

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

Call to Order: The regularly scheduled monthly meeting of the East Berlin Borough Council began with the Pledge of Allegiance at 7:00 PM led by Chris Warner, Council President on Wednesday, February 14, 2024, at the East Berlin Borough Hall.

Members Present: Chris Warner, Robbie Teal, Judith Salomon, Heather Gentzler, Charles Philips, Gregery Green, Robert Larson and Mayor Stephanie Haley

Members Absent: all present

Also Present: Solicitor Matt Battersby and Administrator/Treasurer Cindy Smith

Oath of Office: Mayor Stephanie Haley swore in Robert Larson. The signed Oaths of Office and Affidavit of Residency documents will be on file.

Approval of Agenda: Judy Salomon motioned approval, second by Robbie Teal. Motion carried.

Administrator's Report:

- Charles Philips motioned to establish / increase the Borough Fee Schedule as follows:
\$1000.00 for the initial review of Subdivision Plan review, Conditional Use Application and Zoning Amendment Request(s). Additional fees incurred by the Borough associated with said plan reviews will be due prior to final signature(s) / approval. Zoning Hearing Board Applications will incur a flat fee of \$1000.00 with no additional charges. The motion was second by Judy Salomon. Motion carried. This information is reflected on the "Borough Fee Schedule".
- Council acknowledged receipt of the Engineer's Report dated February 14, 2024.
- Council acknowledged the Berlin Rentals Subdivision and Land Development Plan submission.
- Council acknowledged receipt of the Borough Maintenance Report.
- No new financial updates were noted.
- No new insurance updates were noted.
- Gregery Green motioned to appoint Barley Snyder as an alternate Zoning Hearing Board Attorney at a rate of two hundred and ten dollars per hour, second by Heather Gentzler. Motion carried.

Solicitor's Report:

- In follow-up to the February 14, 2024, 6:45 PM Zoning Ordinance Text Amendment Hearing, Roberta Teal motioned to adopt and pass the language dually advertised for a Zoning Text Amendment which will permit conversion apartments within the Commercial District. Motion second by Gregery Green. Motion carried.
- He is reviewing the Street Opening permit and accompanying documentation submitted by Columbia Gas.
- Briefly acknowledged the Berlin Rental LLC subdivision plan and explained the planning process to the new Council Members.
- The Solicitor noted that the Borough has not received the Fire Department's "990 Tax Return".

Approval of the Minutes:

- Judy Salomon motioned to accept the January 2, 2024 Re-Organization and Regular Meeting Minutes, second by Roberta Teal. Motion carried.

Committee Reports:

Finance: Roberta Teal:

- Council acknowledged receipt of the **Profit & Loss Statement** as well as the **Summary of Accounts**.
- Roberta Teal motioned to pay the **January** bills in the amount of **\$ 11,035.72**, second by Judith Salomon. Motion carried.
- Gregery Green motioned an expenditure to purchase new chairs for the Borough Hall due to the condition of the existing ones, second by Roberta Teal. Motion carried.

Personnel – Chris Warner:

- No update

Chris Warner presented the following reports:

- Emergency Management Report.
- Emergency Services Report

Mayor Haley read / reported on the following:

- Review of the Police Report(s)
- Speed Sign Report
- Ordinance Officer Report – not provided.
- Mayor's Report

Constituents / Guests Present:

- John Schlaline Planning Commission Chairman advised the Council that he has begun reviewing old Borough Right-of-Way Agreements. Additionally, he has visited the Schoolhouse Road property that has been discussed in previous Borough Council Meetings for ongoing Ordinance violations issues.
- Brenda Zittle
- Michael Zittle, D.O.
- Jim Hersh

Correspondence: Chris Warner

- Training and webinars available

Closure

Gregery Green motioned to adjourn the meeting at 8:03 PM, second by Roberta Teal. Motion carried.

Respectfully submitted,
Cindy Smith,
Administrator / Treasurer