

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

May 3, 2017

The monthly meeting of the East Berlin Borough Council was held May 3, 2017, at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

Members Present: President Roberta Teal; Jason Wood; James LeVan; and Donald Dixon

Members Absent: Catherine Lockey; Charles Krall; and Andrew Raymond

Also Present: Solicitor Matthew Battersby; Secretary/Treasurer Darlene McArthur; Kevin Barnes from GHI Engineering; David Richards; and Curt Mathews

Adoption of the Minutes: The meeting minutes of Council's Session on April 5, 2017, were reviewed. *A motion to approve the minutes was made by Jason Wood; seconded by James LeVan. Motion approved with no dissenting votes.*

Payment of Bills: A summary of bills for May totaling \$17,805.62 was reviewed. *James LeVan motioned to pay the bills for May; seconded by Jason Wood. Motion approved with no dissenting votes.*

Constituents Addressing Borough Council: Kevin Barnes of GHI Engineering addressed Council on behalf of Pennwood Products to request final approval of the Warehouse Expansion Land Development Plan and Operation and Maintenance (O & M) Agreement. Letters of Credit for financial surety, the approval comments of the Borough Zoning Officer and Borough Engineer, and the NPDES permit with the approval of Adams County were provided. Solicitor Battersby reviewed the Letters of Credit. James LeVan noted that the Planning Commission visited the site, as well as Zoning Officer Robert Thaeler to review compliance. *James LeVan motioned to approve the Pennwood Products Land Development Plan; seconded by Donald Dixon. Motion approved with all in favor.* David Richards commended the Council on their diligence in enforcing the Borough's requirements for the project which was sometimes lax in the past with previous Councils. Mr. Barnes provided notary witness of President Teal's signature on the O & M Agreement.

Mayor's Report: In the Mayor's absence, Council reviewed the police report for April.

Solicitor's Report: Solicitor Battersby reviewed a PSATS article regarding circumstances in which members of Borough's volunteer fire companies may be considered employees for collective bargaining. Copies were provided to Council.

Committee Reports:

Finance: Council reviewed the Previous Year Financial Comparison Report and Summary of Accounts. Donald Dixon inquired of the negative figure shown in the Borough's maintenance and repair expense account. Secretary McArthur explained that the insurance check to cover the cost of replacing the back door of the garage was received, but the work has not yet been completed or invoiced. Council was provided copies of the Borough's 2016 municipal audit by Rotz and Stonesifer. It was noted that the audit went very smoothly with no significant issues stated other than segregation of duties, commonplace in small municipalities with limited staff, which must be mentioned by the Auditor.

Streets/ Maintenance: President Teal reported that the rear door and frame of the garage is scheduled to be replaced as it was damaged in last year's break-in event. A request was submitted to PennDOT for additional crosswalk signs.

Planning/Zoning: The Planning Commission meeting minutes of March 23rd were provided to Council. James LeVan discussed the building permit fee for the Pennwood Warehouse Expansion Project. It was noted that the standard fee of thirty cents per square foot would be applied.

Personnel: James LeVan reported that Planning Commission Member John Schlaline's term expired on March 31st and noted that Mr. Schlaline has been very helpful to the Commission. *James LeVan motioned to reappoint John Schlaline to another four-year term; seconded by Jason Wood. Motion approved with no dissenting votes.* Regarding a vacancy on the Zoning Hearing Board and an upcoming opening on the Parks and Recreation Commission, Mr. LeVan reported Borough resident Ann Geiger's willingness to fill both roles. Mr. LeVan explained that Mrs. Geiger would not be available to fill the role on the Parks and Recreation Commission until September, but Mary Beth LeVan would continue in the position until that time. *James LeVan motioned to appoint Ann Geiger to a term ending December 31, 2021, on the Zoning Hearing Board, and a term beginning September 1, 2017, and ending January 31, 2020, on the Parks and Recreation Commission; seconded by Donald Dixon. Motion approved with all in favor.*

Regarding the pending termination of the Borough's employee health insurance in a joint arrangement with Eastern Adams Regional Police, Mr. LeVan reported that quotes were received and reviewed by the Personnel Committee. Mr. LeVan recommends accepting the quote from Webb Insurance to provide Capital Blue Cross coverage very similar to the current coverage, but at a cost of five percent (5%) less. *James LeVan motioned to accept the quote from Webb Insurance; seconded by Jason Wood. Per roll call vote, all Members of Council approved the motion.*

Park and Recreation: The meeting minutes of March 9th and April 13th were provided to Council.

Unfinished Business: Regarding the amendment to the service agreement with the Borough's Engineer Buchart and Horn, Council has reviewed a proposal from KPI Engineers and is awaiting a proposal from Gannett Fleming. Council concurred that the decision would be tabled.

New Business: President Teal presented Resolution 5-2017-2 adopting a fee schedule for administration of the Sewage Facilities Act and the appointment of a Sewage Enforcement Officer (SEO) as requested by the Department of Environmental Protection (DEP). Secretary McArthur noted that it is the responsibility of each municipality to appoint the SEO to monitor any existing septic systems. *James LeVan motioned to adopt Resolution 5/2017-2; seconded by Jason Wood. Motion approved unanimously.* Council was provided a cost estimate of repairs submitted by Paragon Engineering Services resulting from their inspection of the heating, cooling, and electrical systems at the East Berlin Area Community Center (EBACC). A copy of the estimate was also provided to David Richards, Treasurer at EBACC.

Correspondence:

- Gettysburg Chamber of Commerce May Newsletter
- Adams County Boroughs Association Meeting, May 22, 6:15 PM, Pike's Restaurant, Gettysburg
- East Berlin Library 2016 Financial Report Available Upon Request
- Thank You Letter from Library for Donation
- Invitation to Attend Event in Support of our Local and State Police, 5/18, 7:00 PM, Cross Keys Hotel
- Training and Webinars Available

President Teal reported that the East Berlin Senior Center is now located at 130 W. King Street as of May 1, 2017. President Teal stated that she visited the site and found it very suitable for the seniors. Council entered Executive Session at 7:50 PM to discuss a personnel issue, and exited at 8:05 PM.

Donald Dixon motioned to adjourn the meeting of the East Berlin Borough Council at 8:06 PM; seconded by Jason Wood. Motion approved with all voting in favor.

Respectfully submitted,

Darlene McArthur
Secretary/Treasurer of Borough Council