

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

Call to Order: A Special Meeting of the East Berlin Borough Council began with the Pledge of Allegiance at 6:00 PM led by James LeVan, Council President on Wednesday, February 22, 2023, at the East Berlin Borough Hall.

Members Present: James LeVan, Roberta Teal, Charles Krall, Chris Warner, Judith Salomon, Donald Dixon, Heather Gentzler

Members Absent: Mayor Stephanie Haley

Also Present: Administrator/Treasurer Cindy Smith and Wayne Smith Professional Code Enforcement Officer

James LeVan introduced Mr. Smith to Council. Mr. Smith has expressed an interest in the open contractual position of Borough Ordinance Officer.

Mr. Smith stated he currently serves 8 Municipalities which include two Townships and six Boroughs. He has 20-plus years of experience in the Code Enforcement field. Mr. Smith stated he provides the following services:

- Violation documentation with photo, date and time-stamp evidence for future litigation purposes if needed.
- Notifies violators by regular and additionally by certified, mail if needed.
- Second and third notices, as needed
- Citations
- Attendance with or without Borough Solicitor, as needed, at Court Hearings
- Violators have two - three weeks to plead guilty or not guilty and pay any subsequent fines, as required.
- Monthly reporting
- Attendance, as needed, of Council Meetings
- Has a system in place to handle complaints, records and reports on those complains.
- Research of Borough Ordinances prior to responding to complaints or issuance of Citations.

Mr. Smith stated he does not:

- provide his cell phone number to the public.
- Issue violation letters or notices in person for safety reasons.

Mr. Smith will need:

- Receives complaints by e-mail for timeline recordation purposes from the Mayor or Borough Secretary.
- He will need a Borough Badge and I.D. Card

Mr. Smith stated he is willing to work as a Contractual Ordinance Officer 0 – 10 hours per week or more, as needed, for a rate of \$50.00 per hour.

Charles Krall motioned to adjourn the meeting at 7:06 PM, with a second by Roberta Teal. Motion carried.

Respectfully submitted,
Cindy Smith,
Administrator / Treasurer