

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, November 8, 2023, at the East Berlin Borough Hall.

Members Present: James LeVan, Roberta Teal, Charles Krall, Chris Warner, Judith Salomon, Heather Gentzler, and Mayor Stephanie Haley

Members Absent: Donald Dixon

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

Approval of Agenda: Roberta Teal motioned approval, second by Chris Warner. Motion carried.

Solicitor's Report:

- Solicitor Battersby confirmed the recordation date of the "Old Fire House" deed was 1982. Additionally, he is awaiting confirmation of the settlement date of the "Old Fire House".
- Charles Krall motioned a donation of up to \$ 60,000.00 to the East Berlin Fire Department pending the settlement of the Old Fire House Building, located at 101 Fourth Street. The initial tranch will be from the American Rescue Funds bank account, with any remaining funds (a second tranch) being drawn from the Old Fire House Building bank account. The donation in its entirety is pending a satisfactory IRS audit report, second by Roberta Teal. By roll call vote, motion carried.

Administrator's Report:

- Council acknowledged receipt of the Borough Maintenance Report.
- Council acknowledged receipt of the Engineer's Report dated November 8, 2023.
- Council requested a quote from Keller Engineer's for a Traffic Engineer to review the PennWood Land Development Plan traffic study.
- Roberta Teal motioned to advertise proposed text Amendment of the Commercial District Zoning Ordinance, second by Chris Warner. Motion carried.

Approval of the Minutes:

- Roberta Teal motioned to accept the October 11, 2023 Meeting Minutes, second by Judy Salomon. Motion carried.
- Roberta Teal motioned to accept the October 16, 2023 Special Meeting Minutes, second by Chris Warner. 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 October bills in the amount of **\$ 39,614.65**, second by Heather Gentzler. Motion carried.
- Roberta Teal motioned to pay the Liquid Fuels / acknowledge annual bills to date in the amount of **\$ 34,602.92**, second by Charles Krall. Motion carried.
- Roberta Teal motioned to advertise the 2024 Draft Budget, second by Charles Krall. Motion carried.

Personnel – James LeVan:

- James congratulated Roberta Teal and Rob Larson on his recent election to Borough Council.

Mayor Haley read / reported on the following:

- Parks & Recreation Report
- Review of the Police Report(s)
- Speed Sign Report
- Ordinance Officer Report
- Mayor's Report
- Acknowledged item number five of Engineer's Report

Chris Warner presented the following reports:

- Emergency Management Report.
- Emergency Services Report
- Adams County Mosquito and Tick Report

Constituents / Guests: None

Correspondence: James LeVan

- Training and webinars available

Executive Session:

- Regarding personnel matters / annual raises 8:25 PM – 8:47 PM.

Executive Session Decision

- Roberta Teal motioned a five percent raise for all Borough Employees excluding Scott Schuchart, second by Chris Warner. Motion carried.

Closure

Roberta Teal motioned to adjourn the meeting at 8:50 PM, second by Chris Warner. Motion carried.

Respectfully submitted,
Cindy Smith, Administrator / Treasurer