

EAST BERLIN BOROUGH COUNCIL
128 Water Street
East Berlin, PA 17316

April 1, 2015

The first monthly meeting of the East Berlin Borough Council was held April 1, 2015, at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

Members Present: President Charles Krall; Roberta Teal; Andrew Raymond; James LeVan; Jason Wood; Donald Dixon; and Catherine Lockey

Members Absent: None.

Also Present: Solicitor Matthew Battersby; Mayor Keith Hoffman; Secretary/Treasurer Darlene McArthur; and David Richards

Adoption of the Minutes: The meeting minutes of Council's Session on March 18, 2015, were reviewed. A motion to approve the minutes was made by Jason Wood; seconded by Roberta Teal. Motion approved with all in favor.

Payment of Bills: A summary of bills for the beginning of April totaling \$9,650.97 was reviewed. James LeVan motioned to pay the bills for the beginning of April; seconded by Catherine Lockey. Motion approved with no dissenting votes.

Constituents Addressing Borough Council: None.

Mayor's Report: The police report for March was provided to Council.

Fire Company Report: Andrew Raymond reported that the new fire truck is now at Liberty Fire Company.

Engineer's Report: President Krall reported that he met with Borough Engineer Eric Mains earlier today to discuss the Traffic Signal Upgrade Project. President Krall noted that the video detection system installed as part of the project is not a video camera but is a motion sensor to improve the flow of traffic through the square.

Solicitor's Report: Solicitor Battersby reported that he was contacted by Chuck Johnston, the Borough's Municipal Representative with Republic Services, to discuss details of the upcoming trash contract. Solicitor Battersby mentioned that some municipalities offer a joint bidding process to obtain more equitable bids and suggested that the Borough consider this option with nearby municipalities.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts.

Streets/Public Safety and Maintenance: Council reviewed the topics covered in the Maintenance Report. Donald Dixon inquired of the repair needed to the street sweeper. Secretary McArthur explained that the metal bar holding the rear brushes has broken and that Donald Myers will be making in-house repairs. Regarding a discussion of prohibiting truck traffic in the Borough, Solicitor Battersby stated that this cannot be done on State roads, but the Borough may be able to restrict right turns if approved by PennDOT. President Krall reviewed changes made to the square in 2003 and noted that a review is underway to determine if truck turning studies were done. Catherine Lockey requested that the Borough Engineer estimate the cost to provide a truck turning study. President Krall stated that he would follow up with Mr. Mains and noted that the option to move back the traffic lane stop bars is also under consideration. President Krall stated that he and Robert Meminger will be attending the April 22nd meeting of the Adams County Transportation Planning Organization and that representatives from PennDOT would also be present. It was noted that the issue of truck damage incidents at the square is on the meeting agenda for discussion.

Planning/Zoning: President Krall mentioned that the Planning Commission issues of no leadership and lack of membership are still under review. It was noted that both Zwingli Church and Zeigler Brothers have upcoming projects.

Personnel: James LeVan reported that the Personnel Committee is still drafting the police advertisement documents and employment application. President Krall stated that Mr. LeVan has submitted an application for membership on the Planning Commission. Solicitor Battersby discussed the important function of the Planning Commission in reviewing the details of land development plans and providing recommendations to Council. *Jason Wood motioned to appoint James LeVan as a member of the Planning Commission; seconded by Andrew Raymond. Per roll call vote, with James LeVan abstaining, the remaining Members of Council unanimously approved the motion.*

Park and Recreation: Catherine Lockey mentioned that she received a request to establish a dog park at the Borough's Community Park and will advise the requestor to attend a meeting of the Parks and Recreation Commission.

Unfinished Business: President Krall reported that Abbottstown Borough has made some amendments to the proposed agreement from East Berlin to provide requested street sweeping services. After some discussion of the amendments, President Krall suggested to return the agreement in its original format for signature. *Jason Wood motioned to resubmit the agreement in its original format changing the year "2014" to "the calendar year 2015;" seconded by Roberta Teal. Per roll call vote, all Members of Council approved the motion.*

New Business: President Krall reported that the 2014 annual municipal audit report has been received and noted that the excess of revenues over expenditures is \$111,130.00. President Krall noted that 2014 was a very good year financially for the Borough in building capital funds for upcoming expenses. A three-year quote was received from the Borough's auditor, Rotz & Stonesifer. President Krall read the quote as \$7,300.00 for 2015 (the same amount as 2014), \$7,400.00 for 2016, and \$7,500.00 for 2017. Catherine Lockey mentioned the comments of the auditors referring to segregation of duties and check signing. Secretary McArthur stated that these same comments are made on the audit every year because the auditor is required to make them, but the auditor has stated that it is very common in smaller municipalities and based on the size of the staff. Regarding Solicitor Battersby inquiry, Secretary McArthur stated that a bond is in place for this issue. Ms. Lockey suggested soliciting bids from other auditors. There was some discussion of the Borough's good working relationship with Rotz & Stonesifer and their knowledge of the Borough's procedures since 2010. Solicitor Battersby stated that you would be hard-pressed to receive a bid of less than \$7,300.00 for a municipal audit. Ms. Lockey persisted that other bids should be obtained, and stated that she would make phone calls to get quotes. President Krall stated that the Finance Committee will request the quotes.

Correspondence:

Notice of Newly Formed Adams Regional EMS, Merger of Gettysburg Fire Department and United Hook & Ladder EMS Resources
Community Library Annual Dinner & Silent Auction, 4/10, Inn 94, \$50.00 per Person
Adams County Boroughs Association March Newsletter
Gettysburg Chamber of Commerce April Newsletter
Training and Webinars Available

Catherine Lockey motioned to adjourn the meeting of the East Berlin Borough Council at 8:12 PM; seconded by Donald Dixon. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council