

EAST BERLIN BOROUGH COUNCIL
128 WATER STREET
EAST BERLIN, PA 17316

SPECIAL MEETING

Call to Order: On Wednesday, November 12, 2025 at 5:00 PM the East Berlin Borough Council held a Special Meeting regarding Personnel and Staffing Matters. Council President Chris Warner led the meeting with the Pledge of Allegiance at the Borough Hall.

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

Members Absent:

Also Present: Administrator / Treasurer Cindy Smith

Executive Session:

- Commenced at 5:01 PM - concluded at 5:53 PM

Executive Session Decision / Outcome:

1. **Solicitor Services:** As instructed during the October Special Meeting, the Administrator provided research and recommendations regarding retaining Solicitor Battersby's services for the 2026 calendar year. Council concurred with the recommendation to retain Solicitor Battersby. Additionally, Council requested that Solicitor Battersby engage co-legal counsel and separately conflict legal counsel, as necessary, regarding the potential sale of the East Berlin Area Joint Authority.
2. **Staff Salary Adjustments and Increases:** By omnibus motion, Roberta Teal moved to approve the following calendar year 2026 annual pay scale adjustments and increases for staff members. Seconded by Heather Gentzler. Motion carried.
 - o **Craig Shaffer**, Ordinance Officer / Maintenance Technician: \$80,000.00
 - o **Cindy Smith**, Administrator / Treasurer: \$78,000.00
 - o **Chief Terry Seitz**: \$75,000.00
 - o **Scott Schuchart**, Maintenance Assistant: \$43,725.00

Constituents / Guests Present:

- None

Closure:

Robert Larson motioned to adjourn the meeting at 5:56, second by Heather Gentzler. Motion carried.

Respectfully submitted,
Cindy Smith
Administrator / Treasurer