

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

December 4, 2019

The monthly meeting of the East Berlin Borough Council was held December 4, 2019 at the East Berlin Borough Hall. The meeting was opened with the Pledge of Allegiance at 7:00 PM.

Members Present: Roberta Teal; James LeVan; Anne Geiger; Donald Dixon; David Meixner and Jason Wood

Members Absent: Charles Krall

Also Present: Mayor Keith Hoffman, Solicitor Matt Battersby, Recording Secretary Cindy Smith

Approval of the Minutes: The meeting minutes of November 6, 2019 were approved as presented with a motion by Jason Wood and a second by James LeVan. **Motion carried.**

Payment of Bills: A summary of the bills for November totaling \$40,863.72 was reviewed. *Jason Wood motioned to pay the bills for November 2019; with a second by Jim LeVan. Motion approved to pay the bills.*

Guest's Addressing Borough Council:

- Walter E. Geiger requested consideration for appointment as a Planning Commission Board Member. Solicitor Battersby recommends acceptance as an Alternate Planning Commission member. (Appointment during Personnel report)

Mayor's Report: Mayor Hoffman read the 15 incidents for November from the Police report.

- David Meixner mentioned that a previously requested Penn Dot Traffic Study had been denied for major intersections within the Borough.

Solicitor's Report: - No report.

Committee Reports:

Finance: - As presented

- *A motion to approve the 2020 Budget as presented by James LeVan and second by Jason Wood. Roll call vote – unanimously accepted.*

Streets/ Maintenance: Dave Meixner read Bob Meminger's, Maintenance Report

- Explained problems surrounding Pennwood's stormwater run-off onto Kuhn Drive and progress of the road audit.
- He mentioned Andy Raymond's resignation letter(s) as Emergency Management Coordinator (EMC) and received clarification from Solicitor Battersby that an EMC must be appointed per the Pennsylvania Emergency Management Agency (PEMA) regulations.
- Roberta Teal explained an approval of the "Adams County Dirt and Gravel Road Grant" in the amount of \$19,000 for Park Road, storm drain re-installation mentioned in Bob's report. The total cost for the project is \$70,000.00. Stating that Liquid Fuels Funds can be used to cover the balance of project money needed. The project is scheduled to commence in the summer of 2020

Personnel:

- James LeVan indicated the Council is still accepting applications for one open position on the Park and Recreation Board. Anne Geiger is following up with an interested party.
- James LeVan made the motioned with a second by Jason Wood for the appointment of Walter E. Geiger as an alternate for the Planning Commission. **Motion carried.**

Planning/Zoning: Review of the Planning Commission report submitted for August 22, 2019. (No meetings were held subsequent to August due to lack of quorums.)

Parks and Recreation:

- Anne Geiger mentioned that the EBACC restroom project grant had been extended until May 31, 2020 to compensate for winter weather delays.

Communications:

- Anne Geiger requested the Board Members update a confidential contact list for emergency situations.

Unfinished Business:

- *James LeVan made a motion to add a handicap parking space at 122 East King Street, with a second by Dave Meixner. **Motion carried.***
- Solicitor Battersby recommended accepting the letter dated November 26, 2019, regarding the Pennwood Land Development Plan extension. *James LeVan made the motion with a second by Anne Geiger to accept the letter, granting plan extension (as requested) through 03/04/2020. **Motion carried.***
- Roberta Teal read the e-mail from KPI, advising of a “Fourth ADA Compliance entrance and parking option” which could be completed after the holidays.
- Acknowledged that the Borough has assumed responsibility for the “Old Fire House Building”.

New Business:

- Acknowledgment of resignation letter(s) from Andy Raymond’s, Borough Emergency Management Coordinator (EMC), and Zoning Hearing Board member.

Correspondence:

- Training and Webinars Available
- Northeast Adams Fire & EMS Reports
- Thank you for assisting with the “CROP Walk”
- Adams County Drug Take Back Program news article
- Bathroom Project Timeline – EBACC
- Water Street traffic Calming Signature List
- Anne Geiger read portions of her “Memo” dated December 4, 2019 entitled, “Record of Improper Conduct of East Berlin Borough Officials (November 2017 - present); Borough Communications Policies adopted at the September 2019 Council Meeting and requested the document be entered into the “Official Borough Record”.

Regular Meeting ended at 7:54 PM.

Executive Session

Executive session was held to discuss personnel matters. Executive session ended per Robert Teal's documentation at 8:10 PM.

*Jason Wood motioned to give Chief Terry Seitz, Donald Myers and Robert Meminger a 4% pay increase (excluding the newly hired Secretary/Treasurer); as of January 1, 2020, with a second by James LeVan. **Motion carried.***

Having nothing further to discuss, *Don Dixon motioned to adjourn the meeting of the East Berlin Borough Council at 8:05PM; with a second by Jason Wood. **Motion carried.***

The next meeting which is a reorganization meeting is scheduled for Monday, January 6, 2020 at 7 PM at the Borough Hall.

Respectfully submitted,
Cindy Smith, Recording Secretary