

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 9, 2022, at the East Berlin Borough Hall.

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

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

Approval of Agenda: Roberta Teal motioned approval. second by Judy Salomon. Motion carried.

Solicitor Battersby's Report:

- Solicitor Battersby explained the Adams County Conservation District Memo of Understand (MOU) and explained the documents intent to Council. Donald Dixon motioned to accept the MOU as presented, second by Chris Warner. Motion carried.
- Solicitor Battersby is continuing to monitor the State Worker's Insurance Fund (SWIF), Worker's Compensation insurance policy cancelation for the paid ambulance company. This is necessary to complete cancellation of the current State Worker's Insurance Fund (SWIF) coverage paid by the Borough.

Constituents / Guests:

- John Schlaline Planning Commission Chairman requested that the Personnel Committee move forward with the appointment of Lee-Ann Brown as a Planning Commission Alternate Member. James LeVan stated that the Personnel Committee would like to meet with her again prior to appointing her to a committee and further stating that there is most critical need is for a Zoning Hearing Board Member. John Schlaline stated he would request Ms. Brown contact James LeVan for further discussion of this topic.
- Erik Vranich, Keller Engineers spoke to Council regarding the possibility of Appointment in January 2023 as the new Borough Engineer.

Approval of the Minutes:

- Charles Krall motioned to accept the October 12, 2022, Meeting Minutes, second by Robbie Teal. Motion carried.

Committee Reports:

Personnel:

- James LeVan stated that Craig Shaffer has begun assuming the position of Borough Maintenance Technician. Bob Meminger is in the process of retirement from the Borough. To date everything is running smoothly. Craig is becoming familiar with the duties involved with the position.

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 totaling \$14,280.95**, second by Chris Warner. Motion carried.
- Donald Dixon motioned to advertise the Draft 2023 Budget for public comment, second by Roberta Teal. Motion carried.
- Roberta Teal motioned to transfer Refuse Funds to the General Reserve account, second by Judy Salomon. Motion carried.

Chris Warner – read and reviewed the following:

- Maintenance / Streets – Borough Maintenance Report was provided by Bob Meminger.
- Planning / Zoning – acknowledged receipt of Planning Commission Minutes. John Schlaline briefly spoke regarding the potential for upcoming projects around the Borough. Also engaging in a conversation regarding the possibility of adopting an Official Map for use in conjunction updating the (SALDO) Subdivision and Land Development Ordinance. Due to the large expense(s) involved, the Council is not prepared for the large financial commitment to an update. The Borough Codification was completed within the past two years and was quite costly.
- Emergency Management Report.
- Emergency Services Report

Parks and Recreation:

- The Mayor requested Council consider lighting the Park Walking Trail. Council advised The Mayor that the Park is closed from dusk to dawn and lighting the walkway was therefore lighting is not necessary. The Council does not wish to encourage unauthorized use of the park during the posted closed hours.

Mayor read and reviewed the following:

- The Speed Sign report.
- The October 2022 Borough Police report.
- Mayor's Report
- The Mayor mentioned her concerns regarding Ordinance Enforcement. James LeVan stated that as reflected in the 2023 Draft Budget includes a line item for funding the Ordinance Officer position. If Bob Meminger is interested in that position he will need to speak with the Personnel Committee.

Executive Session:

- Roberta Teal requested an Executive Session to discuss the upcoming 2023 Payroll Budget.
- Roberta Teal motioned a five percent pay increase to the Borough Administrator / Treasurer's salary, second by Judy Salomon. The session adjourned at 8:55 PM.
- Additional payroll increases will warrant further discussion.

Correspondence:

- Training and Webinars available

Upcoming Event Announcement:

- The next meeting is scheduled for December 14, 2022, 7:00 PM at the Borough Hall.

Charles Krall motioned to adjourn the meeting at 9:03PM, with a second by Roberta Teal. Motion carried.

Respectfully submitted,
Cindy Smith, Administrator / Treasurer