

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

May 6, 2015

The first monthly meeting of the East Berlin Borough Council was held May 6, 2015, 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; Jason Wood; Donald Dixon; and Catherine Lockey (7:07 PM)

**Members Absent:** None.

**Also Present:** Solicitor Matthew Battersby; Mayor Keith Hoffman; Secretary/Treasurer Darlene McArthur; Molly Helmstetter; Grant Helmstetter; and David Richards

**Adoption of the Minutes:** The meeting minutes of Council's Session on April 15, 2015, were reviewed. *A motion to approve the minutes was made by Roberta Teal; seconded by Jason Wood. Motion approved with all in favor.*

**Payment of Bills:** A summary of bills for the beginning of May totaling \$34,907.28 was reviewed. President Krall noted that the bills detail includes a partial payment in the amount of \$16,382.47 to Swam Electric for the Traffic Signal Upgrade Project paid from Liquid Fuels funds. *Donald Dixon motioned to pay the bills for the beginning of May; seconded by Roberta Teal. Motion approved with no dissenting votes.*

**Constituents Addressing Borough Council:** Regarding the upcoming roof project at the Community Center, David Richards requested that the Borough guarantee the loan or allow the Community Center building for collateral as owned by the Borough. Mr. Richards reported that the approved bid from Ream Roofing in the amount of \$124,000.00 was higher than expected. A low-interest loan was granted from Adams Electric Cooperative for up to seventy-five percent (75%) of the total (\$93,000.00). Mr. Richards explained a shortfall in collateral of approximately \$12,000.00 due to the current debt for kitchen upgrades. Solicitor Battersby stated that the Borough's allowance of the building as collateral would require ordinance adoption, approval of the Department of Community and Economic Development (DCED), and other prerequisites, and recommends the option to guarantee the collateral shortfall of the loan by approved motion of Council. In response to Donald Dixon's inquiry of collateral for the kitchen upgrade loan, Mr. Richards stated that the bank was satisfied with the new equipment as collateral. *Andrew Raymond motioned to have the Borough act as guarantor of the collateral shortfall of the roofing loan up to \$12,000.00; seconded by Roberta Teal. Per roll call vote, all Members of Council approved the motion.* Mr. Richards mentioned the success of the recent yard sale at the Community Center having generated considerable income from the event.

**Mayor's Report:** The police report for April was provided to Council.

**Fire Company Report:** President Krall reported that fire and ambulance reports and financial reports have been received for February and March, and are available for review. Andrew Raymond reported that Liberty Fire Company's new fire truck was at the April 30<sup>th</sup> breakfast event at the new Lucky Spot restaurant. Senator Toomey and others toured the fire truck with three (3) firemen on hand to facilitate.

**Engineer's Report:** None.

**Solicitor's Report:** None.

**Committee Reports:**

**Finance:** Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. President Krall noted that the Borough's finances are doing well.

**Streets/ Maintenance:** Andrew Raymond reported that eight (8) hours of street sweeping were done for Reading Township and they will be invoiced according to our cooperative agreement. Abbottstown Borough has accepted a street sweeping agreement and arrangements are underway to provide the service as requested. Quotes were received to apply thermoplastic on the four (4) crosswalks at the intersection of Abbottstown Street and Locust Street with Alpha Space Control submitting the lowest bid of \$1,932.00. Alpha Space Control also submitted a quote to repaint nine (9) intersection locations throughout the Borough with acrylic for \$3,288.00. President Krall stated that this cost may be paid by Liquid Fuels funds. *Andrew Raymond motioned to accept the quote from Alpha Space Control for thermoplastic and acrylic crosswalk painting; seconded by Catherine Lockey. Per roll call vote, all Members of Council approved the motion.*

Robert Meminger's new Windows 7 computer was installed today. A quote was received from Brown's Glass to replace three (3) damaged windows in Police Chief Grim's office for \$575.36. *Donald Dixon motioned to accept the quote for window repair; seconded by Jason Wood. Motion approved with all in favor.* President Krall reviewed his attendance along with Mr. Meminger at the April 22<sup>nd</sup> meeting of the Adams County Transportation Planning Organization (ACTPO) and discussed the various issues presented to the ACTPO regarding incidents at the square. Regarding the issue of fifty-three foot (53') trailers prohibited per the PA State Truck Route Map on Routes 234 and 194 in the Borough, President Krall stated that multi-municipal cooperation is needed to enforce the restriction. It was noted that training and certification in trucking regulations is available to police officers. Catherine Lockey provided information she obtained from PennDOT representatives stating that PennDOT would provide signs at the necessary locations to indicate the restrictions.

Mr. Raymond discussed Borough Engineer Eric Mains' quote to perform a truck turning study to provide information on sufficient turning radius for tractor trailers to turn east from the northbound lane of Route 194 onto Route 234. President Krall explained that this documented information is needed for PennDOT to allow backing up the stop bars in both lanes at this location to amend our traffic signal permit. *Catherine Lockey motioned to accept the quote for the truck turning study at \$350.00; seconded by Andrew Raymond. Motion approved with no dissenting votes.*

Due to recent incidents involving damage to gas lines resulting from landscaping issues, Columbia Gas has requested that a four foot (4') by eight foot (8') safety banner be placed instructing the public to call 811 before digging. Roberta Teal offered to allow the banner to be placed on the fence in front of her business at East Berlin Beverage Distributor on W. King Street where it would be highly visible. In response to her inquiry of how long the banner would remain, Solicitor Battersby stated that the timeframe would be at the discretion of the property owner. By a consensus of Council, the banner will be allowed as a community service function.

David Richards discussed the deteriorating condition of a section of Beaver Street in Hamilton Township and noted that this repair is not likely a priority for them. Donald Dixon mentioned the need for further repairs to a recent street excavation on W. King Street by the Joint Authority.

**Planning/Zoning:** Andrew Raymond reported that Borough Building Inspector Wilbur Slothour was honored by the Gettysburg Chamber of Commerce as Small Business Person of the Year, and requested that Members of Council offer him congratulations. James LeVan reported that there are two (2) vacancies on the Planning Commission to make a total of seven (7) members. There was some discussion of reducing the membership to five (5). President Krall stated that he would research the requirements to proceed should Council decide to make this reduction.

**Personnel:** James LeVan reported that he is in the process of amending the Borough's employment application to a version suitable for the position of a police officer. Secretary McArthur noted that the application document is difficult to amend and offered her assistance.

**Park and Recreation:** None.

**Unfinished Business:** President Krall presented two (2) three-year audit proposals received from Stambaugh Ness and Rotz & Stonesifer, and noted that the proposal received from Smith Elliott Kearns was disqualified as discussed at the last meeting of Council. Stambaugh Ness quoted \$7,500.00 for each of all three (3) years, and Rotz & Stonesifer quoted \$7,400.00, \$7,500.00, and \$7,600.00 for three (3) consecutive years. President Krall proposed to stay with the Borough's current audit provider, Rotz & Stonesifer. *Roberta Teal motioned to accept the audit proposal from Rotz & Stonesifer; seconded by Jason Wood. Roll call votes were cast as follows: Donald Dixon, yes; Roberta Teal, yes; Jason Wood, yes; Andrew Raymond, yes; Catherine Lockey, no; James LeVan, yes; and Charles Krall, yes. Motion approved by a vote of six (6) to one (1).*

**New Business:** Regarding a survey in the Community Center newsletter to include recycling as part of the weekly curbside service, Secretary McArthur reported that four (4) emails, three (3) phone calls, and one (1) walk-in were received. The responses were overwhelmingly supportive, with two (2) having concerns of an increase in cost of service. Secretary McArthur explained that there would likely be no increase in the cost to include weekly recycling based on the contract quotes received and the funds built up in the Borough's refuse account. It was noted that the total number of responses received was far fewer than anticipated.

President Krall inquired of Catherine Lockey's attendance at the Pennsylvania State Association of Boroughs (PSAB) conference in Lancaster. Ms. Lockey reported that the conference went well and stressed how much PSAB does for the municipalities. Ms. Lockey attended seminars including the aging population of Pennsylvania and grant writing skills, and suggested that a Member of Council should attend the conference every year.

**Correspondence:**

Summary of YATB Meeting of April 27<sup>th</sup> Received from Dave Richards  
Adams County Boroughs Association Meeting Rescheduled to 6:15 PM, 6/15, Pike Restaurant  
Gettysburg Chamber of Commerce May Newsletter  
Training and Webinars Available

*Donald Dixon motioned to adjourn the meeting of the East Berlin Borough Council at 8:08 PM; seconded by James LeVan. Motion approved with all voting in favor.*

Respectfully submitted,

Darlene McArthur  
Secretary/Treasurer of Borough Council