

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

September 3, 2014

The first monthly meeting of the East Berlin Borough Council was held September 3, 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; Roberta Teal; Andrew Raymond; Donald Dixon; Jason Wood; and Catherine Lockey

Members Absent: James LeVan

Also Present: Mayor Keith Hoffman; Solicitor Matthew Battersby; Secretary/Treasurer Darlene McArthur; Sarah Annis; and Jan Hoffman

Adoption of the Minutes: The meeting minutes of Council's Regular Session on August 6, 2014, were reviewed. *A motion to approve the minutes was made by Roberta Teal; seconded by Catherine Lockey. Motion approved with all in favor.* The meeting minutes of the Council's Work Session on August 24, 2014, were reviewed. In referencing President Krall's statement regarding the Branch Circle Culvert Project pipe size as adequate, Donald Dixon suggested that President Krall should have stated that this is the opinion of the Borough Engineer. Secretary McArthur noted that the minutes only reflect statements that were actually made, and that Mr. Dixon's suggested clarification would be shown in [brackets]. Regarding her discussion of the purchase of a new copier, Catherine Lockey stated that her comparison of the Borough Council was to a school classroom, and not a school board. Ms. Lockey also stated that, contrary to the meeting minutes, she did respond to Secretary McArthur's inquiry regarding what documents are needed. Secretary McArthur stated that the meetings are recorded and that she would verify Ms. Lockey's request to correct the minutes. *A motion to approve the minutes as amended was made by Roberta Teal; seconded by Jason Wood. Motion approved with all in favor.*

Payment of Bills: A summary of bills for the month of September totaling \$28,716.84 was reviewed. Regarding a zoning permit fee refund for a previously established business, Donald Dixon inquired where the beauty salon would be located. Secretary McArthur stated that the salon would be located at the square. *Andrew Raymond motioned to pay the bills for the month of September; seconded by Roberta Teal. Motion approved with no dissenting votes.*

Constituents Addressing Borough Council: Jan Hoffman addressed Council to review three (3) topics. The first of two (2) public meetings to provide information regarding the feasibility study for the proposed rail trail project is scheduled for September 9th at the East Berlin Area Community Center. Ms. Hoffman discussed biking safety in the Borough as part of the study, and encouraged all to attend the meeting. As her second topic, Ms. Hoffman announced the fifth annual stream clean event is scheduled for September 20th and noted that the event covers the area from the Route 234 West Bridge to the Route 194 North Bridge. Regarding Ms. Hoffman's request for the Borough to again provide Robert Meminger's services along with the F250, Council agreed. Andrew Raymond inquired if a dumpster would be provided for the event. Ms. Hoffman responded that there would be no dumpster, but various items would be properly disposed of, and scrap metal would partially cover the cost of the pavilion rental at the Community Center to provide food and entertainment for the participants following the event. Ms. Hoffman urged that more residents of East Berlin should participate in the event. As her third topic, Ms. Hoffman reported that the flower/vegetable garden at the square was harvested and that cabbage and other items were donated to the monthly food bank event at Trinity Church.

Sarah Annis addressed Council to discuss a recent event involving truck damage to Sidney Restaurant, and thanked Secretary McArthur for her assistance in providing information. Mrs. Annis stated that damage occurred in March, and again two weeks ago, as well as multiple times in the past. After speaking with PennDOT, State Police Officer Weaver, and Police Chief Grim, Mrs. Annis reported that PennDOT would do a truck survey if the Borough provided a detailed request. Jason Hershock of PennDOT informed Mrs. Annis that one possible option would be to install an eighteen inch (18") truck curb, for which adequate clearance is in place. Another option discussed was the possibility of an alternate truck route dependant on the number of crashes occurring on the square. Mrs. Annis stated that the minimum requirement of ten (10) crashes in the past three (3) years has been met. Regarding her research into truck clearances, Mrs. Annis stated that the area at this corner of the square is not even close to adequate and proposed a third alternative to reconfigure the traffic lanes to eliminate the left turn lane on Abbottstown Street. President Krall discussed the upcoming traffic signal project which includes an approved permit for conditions at the square from PennDOT. Jan Hoffman mentioned a successful project in Littlestown to address a similar situation at the square. President Krall stated that Council would do further research on the matter, communicate with PennDOT, and follow up with Mrs. Annis. Mrs. Annis thanked Council for their attention to this issue.

Award Presentation: President Krall stated that he has an award plaque to present and asked Roberta Teal to please stand up. The plaque was provided to Ms. Teal in appreciation for her efforts in organizing the many successful Founder's Day events in the Borough. Ms. Teal stated that she was not expecting the award and thanked Council for their recognition. Secretary McArthur noted that appreciation goes to Donald Dixon for providing the photos included in the plaque and to Planning Commission Chairman John Schlaline for his contacts, time, and abilities in creating the plaque for Ms. Teal.

Mayor's Report: Council was provided the police report for August. Regarding the report from Mrs. Annis of the problem with truck turning at the square, Mayor Hoffman discussed the decision of PennDOT in adding the left turn lanes and noted that the Borough requested left turn signals in all directions, but the request was not granted. Mayor Hoffman noted that plans are in place for the upcoming Colonial Day event.

Fire Company Report: Andrew Raymond reported a recent donation of \$2,000.00 from the VFW to Liberty Fire Company. Mr. Raymond reported his attendance at a meeting to discuss updates to the Adams County Hazard Mitigation Plan and noted that the Plan will remain in place for five (5) years. Mr. Raymond stated that East Berlin Borough also has its Hazard Mitigation Plan in place and will qualify for PEMA and FEMA assistance if needed.

Engineer's Report: President Krall reported that bids were received for the Traffic Signal Improvement Project. Swam Electric Company, Inc. bid \$42,912.70 and Kuharchik Construction, Inc. bid \$47,669.50. Regarding the bids, a communication was received from Borough Engineer Eric Mains stating, "Having completed our review of the bid documents for the referenced contract, we have found Swam Electric Co., Inc.'s bid (apparent low bidder) to be responsive and Swam Electric Co., Inc. to be a responsible contractor. Their bid met the bidding document requirements and no bid irregularities were found." President Krall noted that a grant request was submitted to PennDOT for 50% of the cost of this project, but a response has not yet been received. An optional addition was also listed on the bid from Swam Electric to include a box for the traffic signal to allow the use of a generator in the event of a power failure in the amount of \$2,154.00. President Krall explained that this would eliminate the need for Officer Grim or Fire Police to direct traffic during a power outage, and that the Borough owns a generator that should be adequate for this purpose. It was also noted that the Joint Authority has agreed to pay the cost of line painting on the lanes of W. King Street due to an error in their sewer line project at the square. *Jason Wood motioned to award the Traffic Signal Improvement Project including the optional addition for a generator hookup to the apparent low bidder, Swam Electric, and accept the agreement based on the submission of all supporting documentation and a satisfactory review from the Borough Engineer and Solicitor; seconded by Roberta Teal. Per roll call vote, all present Members of Council approved the motion.*

Solicitor's Report: Solicitor Battersby has nothing to report.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. President Krall noted that the Borough is doing well financially, and reminded Council to begin to focus on the 2015 budget.

Streets/Public Safety and Maintenance: Andrew Raymond stated his appreciation for Donald Myers' efforts in covering maintenance duties while Robert Meminger recovers from foot surgery. Mr. Raymond reported that the new ARC GIS software is now installed for assembling data on the Borough's storm water system and signage. President Krall discussed a training event with PA Rural Water Association for Robert Meminger previously approved by Council at a cost of \$80.00, but the actual cost will be \$115.00 since the Borough is not a member of PA Rural Water Association, and suggested that Council consider becoming a member. It was noted that the annual cost of membership is \$400.00.

Planning/Zoning: Council was provided the Planning Commission meeting minutes of July 24, 2014.

Personnel: None.

Park and Recreation: None.

Unfinished Business: Regarding Officer Grim's retirement in 2016, President Krall requested that the Personnel Committee meet with him to discuss his thoughts on the process of addressing his replacement. Mayor Hoffman will also sit in the meeting with Officer Grim and the Personnel Committee.

New Business: Council was provided a copy of the Borough 2015 Minimum Municipal Obligation (MMO) for the police pension and non-uniformed pension plans. The memo explained the calculation of the obligation amount. Secretary McArthur stated that the police pension plan is fully funded and will require no payment, and the non-uniformed plan requires \$37,703.00 in 2015 of which approximately half will likely be covered by state Act 205 allocation funds. The 2015 MMOs will be forwarded to the Pennsylvania Municipal Retirement System.

President Krall mentioned the possibility that, with Robert Meminger recovering from foot surgery, additional help may be needed with Colonial Day activities. Several Members of Council and Mayor Hoffman offered to assist.

Correspondence:

- Adams County Boroughs Association meeting, 6:15 PM on 9/15, Pike's Restaurant, Gettysburg
- Budget Training Offered, 1:00 – 3:00 PM on 9/30, Emergency Services Center, Gettysburg
- Gettysburg Chamber of Commerce September Newsletter
- Adams County SPCA Donation Request
- Training and Webinars Available

President Krall again reminded Council that he will be leaving town on September 6th and returning on September 28th.

Roberta Teal motioned to adjourn the meeting of the East Berlin Borough Council at 8:28 PM; seconded by Andrew Raymond. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council