

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

June 3, 2020

The monthly meeting of the East Berlin Borough Council was held June 3, 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, David Meixner, Charles Krall, Mayor Keith Hoffman and Secretary/Treasurer Cindy Smith

Absent: Jason Wood

Approval of the Minutes:

- The meeting minutes of March 4, 2020, were approved by James LeVan and a second by Charles Krall. Motion carried.
- The meeting minutes of April 1, 2020, were approved by Charles Krall and a second by James LeVan. Motion carried.
- The meeting minutes of May 6, 2020, were approved by Charles Krall and a second by James LeVan. Motion carried.

Payment of Bills: A summary of the bills for May totaling \$ 13,976.51 was reviewed. A motion was made to pay the bills for May by James LeVan with a second by David Meixner. Motion carried.

Mayor's Report: Mayor Keith Hoffman read the 15 incidents for May from the Police report followed by a discussion on speeding within the Borough and the stop light timing.

Solicitor's Report: Solicitor Battersby reported that he is working on the following projects:

- Updating the Lease Agreement between the Borough and EBACC.
- Creating easement agreements between the property owners on Park Road and the Borough.
- The updated Flood Ordinance has been completed. A motion was made by Donald Dixon to advertise a public meeting regarding the updated Floodplain Ordinance adoption on July 1, 2020 and a second by Anne Geiger. Motion carried.
- The Solicitor also advised the Council to exercise caution when spending funds due to the impending economic impact of COVID-19.

Committee Reports:

Finance: -

- Review of the Profit and Loss statement – as presented.
- Review of the 2019 Annual Municipal Audit and Financial Report by Rotz/Stonesifer Accountants.

Streets/ Maintenance: Roberta Teal read the Borough Maintenance Report and discussed the necessary repair that has been completed on the Police Cruiser.

Planning/Zoning: David Meixner no report due to COVID.

Personnel:

- James LeVan reported that he recommended and motioned for the appointment of Stephen Haley, 205 East King Street, to the Park and Recreation Commission, second by David Meixner. Motion carried.
- James LeVan motioned for the re--appointment of Thomas Burger to the Planning Commission for an additional term, second by Anne Geiger. Motion carried.

Parks and Recreation: Anne Geiger reported that:

- For Greta Haley's, "Girl Scout Silver Star award project", with the help of volunteer and donations a pollinator garden was installed at Community Park. The restroom building is underway, despite delays due to the State COVID shutdown. Completion is expected by the end of summer 2020.

Communications: Anne Geiger reported that:

- East Berlin Borough's re-designed website was launched May 26, 2020. It will be a valuable resource for the community and help the Borough conduct official business. The website includes a calendar and announcements. Ms. Geiger encouraged the Borough to fully utilize the (7) hours of tech support included in the Borough's annual contract with PSAB (Course Vector) to maintain the website.
- She and the Secretary are working to complete the electronic codification process. This process includes a response to the Administrative Review conducted by General Code; the codification company is under contract with the Borough. Anne reported that General Code confirmed they will be flexible with the Borough in meeting contract deadlines affected by the COVID Statewide related shutdown.
- The current ordinances have not been reviewed since 2004. Anne discussed the best way to address this problem with Erin Wachtman (Editor) and Michael Peter (Account Manager) of General Code. The current contract does not include editorial and legal analysis that would identify all outdated and inconsistent ordinances. Anne gave Solicitor Battersby, Council President Teal and Secretary Smith copies of a new proposal from General Code for additional services (editorial and legal analysis) and a second codification process. Phase 1 would cost \$4,200.
- Solicitor Battersby suggested that Roberta Teal hold workshops(s) to review current ordinances to identify language in ordinances that should be removed or changed most urgently, legislate (adopt and advertise) the revised ordinances, and then send them to General Code to include in the current codification process. Anne suggested that the Garbage Ordinance repealed in 2018 be revised and re-adopted simultaneously. Consensus was reached to hold workshop(s) in the next two months; compile and distribute (8) notebooks with all current ordinances for Council Members and Mayor Hoffman; complete the current contract with General Code; after this initial codification, consider the new General Code proposal for additional services and second codification, possibly in the next fiscal year.

Unfinished Business:

- Charles Krall relinquished his duties of updating the telecommunications system within the Borough Building to the Communications Committee.

New Business:

- Roberta Teal reported she will be working with the Secretary to update the existing PA Retirement Plan for compliance with the new IRS regulatory requirements, with advisement from Solicitor Battersby.
- Chris Warner, Borough EMC presented the updated East Berlin Emergency Operations Plan, Phase One of a Three. Charles Krall motioned to accept phase one with a second by James LeVan. Motion carried.

Correspondence:

- Northeast Adams Fire & EMS Reports

Public Comment: Donald Dixon reported:

- Bermudian High School held a Senior Class drive-thru in honor of the Class of 2020. Several towns within the district, including East Berlin, were included.
- He also reported that 172 mail-in ballots were received. The election in the Community Center went smoothly.

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

James LeVan moved to adjourn the meeting at 8:04 PM with a second by Donald Dixon. Motion approved unanimously.

Respectfully submitted,
Cindy Smith,
Secretary / Treasurer