personnel Committee met last week to discuss appointments to the Park and Recreation Commission. *James LeVan motioned to reappoint Neal Wilt to the Commission; seconded by Andrew Raymond. Motion approved with all in favor. James LeVan motioned to reappoint Phil Keener to the Commission; seconded by Andrew Raymond. Motion approved with all in favor.* Council concurred that the members of the Park and Recreation Commission provide commendable service to the Borough.

Park and Recreation: None.

Unfinished Business: President Krall reviewed a proposal from Borough Engineer Eric Mains to provide bidding and contract documents for the Traffic Signal Video Detection Project including post-bid services totaling \$6,500.00, and noted that the Borough's Liquid Fuels Representative at PennDOT reviewed and approved the content of the proposal. *Roberta Teal motioned to accept the engineering proposal; seconded by Jason Wood. Per roll call vote, all Members of Council approved the motion.*

President Krall read proposed Resolution No. 3-2014-2 establishing a policy governing charitable contributions. *Roberta Teal motioned to adopt Resolution No. 3-2014-2; seconded by Catherine Lockey. Per roll call vote, Council unanimously approved the motion.*

President Krall discussed Resolution No. 3-2014-3 adopting the Borough's Emergency Operations Plan and noted that the Plan is reviewed and adopted every two (2) years. *Donald Dixon motioned to adopt Resolution No. 3-2014-3; seconded by Andrew Raymond. Per roll call vote, all Members of Council approved the motion.* In conjunction with the Emergency Operations Plan, President Krall reviewed Resolution No. 3-2014-4 authorizing and directing the emergency succession of municipal officers and the continuity of municipal government. *Catherine Lockey motioned to adopt Resolution No. 3-2014-4; seconded by Andrew Raymond. Per roll call vote, Council unanimously approved the motion.*

Council discussed Resolution No. 3-2014-5, supporting the use of radar detection by municipal police in Pennsylvania as proposed by the Pennsylvania State Association of Boroughs (PSAB). *Roberta Teal motioned to adopt Resolution No. 3-2014-5; seconded by Jason Wood. Roll call votes were cast as follows: James LeVan, no; Catherine Lockey, no; Andrew Raymond, no; Jason Wood, yes; Roberta Teal, yes; Donald Dixon, no; and Charles Krall, no. The motion failed to pass by a vote of five (5) to two (2).* There was some discussion of the cost of utilizing radar detection to enforce speed limits over the Vascar system currently in place. *Andrew Raymond motioned to table Resolution No.3-2014-5 until additional information regarding cost can be obtained; seconded by Roberta Teal. Motion approved with no dissenting votes.*

President Krall reviewed estimates received from PA Rural Water Association for a Geographic Information System (GIS) to provide a mapping program for the Borough's storm sewer system and signage. The first estimate quotes the cost of the storm sewer system alone as \$2,100.00, and the second estimate for the storm sewer system and signage is quoted as \$3,800.00. Donald Dixon questioned the cost and necessity of the program for a town the size of East Berlin. President Krall discussed the advantage of having the program in place to comply with future requirements of the State, as well as dealing with current maintenance issues. *Roberta Teal motioned to accept the estimate to map both the storm sewer system and signage for \$3,800.00; seconded by Andrew Raymond. Per roll call vote, Council unanimously approved the motion.*

President Krall reported that he met with Land and Sea Inspection Service on February 28th and will be meeting with Commonwealth Code Inspection Services on March 7th to discuss a possible arrangement to provide services to the Borough. Further information will be provided to Council.

New Business: Council reviewed a letter from Mayor Hoffman requesting the purchase of a new computer for Police Chief Grim, noting that the current Windows XP system will no longer support the JNET program as required by the State. A quote was obtained from A & L Computers to install a new Asus desktop computer with a Windows 7 Professional operating system, a new Asus monitor,

and the transfer of files and installation of programs for a total of \$1,019.50. *Catherine Lockey motioned to approve the purchase of a new computer system; seconded by Andrew Raymond. Per roll call vote, all Members of Council approved the motion.*

Council was provided the February 17th meeting minutes of the Founder's Day Committee. Roberta Teal, Committee Chairperson, explained a project to publish *The Wheels of Time II, the Wheels Keep Turning* to commemorate the Borough's 250th Anniversary. Ms. Teal stated that the book would re-publish the original 1964 information with updates of the activities and changes of the last fifty (50) years. It was noted that ad sponsorships are available and that the Borough Council sponsored a half-page ad in the 1964 edition. After a discussion of the various sizes and costs of the ads, a decision was made by a consensus of Council to purchase a two-page ad. President Krall requested that Catherine Lockey design an advertisement to represent the Borough in the proposed publication.

Correspondence:

- March Gettysburg Chamber of Commerce Newsletter
- Training and Webinars Available
- Dinner to Benefit Library Expansion, 4/11, Inn 94, \$50/person
- Gettysburg Convention Bureau Annual Dinner, 3/11, Gettysburg Hotel
- Gettysburg Chamber Luncheon, 3/14, HACC - Gettysburg Campus, \$20/person

James LeVan mentioned the loss of Borough resident Hazel Hoffman at the age of ninety-four (94). Mr. LeVan commented on her tremendous history of service to East Berlin Borough and stated that she would be missed.

Roberta Teal motioned to adjourn the meeting of the East Berlin Borough Council at 8:30 PM; seconded by Andrew Raymond. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council