

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

March 4, 2020

The monthly meeting of the East Berlin Borough Council was held March 4, 2020 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; Jason Wood, David Meixner, Charles Krall, Mayor Keith Hoffman and Secretary/Treasurer Cindy Smith

**Absent:** None

**Approval of the Minutes:** The meeting minutes of February 4, 2020 were approved by Charles Krall and a second by James LeVan. Motion carried to accept the minutes.

**Payment of Bills:** A summary of the bills for February totaling \$75,348.55 was reviewed, Don Dixon noted that \$56,474.00 was pass-thru money received for a Library Grant from the Commonwealth of PA and the regular general bills totaled \$18,874.55. A motion was made to pay the bills for February by Jason Wood with a second by James LeVan. Motion carried.

**Guest's Addressing Borough Council:**

- Robin Heyser, President EBACC Board, thanked council for their contribution of \$25,000.00 to the bathroom renovation projects. She noted that the total cost for renovations where \$ 119,737.48. Additionally, the Fall Festival is Sept 12th. The Lion's Club will be doing the Wagon Rides and the Community Center would appreciate Council Member participation.
- No additional public comment.

**Mayor's Report:** Mayor Hoffman read the 10 incidents from the February Police report and noted that Chief Seitz has returned to full-time duty, after having neck surgery. Dave Meixner noted that the State Police responded to a call at his property on March 3rd to apprehend a burglar from his barn. Discussion was held in regards to additional police presence in the evenings and the quick response of the State police to his residence during the incident in question. Attorney Battersby advised the Council that the Borough's Police schedule is solely at the Mayor's discretion.

**Solicitor's Report:**

- Pennwood Plans - Solicitor Battersby recited the information from his correspondence to Gerald D. Funke, GHI Engineering, dated February 10, 2020 regarding the Pennwood Plan. Conditional Approval was granted during the February 5, 2020, Council Meeting. The plan has since been updated to address that correspondence with the following changes: 1) relabeled the plan "Preliminary Plan, 2) added the #13 note on front page, 3) Changes have been made satisfactory to KPI regarding the Stormwater Management Agreement, 4) The EBAJA has reviewed, no additional EDU's are required however the sprinkler system will require a "back flow prevention tap" and a fire hydrant test must be preformed by the owner and witnessed by the EBAJA. The test report/results must be provided to the EBAJA. No building permit may be issued or any construction completed, prior to posting financial security and approval of a "Final Plan".

- Solicitor Battersby advised the Council Member's that the Floodplain Ordinance completion date is the end of June 2020. Rob Thaeler is working with the League of Municipal Cities on a county wide template.
- Solicitor Battersby mentioned the Borough received a letter from Vertical Bridge to terminate the land lease agreement of the cell tower lease. *Roberta Teal reported that the lease termination had been signed March 3, 2020.*
- Solicitor Battersby address the letter dated February 10, 2020 from the UCC Shared Board of Appeals. *The Council appointed Anne Geiger as the Borough Representative with Roberta Teal and Charles Krall serving as alternates.*

### **Committee Reports:**

#### **Finance:** As presented

The Council received a copy of the income/expense report for February 2020 and reviewed an upcoming bill payment to KPI for ADA Compliance in the amount of \$2053.15

#### **Streets/ Maintenance:** Roberta Teal presented the Borough Maintenance Report.

1) The Parks and Recreation Commission approved Joe Grim to clear out brush and tree tops in the park. For the second phase of the process a bulldozer will be needed. An estimate has been received in the amount of \$200.00 per hour for the bulldozer and the equipment transport fee for of \$200.00 fee, the estimate would be \$1400.00-\$2200.00. *The Council agreed that Bob Meminger would need to acquire additional estimates.*

2) Abbottstown Borough has requested a street sweeping service provided by The East Berlin Borough. *Due to the age of our street sweeper Bob Meminger, Maintenance does not feel this would be a viable idea. The Borough has an existing "template-agreement" stating the fee for street sweeping is \$140.00 per hour with no re-fueling fee. The Solicitor Battersby suggested an inter-municipal between East Berlin, Reading Township and Abbottstown Borough for the purchase of a new sweeper. Charles Krall suggested and the Council agreed that further investigation would need to be completed by Bob Meminger for this purpose and that the previously contemplated Street Sweeping fee / refueling fee is inadequate. Dave Meixner suggested finding out what the existing street sweeper is worth, if sold.*

**Planning/Zoning:** David Meixner read the Planning Commission report. He mentioned the appointment of Janet Noel of 203 Kuhn Drive; as an alternate on the Planning Commission. There are no new updates on the old Nell's Building. For the Road Safety Project, a solar radar speed sign which can be mounted on a pole has been discussed. The cost would be approximately \$4,895.00. The VFW would be a possible contributor of funds. Further information will need to be obtained.

**Personnel:** James LeVan reported that the Personnel Committee recommends appointing of Matthew Stambaugh onto the Parks and Recreation Commission. This position does not require Borough residency. Mr. Stambaugh's address is 20 Wilmer Lane, East Berlin. *A motion was made by James LeVan to appoint Matthew Stambaugh with a second by Jason Wood. Motion carried.*

James LeVan reported as Personnel Chairman he has been researching options for updating the Personnel Policy. Attorney Battersby suggested requesting information from the Gettysburg Borough in regards to their Employee Policies and Procedures.

James LeVan indicated he will be scheduling a 6 month performance evaluation with Cindy Smith, Secretary Treasurer.

**Parks and Recreation:** Anne Geiger reported that committee will be creating a draft pavilion rental agreement for Council review. There has been discussion regarding installing a directional sign on King Street for the park. There was a request for hunting within Kuhn's woods. Charles Krall mentioned painting a purple circle encompassing the trunk of trees, indicating no hunting, within the Park.

**Communications:** Website redesign is underway. Anne is continuing to look to obtain pretty photos from around the town for the Borough website cover page. New email implementation is continuing to be underway. The secretary and the maintenance email accounts can be migrated for a one time fee of \$60.00 (\$30.00 per account). *A motion was made by Anne Geiger with a second by Jason Wood. **Motion carried.***

**Unfinished Business:** •Discussed during the Communications report.

**New Business:** Roberta Teal reported that she and Secretary, Cindy Smith have a meeting scheduled with Leah from KPI Engineering to discuss a Stormwater Management and a coinciding fee schedule.

**Correspondence:**

- Training and Webinars Available
- Northeast Adams Fire & EMS Reports
- EBACC Reports
- Doug Mastriano
- UCC Shared Appeals Board – discussed earlier during the meeting.

The next meeting is scheduled for April 1, 2020, 7PM at the Borough Hall.

James LeVan moved to adjourn the meeting at 8:20 PM with a second by Donald Dixon. Motion approved unanimously.

Respectfully submitted,  
Cindy Smith,  
Secretary / Treasurer