

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 James LeVan, Council President on Wednesday January 11, 2023, at the East Berlin Borough Hall.

**Members Present:** James LeVan, Roberta Teal, Charles Krall, Judith Salomon, Donald Dixon, Heather Gentzler and Mayor Stephanie Haley

**Members Absent:** Chris Warner

**Also Present:** Solicitor Matt Battersby and Secretary/Treasurer Cindy Smith

**Approval of Agenda:** Roberta Teal motioned approval, second by Charles Krall. Motion carried.

**Solicitor Battersby's Report:**

- Solicitor Battersby introduced Erik Vranich Keller Engineers. Upon discussion Roberta Teal motioned appointment of Keller Engineers second by Don Dixon. Motion carried.

**Constituents / Guests:**

- John Schlaline Planning Commission Chairman spoke during the Planning Commission report.
- Erik Vranich Keller Engineers
- Sherry Feeser Adams County Library East Berlin
- Brandt Ensor Adams County Library, subsequent to a presentation by Mr. Ensor, Charles Krall motioned to approve a letter of support for a "Story-Walk" in the East Berlin Park, with the condition that the books on said "Story-Walk" will be on a Council approved list, second by Roberta Teal. Motion carried.

**Approval of the Minutes:**

- Donald Dixon motioned to accept the December 14, 2022, Meeting Minutes, second by Heather Gentzler with minor correction. Motion carried.

**Committee Reports:**

**Personnel – James LeVan**

- Charles Krall motioned the re-appointment of Kathy Bredbenner for an additional 5-year term on the Zoning Hearing Board second by Roberta Teal. Motion carried
- James LeVan indicated that the Personnel Committee plans to interview Lee-Ann Brown as a possible alternate on the Planning Commission. Solicitor Battersby plans to attend the interview.
- James LeVan plans to draft a job description with input from the Personnel Committee for the contractual Ordinance Officer position. The Ordinance Officer will perform on a complaint driven basis.
- Council acknowledged the upcoming retirement party scheduled on February 5<sup>th</sup> for long-time Borough Maintenance Technician Bob Meminger.

**Finance: Roberta Teal**

- Council acknowledged receipt of the **Profit & Loss Statement** as well as the **Summary of Accounts**.
- Charles Krall motioned to pay the **December bills \$ 11,126.97**, second by Heather Gentzler. Motion carried.
- Roberta Teal and Treasurer Cindy Smith will update the **2023 ARP Budget** with suggestions per the Council's request.

**James LeVan – Acknowledged receipts of the following reports:**

- Maintenance / Streets–Borough Maintenance Report was provided by Bob Meminger & Craig Shaffer.
- Emergency Management Report.
- Emergency Services Report
- The Planning Commission SALDO update and formal recommendation for Fruit/ Vegetable Stand Ordinance.
- Planning / Zoning John Schlaline requested that Council maintain Bob Meminger on a contractual basis for consulting within the Borough. Mr. Schlaline indicated his support of appointment of Lee-Ann Brown as an alternate on the Planning Commission and had a brief conversation with Erik Vranich Borough Engineer regarding the potential for traffic calming / studies.

**Parks and Recreation - Mayor Haley:**

- Read and reviewed the Mayor's report.

**Mayor Haley read and reviewed the following:**

- Speed Sign report.
- Pennsylvania State Police activity report as related to the Borough.
- December 2022 Borough Police report.
- Mayor's Report

**Correspondence: James LeVan**

- Training and webinars available

**Upcoming Event Announcement:**

- The next meeting is scheduled for February 8, 2023, 7:00 PM at the Borough Hall.

**Executive Session:**

- Convened at 8:20 PM for the purpose of personnel discussion.
- The session adjourned at 8:38 PM.
  
- Charles Krall motion for an expenditure of \$4000.00 from the ARP account for Bob Meminger's retirement bonus. Mr. Meminger's employee portion of the payroll taxes will be deducted and reflected in the check, second by Heather Gentzler.
- Roberta Teal motioned for a three percent salary increase for Chief Terry Seitz, second by Charles Krall. Motion carried.

Charles Krall motioned to adjourn the meeting at 8:40 PM, with a second by Donald Dixon. Motion carried.

Respectfully submitted,  
Cindy Smith,  
Administrator / Treasurer