

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

The monthly meeting of the East Berlin Borough Council was held Wednesday, December 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, Jason Wood, Charles Krall and Mayor Keith Hoffman

**Also Present:** Solicitor Matthew Battersby; and Secretary/Treasurer Cindy Smith

**Guests / Constituents:** Fritz Lee Meixner, Emma Diehl, Walt Geiger, Dave Woodward and Eric Johnston, Johnston & Associates.

**Solicitor Battersby's Report:**

- Solicitor Battersby is following up with KPI regarding the ADA Compliance bid package.
- Solicitor Battersby had reviewed the updated plans for 429 West King Street (Old Nell's Building).
- Solicitor Battersby has followed up with both the Appraiser and the Contractor for the Old Firehouse Building regarding work previous discussed at meetings this past year.

**Constituents Address Borough Council –**

- No comment

**Approval of the Minutes:**

- The November 4, 2020, meeting minutes were approved as presented with a minor correction by Jason Wood with second by James LeVan. Motion carried.

**Mayor's Report:**

- Mayor Keith Hoffman read and reviewed the 14 incidents from the November Police report. The Mayor acknowledged that the Council will be going into an executive session for Personnel related issues prior to adjournment of the meeting.

**Committee Reports:**

**Finance:** -

Roberta Teal reviewed:

- The Profit and Loss statement.
- Payment of Bills - A summary of the bills paid for November totaling **\$27,155.24** was reviewed. A motion was made to pay the bills by Jason Wood with a second by James LeVan. Motion carried.
- Charles Krall motioned to approve the 2021 Budget with a second from James LeVan. By roll call vote, with 6 yes and 1 no. Motion carried.

**Streets/ Maintenance:**

- David Meixner read and reviewed the Borough Maintenance Report.
- Anne Geiger publicly thanked Bob Meminger for his continued hard work related to the Road Safety Audit.

**Planning/Zoning:**

- Subsequent to an informative conversation David Meixner motioned to move the Borough Council meeting to the second Wednesday of each month beginning in January 13, 2021, second by Jason Wood. By roll call vote motion carried.



**Personnel:**

- James LeVan reported Melvin Riser has resigned from the Planning Commission.
- David Meixner motioned to appoint Janet Noel to complete the remainder of Melvin Riser's term through September 30, 2022, and second by Charles Krall. Motion carried.
- James LeVan motioned to appoint Jarod Miller to the Parks and Recreation Commission Board and was second by Anne Geiger. Motion carried.

**Parks and Recreation:**

- Anne Geiger reported that Scouts continue to attend the Parks and Recreation Commission meetings. Plans are in process to install "fitness stations" around the park walking path.
- Darrin Youker is obtaining advice from an engineer to obtain a Wetlands Delineation. Anne Geiger motioned to hire Buchardt Horn Engineer to complete the park Wetland Delineation for a fee of \$1500 with a second from Jason Wood. Motion carried.
- Anne Geiger acknowledged that "Feast Berlin II" was a success.
- Restroom building has been delayed due to coordination issues with contractors. David Meixner reported he obtained a quote to clean the park restroom from Merry Maids at 137.80 per week, 5 days weekly. No fee was provided for specifically the weekend cleaning.

**Communications:**

- Anne Geiger reported that there has been positive public feedback on the updated website.

**Unfinished Business:**

- Old Fire House Building discussed earlier in the meeting with the Solicitor's report.

**New Business:**

- 429 West King Street, East Berlin, PA Land Development Plan – Subsequent to a review and discussion with Eric Johnston, Johnston & Associates, a motion was made to grant conditional final approval by Donald Dixon and second by David Meixner. By roll call vote, motion approved unanimously and was verbally agreed to by Eric Johnston. The conditions required are as follows.
  - 1) All comments outlined by the East Berlin Borough Planning Commission dated October 22, 2020 are to be listed on the Plan and met.
  - 2) All comments by KPI, Borough Engineering are to be addressed on the Plan.
  - 3) The developer / applicant shall post financial surety in the amount of 110% of the estimated improvements costs associated with lighting, parking lot markings, tree planting and submission of "as built plans" as estimated by the Borough Engineer and approved in final format by the Borough Solicitor.
  - 4) All sewer and water connections shall meet the specified engineering requirements as outlined by the East Berlin Area Joint Authority engineering consultant.
  - 5) Financially satisfaction of all invoices related to the Hearing and Planning process for the project.
- Anne Geiger reported that Robyn Heyser and the EBACC Attorney are planning to attend the upcoming January 2021 Council meeting to discuss the future of the Community Center.
- David Meixner spoke with Pennsylvania State Police (PSP) and requested a receiving future month's call reports. Mayor Hoffman noted that Chief Seitz schedule is sent to PSP.

**Correspondence:**

- Northeast Adams Fire & EMS Reports
- Training and Webinars Available

**The regular meeting ended at 8:44 PM.**

**Executive Session**

The Executive session was held to discuss personnel matters. The Executive Session ended per Robert Teal's documentation at 9:46 PM.

**Closure:**

As a result of the Executive Session:

- James LeVan motioned to approve a 4% pay increase to the Secretary /Treasurer effective January 1, 2021, and second by Jason Wood. Motion carried.
- Disciplinary action was taken with regards to Chief Seitz. A motion was made by Jason Wood and second by Anne Geiger requiring a two-week suspension without pay, a written reprimand be placed in his personnel file, signature of the Code of Conduct and that a letter of apology be submitted by Officer Seitz to the Council. By roll call vote with 6 yes and 1 no. Motion carried.

The next meeting is scheduled for Wednesday, January 13, 2021, 7:00 PM at the Borough Hall.

James LeVan motioned to adjourn the meeting at 9:52 PM with a second by Donald Dixon. Motion carried.

Respectfully submitted,

Cindy Smith, Secretary/Treasurer