

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, March 13, 2024, at the East Berlin Borough Hall.

**Members Present:** Chris Warner, Robbie Teal, Judith Salomon, Charles Philips, Gregory Green, Robert Larson and Mayor Stephanie Haley

**Members Joining Remotely:** Heather Gentzler from 8:45 – 8:55 PM

**Members Absent:** all present

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

**Approval of Agenda:** Roberta Teal motioned approval, second by Gregory Green. Motion carried.

**Solicitor's Report:**

- The Solicitor noted that the Administrator Cindy Smith, himself and other members have attended meeting one of two, regarding the DCNR Parks & Recreation "TEAMS" meeting held on March 20<sup>th</sup>.
- Work continues regarding the proposed Dog Park.
- The Columbia Gas Street Opening Permit has been issued based on review and comments from the Borough Engineer, himself and Craig Shaffer Borough Maintenance.
- The Solicitor noted his continued concern with the Fire Department's Financial regarding to the impending \$60,000 donation.
- Charles Phillips stated that the Fire Department intends to begin a Capital Campaign Fund for the purchase of two adjoining lots to the Fire Department building. Sharon Myers Attorney is assisting the Fire Department with this project.
- Gregory Green stated that he would prefer the funds be placed in a designed use account.
- Roberta Teal motioned that if the Northeast Adams Fire Department has completed setting up the Capital Campaign Fund Account set up by the April 10, 2024 Council Meeting the Borough will draft a donation check(s) for that account in the total amount of \$60,000 and be given during a presentation, second by Judith Salomon. By roll-call vote motion carried.

**Administrator's Report:**

- Council acknowledged receipt of the Engineer's Report dated March 13, 2024.
- Judy Salomon motioned to obtain an estimate from the Borough Engineer requesting a PennDOT Speed Study on S.R 0234 within the Borough limits, second by Robert Laron. Motion carried.
- Judy Salomon motioned for the Finance Committee to work with the Cindy Smith Administrator / Treasurer in completing necessary documentation with ACNB Bank to open new accounts, second by Roberta Teal. By roll call vote, motion carried.
- Gregory Green motioned to open new accounts with Boroughs funds of \$500,000.00 for the purpose of generating interest revenue with ACNB Bank, second by Roberta Teal. By roll call vote, motion carried.
- Council acknowledged receipt of the Borough Maintenance Report.

**Planning Commission: John Schlaline**

- John Schlaline advised the Council that the Planning Commission continues to review old Borough Right-of-Way Agreements. Additionally, they have begun plan review for Berlin Rentals LLC.

**Approval of the Minutes:**

- Roberta Teal motioned to accept the February 14, 2024 Zoning Ordinance Text Amendment Hearing regarding Conversion Apartments within the Commercial District, second by Judy Salomon. Motion carried.

- Roberta Teal motioned to accept the February 14, 2024 Regular Meeting Minutes, second by Gregory Green. Motion carried.

**Committee Reports:**

**Finance: Roberta Teal:**

- Council acknowledged receipt of the **Profit & Loss Statement** as well as the **Summary of Accounts**.
- Judy Salomon motioned to pay the **February** bills in the amount of **\$ 21,597.56**, second by Robert Laron. Motion carried.

**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
- Mayor's Report
- Discussed the potential for an East Berlin Junior Council Person with the Council. All were in agreement this would be a positive public outreach program.

**Personnel – Chris Warner:**

- Gregory Green motioned to promote Scott Schuchart to full time status of 35 hours per week at a \$22.00 per hour pay rate and full benefits beginning April 1, 2024, second by Roberta Teal. Motion carried.
- Heather Gentzler motioned to include the position of Ordinance Officer as part of Craig Shaffer's employment duties with a pay increase of \$2.86 per hour / \$5,500.00 annually as of April 1, 2024, second by Roberta Teal. By roll call vote, motion carried.
- Chris Warner will be advising Wayne Smith Code Enforcement Officer his services are no longer required as of April 1, 2024 by phone and this will be followed with a letter from the Borough.

**Constituents / Guests Present:**

- Greta Haley spoke regarding the ongoing Dog Park planning project. Phase I will include fencing, waste stations and signage.
- Steve Haley spoke regarding the ongoing Dog Park planning project.

**Correspondence: Chris Warner**

- Training and webinars available

**Closure**

Roberta Teal motioned to adjourn the meeting at 8:57 PM, second by Gregory Green. Motion carried.

Respectfully submitted,  
Cindy Smith,  
Administrator / Treasurer