

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, October 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:** Administrator/Treasurer Cindy Smith, and Solicitor Matt Battersby

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

**Solicitor's Report:**

- Solicitor Battersby stated there would be a need for an Executive Session to review the Conditions of Sale as related to the "Old Fire House" building sale.
- Solicitor Battersby presented the Zwingli Church of Christ Final Subdivision Plan.
- Roberta Teal motioned approval of the Zwingli Church of Christ, Sewage Facilities Planning Non-Building Declaration as described in the Engineer's Report dated October 11, 2023 and attached here-to, second by Judy Salomon. Motion carried.
- Roberta Teal motioned conditional approval of the Zwingli Church of Christ Final Subdivision Plan pending satisfactory completion of all remaining comments within the Wm. F. Hill & Assoc / Keller Engineers letter dated October 4, 2023 and attached here-to. The plan must be recorded and returned to the Borough Office within 90 days of final signatures motion second by Judy Salomon. Motion carried.
- Judy Salomon motioned to refer further work / review and comment of a Text Amendment within the Commercial District to Rob Thaeler, Zoning Officer, second by Charles Krall. Motion carried.

**Administrator's Report:**

- Council acknowledged receipt of the Engineer's Report dated October 11, 2023, and reviewed item number one, two and seven.
- Roberta Teal motioned approval of Change Order #4 for the Park Road Overlay and Drainage Improvements Project as outlined in item number two of the Engineer's report, second by Charles Krall. Motion carried.
- Roberta Teal motioned approval of Final Payment to CE Williams in the amount of \$18,566.42 as outlined in item number two of the Engineer's report, second by Donald Dixon. Motion carried.
- Roberta Teal motioned to hire Scott Schuchart, currently working as a self-employed contractor with the Borough, as a part-time permanent employee at a pay rate of \$22.00 per hour. This transition will occur on pay week number 45 of this year, second by Charles Krall.

**Approval of the Minutes:**

- Judy Salomon motioned to accept the September 13, 2023 Meeting Minutes, second by Roberta Teal. 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 **September bills in the amount of \$16,858.35**, second by Judy Salomon. Motion carried.
- Roberta Teal motioned to accept the list entitled Donations, September 2023, ARP in the amount of **\$26,781.25** as outlined in handout, second by Charles Krall. Motion carried.

**Personnel – James LeVan:**

- James is planning to contact Jody Schetterlein regarding an upcoming re-appointment to the Parks and Recreation Commission.



**Mayor Haley read / reported on the following:**

- Park and Recreation - Charles Krall motioned to advertise the bid package when appropriate for the Dog Park fencing. The process will be overseen by Solicitor Matt Battersby, second by Roberta Teal. Motion carried.
- Parks and Recreation – Roberta Teal motioned to approve extended park hours for the interactive Polar Express show on Friday, December 1st, second by Heather Gentzler. Motion carried.
- Police report(s)
- The Ordinance Officers report was acknowledged. Solicitor Battersby stated he will determine the use of a Junk Yard in the Industrial Zone.
- The Mayor reviewed and explained comment number seven of the Engineer's Report dated October 11, 2023 related to traffic calming on Beaver Street and South Avenue.
- The Mayor acknowledged receipt of a letter regarding Kuhn's Woods Master Site Plan from DCNR dated October 5, 2023.
- The Mayor stated that Halloween / Trick-or-Treating would be held on October 29<sup>th</sup> from 6 – 8 PM due to limited volunteer Traffic Police staffing available from the Volunteer Fire Department. The Chief of Police and Fire Police will be present for Trick-or-Treating.

**Cindy Smith Administrator – presented the following reports:**

- Emergency Management Report.
- Emergency Services Report

**Planning Commission:**

- John Schlaline stated the Planning Commission recommend and supports a text amendment within the Commercial District as noted by Judy Salomon earlier in the meeting.

**Constituents / Guests:**

Todd Seeman, Trey Elrod, Kristin Orwick, Andrea Everhart, Rob Larson, Jim Hersh, Emma Diehl, John Schlaline

- Emma Diehl spoke regarding the proposed Zoning Amendment within the Commercial District.
- East Berlin Kids Committee stated their appreciation of the Mayor and her work to facilitate a safe Halloween Event for 2023.

**Correspondence: James LeVan**

- Training and webinars available

**Executive Session: 8:15 PM – 8:25 PM**

- The Session was held to review Conditions of Sale as related to the "Old Fire House" building sale.

**Executive Session Decision**

- James LeVan stated the Council discussed the "Old Fire House" sale terms and survey measurement discrepancies.

**Closure**

Judy Salomon motioned to adjourn the meeting at 8:28 PM, second by Roberta Teal. Motion carried.

Respectfully submitted,  
Cindy Smith, Administrator / Treasurer