

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

December 2, 2015

The first monthly meeting of the East Berlin Borough Council was held December 2, 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; Jason Wood; James LeVan; and Donald Dixon

Members Absent: Catherine Lockey; and Andrew Raymond

Also Present: Solicitor Matthew Battersby; Mayor Keith Hoffman; Secretary/Treasurer Darlene McArthur; David Richards; and Thomas Teal

Adoption of the Minutes: The meeting minutes of Council's Session on November 18, 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 December totaling \$9,275.78 was reviewed. *James LeVan motioned to pay the bills for the beginning of December; seconded by Roberta Teal. Motion approved with no dissenting votes.*

Constituents Addressing Borough Council: David Richards addressed Council to report that he witnessed an individual removing items from recycling bins in his neighborhood and suggested that this might be addressed by Borough Ordinance. Solicitor Battersby stated that this activity is not illegal and has been occurring for some time throughout Adams County and other areas. Mr. Richards suggested that the Borough's Ordinance for refuse removal be updated to reflect current practices including recycling and the required containers provided for both refuse and recyclables. President Krall thanked Mr. Richards for his input.

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

Solicitor's Report: Solicitor Battersby reminded Council that an employment contract should be drafted before hiring a new police officer. President Krall stated that the Personnel Committee will research the details needed for the contract.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. President Krall mentioned the upcoming expiration of the contract with Met Ed for the street lights providing an opportunity to switch electricity providers. With the end of the year approaching, President Krall reminded Council of the annual budgeted transaction to transfer \$15,000.00 from the General Account to the General Reserve. It was noted that the balance in the General Reserve would total \$45,000.00 plus accrued interest. Donald Dixon inquired if the funds in the General Reserve are restricted to certain expenditures. President Krall explained that only Capital Reserve funds are restricted. *Roberta Teal motioned to transfer \$15,000.00 from the General Account to the General Reserve; seconded by James LeVan. Per roll call vote, the motion is unanimously approved.* Regarding the proposed 2016 Budget, President Krall reported that the

Financial Committee proposes a four percent (4%) increase in the salary of the Borough Secretary/Treasurer, and a three percent (3%) increase in the salary of the Maintenance Staff. It was noted that the proposed Budget contains no tax increase. *James LeVan motioned to approve the proposed 2016 Budget including the recommended salary increases; seconded by Roberta Teal. Per roll call vote, all Members of Council approved the motion.*

Streets/ Maintenance: President Krall reported that the short term repairs to the Community Center roof are progressing and that Robert Meminger acquired the necessary materials from R.F. Fager at a much lower cost than the quote approved by Council. In conjunction with the Library Expansion Project, the trench drain installation on South Avenue has been delayed by inclement weather. Mr. Meminger attended two (2) workshops for the Adams County Pictometry site, Connect Explorer. The F250 had new brakes and ball joints installed by Leas Garage, and the bulk sign order was received from Daniel B. Krieg last week. Donald Dixon mentioned the significant increase in the cost of road salt. President Krall noted that the Borough has arrangements with Reading Township to obtain salt.

Planning/Zoning: James LeVan reported that the Planning Commission will be changing December's meeting date due to the Christmas Holiday. Solicitor Battersby stated that the change must be advertised.

Personnel: James LeVan reported that interviews for a police officer are complete and that the Personnel Committee is scheduled to meet at 4:30 PM on December 9th to make a recommendation to Council at the December 16th meeting.

Park and Recreation: Nothing to report.

Unfinished Business: President Krall stated that he would follow up with Andrew Raymond on his progress to schedule a multi-municipal meeting to establish a Community Center Commission.

New Business: President Krall presented a request from the Adams County Council of Governments for an annual donation of \$500.00 to the Adams Rescue Mission from each Adams County municipality for the purpose of electronic recycling. Solicitor Battersby explained that the cost of recycling the materials at the Mission facility is \$24,000.00 per year, half of which will be contributed by the County with the other half to come from the municipalities. There was some discussion of the requirement that a facility be approved by the Department of Environmental Protection (DEP) in their handling of the materials. Donald Dixon noted that larger municipalities would utilize this service more than smaller municipalities and the contribution should be based on population. *Jason Wood motioned to amend the 2016 Budget to include the expense of a \$500.00 contribution to Adams Rescue Mission for electronic recycling if there is sufficient cooperation from the other municipalities to raise the funds needed; seconded by Roberta Teal. Motion approved with all in favor.*

President Krall reviewed a publication from the Borough News magazine detailing the reorganization meeting process including advertising, nomination of officers, the oath of office, and the requirement of the Affidavit of Residency form. President Krall noted that the reorganization meeting, along with Council's Regular Session, will be held on January 4, 2016, and requested Council's input for the 2016 meeting schedule. *Roberta Teal motioned to have Regular Council Sessions on the first and third Wednesday of each month in 2016; seconded by Donald Dixon. Motion approved with no dissenting*

votes. Secretary McArthur stated that the adopted 2016 Budget and meeting schedule would be advertised.

Correspondence:

President Krall presented a letter to be sent to Council Member Catherine Lockey regarding her public statement on the East Berlin Borough Community Facebook web page stating that she is unable to fulfill her position on Council due to her employment. Ms. Lockey has not attended a Council meeting since May 6, 2015. The letter requests that Ms. Lockey consider submitting an official resignation so that Council may address the situation. In response to Jason Wood's inquiry, President Krall stated that once the resignation is accepted, the vacancy may be filled by a motion of Council. *Jason Wood motioned to send the letter to Ms. Lockey; seconded by Roberta Teal. Motion approved with all in favor.* President Krall stated that other correspondence includes an application from David Richards to the Board of the Joint Authority, and training and webinars available.

Donald Dixon inquired of Liberty Fire Company's Christmas activities. Mayor Hoffman stated that a breakfast with Santa is scheduled for December 12th, and the fire truck will be utilized to throw candy to children. These activities will coincide with the Christmas Festival at the Community Center.

Donald Dixon motioned to adjourn the meeting of the East Berlin Borough Council at 7:55 PM; seconded by Roberta Teal. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council