

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

September 2, 2020

The monthly meeting of the East Berlin Borough Council was held September 2, 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

Members Absent: Jason Wood

Also Present: Mayor Keith Hoffman; Solicitor Matthew Battersby; and Secretary/Treasurer Cindy Smith

Guests / Constituents: Curt Mathews, Chris Warner and Emma Diehl

Solicitor Battersby's Report:

- A draft copy of the new Municipal Waste Ordinance was available for review in the Council Member's meeting packets. A Public Notice can be submitted in conjunction with the upcoming Codification Advertisement if the Council is in agreement to adopt the Ordinance.
- To date, an updated draft Lease Agreement from EBACC has not been received.

Constituents Address Borough Council – None

Approval of the Minutes:

- The August 5, 2020 Workshop minutes were approved as presented by Charles Krall and a second by James LeVan. Motion carried.
- The August 5, 2020 Meeting minutes were approved as presented by Donald Dixon and a second by James LeVan, noting a minor spelling correction. Motion carried.

Mayor's Report: Mayor Keith Hoffman read the 22 incidents from the August Police report.

Committee Reports:

Finance: - Roberta Teal reviewed:

- Payment of Bills - A summary of the bills paid for August totaling \$29,842.04 was reviewed. A motion was made to pay the bills by Donald Dixon with a second by Charles Krall. Motion carried.
- The Profit and Loss statement.
- The PennDot 2021 Liquid Fuels Estimated Allocation letter stating the Borough will be receiving the estimated of \$46,481.58.

Streets/ Maintenance: David Meixner read and reviewed the Borough Maintenance Report. He noted that KPI Engineering had completed an estimate for the ADA improvements at the front of the Borough Building. Solicitor Battersby commented that the Adams County Office of Planning and Development could be contacted for further information on grants available for ADA Compliance.

Planning/Zoning: David Meixner read and reviewed the Planning Commission meeting minutes. Solicitor Battersby noted that EBAJA had received a check from the proposed developer at 429 West King Street for reservation of 40 sewer and water hook-ups.

Personnel: James LeVan presented the update Personnel Policy with revisions completed by Solicitor Battersby. Subsequent to a lengthy discussion; James LeVan motioned with a second from Donald Dixon to adopt the revised Personnel Policy pending minor changes. By roll call vote, motion approved unanimously.

Parks and Recreation:

- Anne Geiger did not have minutes from the Parks and Recreation Commission. She reported that Bermudian Springs Youth Athletic Assoc. (BSYAA) will be submitting an agreement to use park property for the 2020 Fall Season. The group has received permission from the neighboring businesses (Tucker and Zeigler) for the use of their parking lots for overflow parking. Solicitor Battersby recommended the Parks and Recreation Commission have a Policy and Fee schedule for such future activities.
- Roberta Teal stated that Charles Krall researched and found that the Borough is responsible for the cost of maintaining the Park Restroom upon project completion. Due to the fact Borough Employees are not scheduled to work over the weekend and many park activities commence during that time, an independent cleaning contractor will be needed. Roberta requested that Anne Geiger form a committee to research obtaining the independent contractor for cleaning and re-stocking the Park Restroom.
- Anne Geiger reported that Feast Berlin was a great success.

Communications:

- Roberta Teal reviewed the Municipal Waste Contract Extension provided by Waste Connections. A motion was made to accept the Municipal Waste Contract Extension for the period of March 31, 2021 – March 31, 2022 by Anne Geiger and second by Charles Krall. By roll call vote, motion approved unanimously.

Unfinished Business:

- Anne Geiger reported that the editorial revisions and work will continue regarding the Borough Ordinance Codification / E-Code submission process and that a public notice advertisement will be necessary. Anne Geiger motioned to advertise the repeal / amendments / omnibus changes to Borough Ordinances as well as adoption of the new Municipal Waste Ordinance; motion second by Donald Dixon. By roll call vote, motion approved unanimously.

New Business:

- Chris Warner, Borough Emergency Management Coordinator presented the National Incident Management System, NIMS Resolution. Charles Krall motioned to adopt the NIMS Resolution 09-2020-6, with second by Anne Geiger. By roll call vote, motion approved unanimously.
- Council was provided with a memo advising of the 2021 Minimum Municipal Obligation (MMO) for the Non-Police Municipal plan in the amount of \$10,904.00. James LeVan motioned to accept the MMO; second by Donald Dixon.
- Council was provided with a memo advising of the 2021 Minimum Municipal Obligation (MMO) for Police Pension plan in the amount of \$0.00 (due to past years' overfunding). James LeVan motioned to accept the MMO; second by David Meixner.
- Charles Krall updated the Council that EBAJA will be refinancing an existing loan; this will reduce the monthly payments and provide funds to paint the water tower.

Correspondence:

- FEMA – Floodplain Ordinance compliance recognition letter
- Northeast Adams Fire & EMS Reports
- Training and Webinars Available

Closure:

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

Donald Dixon motioned to adjourn the meeting at 8:26 PM with a second by David Meixner. Motion carried.

Respectfully submitted,
Cindy Smith,
Secretary / Treasurer