

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

June 5, 2019

The monthly meeting of the East Berlin Borough Council was held June 5, 2019 at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

Members Present: President Roberta Teal; Vice President James LeVan; Charles Krall; Donald Dixon; Anne Geiger; and Jason Woods

Members Absent: David Meixner

Also Present: Mayor Keith Hoffman; Solicitor Matthew Battersby; Recording Secretary Hannelore Furst; Jenna Kahler; Jan Hoffman; David Woodward; Walter Geiger; Emma Diehl; Andrea Everhart; Stephanie Haley; Jordan Below; Greta Haley; Rebekah Myford and Jim Hale, Reporter for the Gettysburg Times

Adoption of the Minutes: The meeting minutes of May 1, 2019 were unavailable. The minutes of the special meeting of May 30, 2019 were available for review. *A motion was made by Charles Krall and a second by James LeVan to accept the minutes of the special meeting. Motion approved unanimously.*

Payment of Bills: A partial summary of the bills for May totaling \$2,495.48 was reviewed. *Jason Wood motioned to pay the bills for May 2019; with a second by Charles Krall.* Donald Dixon made note this is only partial payment of bills for May. *Motion approved unanimously to pay the bills.*

Constituents Addressing Borough Council: None.

Mayor's Report: Mayor Hoffman reported the Memorial Day Parade went well. Council reviewed the May police report.

Solicitor's Report: Solicitor Battersby reported he met with Walter & Anne Geiger concerning the Old Fire House Project. He read the proposal which all members of council receive a copy. This would allow gathering basic information from an architect to survey cost estimates for stabilization, compliance, accessibility and system upgrades. This is not to spend a lot of money; just get the status of the building, and what should be done to stabilize it.

Anne Geiger entertained a motion to advertise a RFP for the scope of work report for stabilization , compliance, accessibility and system upgrades; and request the East Berlin Historical Society to surrender their lease, due to budgetary constraints; with a second by Jason Woods.

Donald Dixon questioned if this could be a referendum on the ballot; Solicitor Battersby stated there are limited items that can go on the ballot and this is not one of them. There was a brief discussion of the probable cost of the renovation project, the use of the building, possible grants and developing a budget.

By Roll call vote; all voted YES, Motion carried.

Solicitor Battersby prepared **Resolution #6-2019-5** Regarding Protocol for Management of the Borough Secretary/Treasurer and Contact with the Borough Solicitor. All council members received a copy of the proposed resolution. This resolution is determining the chain of command for information among council members. Anne Geiger stated this could be problematic. There was a discussion on the wording and limiting communication. Jim LeVan stated the sourcing just shifts from the secretary/treasurer to the council president; it does not limit information. This would help to eliminated and reduce conflict. *The motion was made by Charles Krall to accept Resolution 6-2019-5; with a second by James LeVan.* By Roll call vote; members voted to pass this resolution: James LeVan-YES; Jason Woods-NO; Anne Geiger-NO; Charles Krall-YES; Donald Dixon-YES; Roberta Teal-YES. *Motion carried with 4-YES and 2-NO.*

Committee Reports:

Finance: No report

Streets/ Maintenance: Council was provided with the maintenance report. Just to note: The first field review for the road safety audit was conducted 5/22/19 with Pat Wright from LTAP. The next field review is scheduled 6/19/19, and council members were invited to join them for the Abbottstown Street inspection.

Planning/Zoning: Council was provided the Planning Commission meeting minutes of April 25, 2019. The two zoning variances for Pennwood were approved-Parking lot changes, and decreasing parking spaces.

Personnel: James LeVan reported the vacancy of the Secretary/Treasurer. The Council discussed the hiring of a temporary part time secretary/treasurer and a full time secretary/treasurer. James LeVan presented the Council with a copy of the proposed advertisement for the Secretary/Treasurer position. There were a few suggested additions to the ad. It was suggested to advertise with a temp agency. ***A motion was made by James LeVan to recruit and hire a temporary part time secretary; with a second by Jason Woods. By roll call vote all voted YES. Motion carried. The consensus of the Council for the salary is to cap the salary at the current salary of the position.***

The discussion continued on the hiring of the Permanent Full Time Secretary/Treasurer. It was decided to advertise with on line services, PSAB and the newspapers. ***A motion was made by James LeVan to advertise for a Permanent Full Time Secretary/Treasurer; with a second by Anne Geiger. Motion carried unanimously.***

Parks and Recreation: Anne Geiger reported she did not have the minutes finished for the Park & Rec meeting, but the significant item of discussion was on the cell tower. The zoning process was relayed to the project manager and to contact the zoning officer. Solicitor Battersby spoke with Emergency Management director suggested getting more information, just don't just jump in. The discussion continued and it was mentioned that the tower is expected to be located in the lowest area in the town. If the cell tower were to be shut down, it was mentioned the town would be responsible for the removal and/or maintenance of the area. Any land rental money received would be earmarked for the East Berlin Park.

Communications: Anne Geiger provided again her draft of February 2019 of the General Communication Policy, and wants to work with Solicitor Battersby to finalize this policy. There were no changes from the February draft and would like the council to voted on this policy at the September meeting. Anne Geiger also mentioned the current Borough website needs updated as far as incorrect information. She mentioned the businesses and organizations list is outdated and should be updated at least until the web site is redesigned. There are 7 tech hours available yet. ***A motion was made by Charles Krall to allow the communication committee to work with PSAB web site to do the updating of the businesses and organizations; and minor details that Anne Geiger mentioned; with a second by Jason Woods. Motion carried.***

Anne Geiger also brought to the Council's attention there was confusion about the official email accounts. She went thru the reasons for the official email accounts and all council members, staff, police, and park commission will be getting secured email accounts at no additional costs thru the web host. ***Anne Geiger made the motion that all council members, staff, police, and park commission will be getting secured email accounts at no additional costs thru the web host; with a second by Jason Woods. With a roll call vote all members voted unanimously YES.*** There will be instruction on setting up the email accounts.

Anne Geiger welcomed Girl Scout Troop #801; she continued to address the audience that the Borough is the smallest form of government and stated their responsibilities.

Anne Geiger continued about emails she wasn't getting, she stated she was not aware of some information concerning a state law; on the width of tractor trailers traveling thru East Berlin. She stated the council members cannot make a decision if they don't get the emails. According to the 2018 Municipal Secretary Manual-governing bodies need to be informed.

Unfinished Business: There was one bid from C.E. Williams that was received for the Branch Circle project-Storm water management of \$58,900.00. It was mentioned some of this will be covered by Liquid Fuels money. The cost is higher than the original bid in February. Council received a copy of the page with the final cost. A copy of the whole packet is available for inspection. There was a brief discussion on the price. *A motion was made by Charles Krall to accept C. E. Williams bid of \$58,900; with a second by James LeVan. Roll call vote: James LeVan-YES; Jason Wood-YES; Charles Krall-YES; Ann Geiger-NO; Donald Dixon-YES and Robbie Teal-YES. Tally: 5 Yes and 1 No. Motion carried.*

New Business: Resolution 6-2019-5 was introduced earlier in the meeting.

Correspondence:

- Letter from EBACC requesting use of the Park for the Fall Festival
- Training and Webinars Available-Charles Krall requested someone to sit in on the webinar from LTAP on truck restrictions on June 20 or June 21 (He will not be available) Anne stated she would try.

A condolence card was sent to Terry Seitz on the loss of his daughter in law.

A guest suggested the Website updates should include the members' emails and their term of office with the re-election information.

The next meeting is scheduled for July 3, 2019 at 7 PM at the Borough Hall.

James LeVan motioned to adjourn the meeting of the East Berlin Borough Council at 8:20PM; seconded by Donald Dixon. Motion approved with all voting in favor.

Respectfully submitted,
Hannelore Furst, Recording Secretary