

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

**Call to Order:** The monthly meeting of the East Berlin Borough Council was held Wednesday, August 11, 2021, at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

**Members Present:** Roberta Teal, James LeVan, David Meixner, Charles Krall, Jason Wood, Donald Dixon

**Also Present:** Mayor Greg Green, Solicitor, Matthew Battersby, Ryan Picarelli, KPI Technology - Borough Engineer and Secretary/Treasurer Cindy Smith

**Absent:** Anne Geiger

**Approval of Agenda:** James LeVan motioned to approve the Agenda second by Jason Wood. Motion carried.

**Guests / Constituents present:** Chris Warner – Borough Emergency Management Coordinator (EMC) and Ryan Picarelli, KPI Technology

**Ordinance Hearing & Adoption:**

- A motion to adopt Ordinance No. 2021-01, increasing the number of regular Planning Commission members from five – seven members plus two alternates was made by Jason Wood and second by David Meixner. By roll call vote, motion carried 5/1.

**Adjustment / Deviation from Approved Agenda:**

In the interest of time Charles Krall motioned, second by Donald Dixon for adjustment / deviation from the Approved Agenda. Motion carried.

Charles Krall requested Ryan Picarelli, KPI Technology present:

- Change Order No. 1 - Payment Requisition No. 2 – C.E. Williams, Inc.  
Subsequent to Ryan Picarelli's presentation and a brief conversation Jason Wood motioned, second by Charles Krall to accept Change Order No. 1 – Payment Requisition No. 2 – C.E. Williams. By roll call vote, motion carried.
- Contract #1, Park Road Overlay and Drainage Improvements – C.E. Williams, Inc.  
Subsequent Ryan Picarelli's presentation and a brief conversation Jason Wood motioned, second by Charles Krall to accept Park Road Change Order No. 2. By roll call vote, motion carried.

**Ordinance Hearing & Adoption:**

- A motion to adopt Ordinance No. 2021-02, Chicken Ordinance, was made by James LeVan and second by Jason Wood. Motion carried. Roberta Teal explained that discussions will continue for setting a fee schedule with regard to the Chicken Ordinance, initial applications and annual renewal fees.

**Solicitor Battersby's Report:**

- Solicitor Battersby requested authorization to advertise the entire Codification of Ordinances in the newspaper. Charles Krall motioned to grant the request, second by David Meixner. Motion carried.

**Constituents Address Borough Council –**

- Robin Heyser, EBACC requested the Roberta Teal announce that the East Berlin Fall Fest will be held September 11th.
- Chris Warner, Emergency Management Coordinator (EMC) presented his monthly report to the Council.

**Mayor's Report:**

- Reviewed the 21 incidents from the July Police report.
- In follow-up to the July Council Meeting, Mayor Green reported that a trailer to affix the Borough's electronic Speed Sign was purchased and the batteries to operate said sign had arrived.
- A discussion was held for consideration of adopting an Ordinance forbidding camping on Borough-Owned property, with exclusions for special events and organizations.

**Approval of the Minutes:**

- The July 14, 2021, meeting minutes were approved as presented by Donald Dixon and second by James LeVan. Motion carried.

**Committee Reports:**

**Finance: Roberta Teal**

- Council acknowledged receipt of the Summary of Accounts as well as the Profit and Loss statement.
- A summary of the bills paid for July totaling \$ 65,519.49 was reviewed. A motion was made to pay the bills by Charles Krall, second by James LeVan. Motion carried.
- Roberta Teal announced the Borough has received:
- \$ 80,856.97 - "American Rescue Plan 2021" ARP Funds
- \$ 2,757.90 – Kocman, Ins. Group - Insurance Dividend from 2020 calendar year
- \$ 31,700.00 from Adams County Dirt and Gravel Roads Grant
- In response to the receipt of the ARP Funds, Council requested that Roberta Teal attends the upcoming Parks & Recreation Commission meeting to discuss ideas for moving forward with the Dog Park. Charles Krall would like to limit the money ear-marked for the Dog Park to \$25,000.00.

**Streets/ Maintenance:**

- David Meixner read and reviewed information in the Borough Maintenance Report.
- David Meixner noted that the "fitness stations" have been completed in the Borough Park.

**Planning/Zoning:**

- David Meixner requested clarification with regard to the process in which the Borough's Planning Commission Members are selected. Subsequent to that discussion, Solicitor Battersby advised that there are three minimum qualifications for consideration of such Members:
  - A) Must be a resident of the Borough for 12 months prior to appointment.
  - B) Must be 18 years old
  - C) Appointed at the pleasure of the Borough Council

**Personnel:**

- James LeVan updated the Council regarding the Planning Commission membership application from Sean Miriello, received by the Personnel Committee. James LeVan motioned to appoint Sean Miriello, as a regular Planning Commission Member, second by Jason Wood. David Meixner noted that he is friends with Mr. Miriello, is a person of good character. David supports the appointment decision. Motion carried.
- James LeVan requested that the Council be conscious of the timing of the Paid-Time-Off-Policy (PTO) which takes effect January 1, 2022, combining employee sick and vacation leave into Paid-Time-Off (PTO). Charles Krall noted that due to the Personnel Information to be discussed, an Executive Session would be necessary at the end of the regularly scheduled meeting.

**Parks and Recreation:**

- Roberta Teal read the Parks & Recreation Commission meeting minutes.
- Roberta Teal announced that the Park Pavilion rental fee will increase to \$85 per event, on January 1, 2022.
- Roberta Teal mentioned that a "Ribbon Cutting Ceremony" would be nice for the new Park Restroom.

**Communications:**

- Roberta Teal reported continued work on the Codification project.

**New Business:**

- None to report.

**Old Business:**

- Addressed earlier in the meeting as “Ordinance Hearings”.

**Correspondence:**

- EBACC Meeting Minutes
- EMC Report
- EBAJA – No minutes, meeting was cancelled.
- Training and Webinars Available
- Fire Department Reports

**Executive Session**

Executive session was held to discuss Personnel matters. Executive Session ended per Robert Teal’s documentation at 8:33 PM.

In follow up to the Executive Session, as of December 31, 2021, Charles Krall motioned, second by Jason Wood to “buy-out” the Staff’s accrued sick and vacation leave in excess of the 40 hours that can be carried over to the following calendar year (2022). By roll call vote, motion carried.

**Closure:**

- The next meeting is scheduled for Wednesday, September 8, 2021, 7:00 PM at the Borough Hall.
- Donald Dixon motioned to adjourn the meeting, second by Jason Wood at 8:36 PM. Motion carried.

Respectfully submitted,  
Cindy Smith, Secretary/Treasurer