

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

December 3, 2014

The first monthly meeting of the East Berlin Borough Council was held December 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; James LeVan; and Jason Wood

Members Absent: Donald Dixon; and Catherine Lockey

Also Present: Solicitor Matthew Battersby; Secretary/Treasurer Darlene McArthur; and David Richards

Adoption of the Minutes: The meeting minutes of Council's Regular Session on November 5, 2014, were reviewed. *A motion to approve the minutes was made by Roberta Teal; seconded by Jason Wood. Motion approved with all in favor.* The meeting minutes of the Council's Work Session on November 19, 2014, were reviewed. *A motion to approve the minutes was made by James LeVan; seconded by Roberta Teal. Motion approved with all in favor.*

Payment of Bills: A summary of bills for the month of December totaling \$24,765.30 was reviewed. *Jason Wood motioned to pay the bills for the month of December; seconded by James LeVan. Motion approved with no dissenting votes.*

Constituents Addressing Borough Council: David Richards stated that he would address Council later in the meeting for Unfinished Business.

Mayor's Report: In the Mayor's absence, Council reviewed the police log for the month of November.

Fire Company Report: Liberty Fire Company President Mike Thomas was not present at this evening's meeting but the financial report and the fire and ambulance report for October were previously provided to the Borough.

Engineer's Report: President Krall reviewed his meeting with Borough Engineer Eric Mains regarding a report received from PennDOT's Local Technical Assistance Program (LTAP) covering issues of truck damage at Sidney Restaurant. Mr. Mains proposed a survey of this corner of the intersection to provide available options in addressing the truck turning issues at a quoted cost of \$660.00. *Andrew Raymond motioned to approve the proposed survey; seconded by James LeVan. Motion approved with all in favor.* President Krall reviewed Change Order No. 2 of the Branch Circle Culvert Replacement Project noting that the increase in cost is due to additional stone needed to fill the area and includes a decrease in the cost of sidewalk and curbing. The total cost of the Change Order is \$2,280.37. *Roberta Teal motioned to approve Change Order No. 2; seconded by Jason Wood. Per roll call vote, all Council Members approved the motion.*

Solicitor's Report: Solicitor Battersby commented on the request from the Parks and Recreation Commission for Council's approval to apply for a DCNR grant for proposed projects at the Community Park to be discussed later in the meeting. Solicitor Battersby suggested the possibility of an RCAP grant provided for infrastructure projects from the Pennsylvania Governor's Office. Regarding information provided by Andrew Raymond of a breakfast event with Senator Alloway in Gettysburg on December 16th, Solicitor Battersby suggested that he and President Krall might attend the event to discuss the RCAP grant with the Senator. President Krall agreed.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. Secretary McArthur noted that another surplus refund check was received on the Borough employee health insurance policy with Benecon which now covers thirty-four percent (34%) of the cost of premiums for the year. President Krall noted that the Borough is doing well financially.

Streets/Public Safety and Maintenance: Andrew Raymond reported roadside markers and fire hydrant markers have been placed in designated areas to assist with snow plowing. The roads were plowed on November 26th utilizing four (4) man hours and a small amount of antiskid. Some tree trimming notices were issued where tree limbs were interfering with school buses, street sweeping, and snow plowing. Closeout procedures are underway with H & H Construction for the Branch Circle Culvert Project, and the Traffic Signal Improvement Project is temporarily on hold awaiting an agreement from PennDOT for the Automated Red Light Enforcement (ARLE) grant. Robert Meminger attended an LTAP training session on changes to PennDOT's Publication 213, Temporary Traffic Control Guidelines, and a workshop offered by the Adams County Conservation District on managing storm water. Andrew Raymond suggested the placement of plastic road markers at the corner of Sidney Restaurant until a permanent solution can be determined. President Krall commented on the extensive research done by Mr. Meminger on the history of changes made to the traffic control patterns at the square which will be helpful in addressing the issue.

Planning/Zoning: None.

Personnel: James LeVan suggested the reappointment of Doug Sheaffer to the Parks and Recreation Commission and noted that no other applications for the position were received. Mr. LeVan stated that Mr. Sheaffer has done commendable work as a member of the Commission. *James LeVan motioned to reappoint Doug Sheaffer to the Parks and Recreation Commission; seconded by Jason Wood. Motion approved with no dissenting votes.*

Park and Recreation: Council was provided a copy of the Parks and Recreation Commission meeting minutes of November 13, 2014. President Krall reported that a request was received from Parks and Recreation Commission Chairman Phil Keener for the Commission to apply for a DCNR grant to help cover the cost of proposed projects at the Park. Per the grant requirements, the request noted that project costs could total no more than \$60,000.00. The first \$20,000.00 would require no matching funds, and the second \$20,000.00 would require matching funds. The proposed projects include paving the walking path in its entirety, a basketball court, and the installation of electricity at the pavilion. Regarding his previous suggestion of applying for the RCAP grant, Solicitor Battersby suggested the possibility of solar electricity at the pavilion. Roberta Teal mentioned previous discussions of utilizing the DCNR grant for park projects in Kuhn's Woods. President Krall noted that projects in Kuhn's Woods were reliant on the proposed cell tower lease, which has not yet materialized. In response to Ms. Teal's suggestion that other grants might be available to assist with Kuhn's Woods, President Krall stated that this should be handled by the Parks and Recreation Commission. President Krall noted that the DCNR grant application would be in the name of East Berlin Borough. *Jason Wood motioned to approve the DCNR grant application; seconded by Roberta Teal. Per roll call vote, all Council Members approved the motion.*

Unfinished Business: Regarding the proposed 2015 Budget, David Richards inquired if the cost of electricity for the holiday lanterns is shown as a donation to the Lions Club. Mr. Richards stated that this is not an operating expense and should be shown separately for public knowledge. President Krall responded that the State Borough Code allows the Borough to incur the cost of holiday lighting, and that this expense is included the cost of the Borough's electricity. President Krall stated that the Borough's auditor has no issue with the method of posting this cost. It was also noted that this expense is not

considered a contribution to the Lions Club, and that the annual figures are documented and available to anyone interested through an open records request. President Krall inquired if there are any other questions on the 2015 Budget. None were received.

Council entered Executive Session to discuss a personnel matter related to the 2015 Budget at 7:44 PM. At 7:52 PM, Council returned to the Regular Session. Roberta Teal motioned to approve the proposed 2015 Budget to include a three percent (3%) pay increase for the Borough employees; seconded by Jason Wood. Per roll call vote, all Council Members approved the motion.

New Business: Andrew Raymond reported that Liberty Fire Company will be making monthly payments in the amount of \$4,800.00 for their new fire engine, and noted that the purchase is more economical than those in the past. Mr. Raymond urged Council to consider additional funding for the Fire Company.

President Krall discussed the issue of the cab of a tractor trailer parking on W. King Street and noted that Officer Grim informed the resident that this is prohibited. Robert Meminger has researched the matter and discussed the placement of appropriate signage to address the issue.

A notice was received from Eastern Adams Regional Police (EARP) regarding their administration of the Borough's employee group health insurance with Benecon. For a number of years, EARP has administered the group including their employees and those of five (5) municipalities. The administration fee will be \$4.00 each month per group member (employee only, not family members). Council concurred that the fee is within reason.

Correspondence: Training and Webinars Available

President Krall reminded Council that the Work Session is scheduled for December 17, 2014, due to the upcoming Christmas holiday. It was noted that Reorganization Meetings are only required in even numbered years, but Council will likely discuss the possibility of changing the monthly Work Session meeting to a Regular Session due to the necessity to take action when needed. Jason Wood suggested that the two (2) monthly meetings be scheduled on the first and third Wednesday, rather than the first and last Wednesday of each month. President Krall stated that this would be further discussed at the next meeting of Council.

Andrew Raymond motioned to adjourn the meeting of the East Berlin Borough Council at 8:02 PM; seconded by Roberta Teal. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council