



**APPROVED and OFFICIAL MINUTES OF
THE BERLIN BOROUGH COUNCIL MEETING OF THE WHOLE
December 17, 2020 - 4:00 p.m.**

The meeting will be held in accordance with required face mask in public.

The President calls the meeting to order.

Pledge of Allegiance to the American Flag.

The time was changed to 6:00 PM to accommodate council members participation. It was approved by all the council members, and time change was posted on the door.

ROLL CALL

Charles E. Rhodes	<i>Present</i>
Clifford E. Horner	<i>Present</i>
John F. Harding, Jr.	<i>Present</i>
Michael A. Lottig	<i>Present</i>
Stephen E. Custer	<i>Present</i>
Thomas L. Fisher	<i>Absent</i>
Thomas W. Jones	<i>Present</i>
Mayor Joseph Krause	<i>Absent</i>

Also, in attendance is Thomas E. Glessner, Executive Borough Secretary.

And Ashley VanGilder – Jr. Council Member. *Not Present*

Members of the public: **Please sign the Guest Registry:**

President's Report

Ashley VanGilder – request an update on School notification – Coronavirus, Police, etc.

The magazine Borough News is supplied to each individual council member at a cost of \$10.00, let Tom know if there is an address change or if you wish to continue receipt.

There are contract items that need to be discussed in executive session.

The council reviewed the Borough News list and Tom G updated the sheet to submit the invoice for payment.

The following have asked to address the Council:

Executive Session proposed time. _____

Are there any questions or comments?

Committees:

GARBAGE COMMITTEE – John Harding – (Chair)

1. Camera photos were compiled for the past few weeks and copies are available for council members to review.
2. The pavement was marked with lines for the dumpsters to keep them in view of the Cameras.
3. Recycling has increased again this month, as the 4yrd dumpster was full this past weekend and emptied on December 14th.
4. A single Game camera was collected from the Generator site – it was inoperable.
5. Joe Revez removed the tires from the reservoir area as requested.

John suggested to council that they look at SpyPoint camera with a battery pack and connect to cell phone or to a computer, that can be used to review photos, instead of pulling cards. John Asked Tom Jones if he would be the contact to investigate, since Tom Jones is very computer knowledgeable.

PERSONNEL & FINANCE COMMITTEE – Clifford Horner – (Chair)

1. Treasurer’s Report and Bills: - The reports for November 2020 have been included in the Council Meeting packets (exhibit 1&2)
2. Property Maintenance Complaints & Right to Know Law Requests Cost Summary:
 - a. There were zero property maintenance complaint and zero Right-to-know requests received in November.
 - b. The YTD total for RTK and property complaints is \$891.00
3. Authorization given to Thomas Anderson and Associates to the perform ACT 205 Actuarial Valuation reports for the Borough of Berlin Police Pension Plan.
4. Committee meeting was held on December 8th, to review a new application.
5. There is one garbage customer that is now past due 4 months and has received notice and direction for the COP Brian to deliver notice.
6. Certificate of Liability Insurance has been received for Reliable Meter Service Kevin Hawk.
7. There are 64 residents that will receive a disconnection notice on Thursday December 17. The amount past due for these customers for November is \$6,442.90 and a total \$13,551.90. This will decrease as we near the end of the month. We will initiate the phone and txt call-out procedure on December 30th to notify the remaining customers.
8. Muni-Link has developed a notification module that will replace Swift-Reach program, the cost will be based on the number of calls or txt sent out. A cost comparison to Swift-Reach, is attached and it will reduce the amount of preparation, designation time, and cost for the office staff. A live demo will be completed on December 22nd for a notification of the garbage date change. The Swift-Reach annual contract is due January \$895.00. (exhibit 3)
9. Personnel, Procedures and Recommendation/Discussion – Executive Session Required.

Motion by John Harding and seconded by Mike Lottig to approve the Bills and Treasure’s Report as specified for November 2020 on Exhibit 1 & 2.

Ayes: 6

Nays: 0

Motion: Carried

~~*Motion by _____ and seconded by _____ to approve and accept the addition of the Muni-link notification module to replace Swift-Reach.*~~

~~*Ayes: _____*~~

~~*Nays: _____*~~

~~*Motion: _____*~~

Tom G. explained that a demo was scheduled to review this program next week, and decision was not needed tonight. The Council agreed to hold making a decision until the demo next week.

Motion by Mike Lottig and seconded by Cliff Horner to approve the acceptance of the Itron/FCS system to replace the MV-RS system in the amount of \$31,930.00.

Ayes: 6

Nays: 0

Motion: Carried

Motion by Mike Lottig and seconded by Steve Custer to accept and approve the Salary and pay as outlined on December 17, 2020.

Ayes: 6

Nays: 0

Motion: Carried

Motion by John Harding and seconded by Cliff Horner to approve and accept the increase in rate to \$150.00 per hour for the Borough Solicitor - Allison and Rickards, Attorneys at Law, LLC.

Ayes: 6

Nays: 0

Motion: Carried

ELECTRIC & EQUIPMENT COMMITTEE – Mike Lottig – (Chair)

1. Generator Update – The generators operated for 1 hours and 26 minutes in Test Mode and 41 minutes of that time was on November 23rd - 24th while PowerSecure was on site during annual Maintenance. (exhibit 4)
2. Committee meeting was held on December 14th, to review the cost and impact of the proposed Itron (FCS) field collection system to replace our MV-RS system. And the cost benefit comparison to the system proposed by AMP. Raybern Utility Solutions contractor for Itron proposal to do the conversion, if approved before 12/29 – the software license fee of \$1,800 will be waived. (exhibit 5&6)
3. Committee also reviewed the number of demand meters, required to eliminate manual reads for all commercial customers, and the number of water meters required to complete the replacement of 400+ manual read meters and update the aging 50/60 meters and ERT's to complete automatic read system. (exhibit 5&6)
4. The proposal for the replacement of the Backhoe and timing was discussed, as the option to order by year end and delivery in May would save 1.75% price increase.
5. Darr Construction is to coordinate with the school to replace the door and do an electric shutdown to allow Wiedenhoft Electric to inspect the transformers.

Motion by Mike Lottig and seconded by Cliff Horner to approve the acceptance of the Itron/FCS system to replace the MV-RS system in the amount of \$31,930.00.

Ayes: 6

Nays: 0

Motion: Carried

Motion by Mike Lottig and seconded by Cliff Horner to approve the purchase of 40 Electric demand meters in the amount of \$16,320.00 to automate meter reads.

Ayes: 6

Nays: 0

Motion: Carried

Tom G. asked if Council wanted to proceed with the purchase of a new backhoe at this time, and Mike Lottig suggested to council to wait until next year after the water line was installed and to review the cost at that time. Council members agreed to wait until spring to look at the replacement again.

Council asked Tom G. to get an update on the installation of the door and review of the transformers and scheduled shut down.

FIRE & POLICE COMMITTEE – Tom Fisher – (Chair) Charles Read

1. School SRO program – hours of service may be limited as the school has elected to commence virtual classes once again.
2. Kevin Huzsek was sworn in on December 11th and Mark Craig was sworn in on December 14th. Both Part-time officers were entered into TACS.
3. Schedule of service has been prepared for the month of December, but with school closure and the addition of PT officers it will be adjusted according to availability from the Part-time Officers to COP. (exhibit 7)
4. Berlin Volunteer Fire Department – held their monthly meeting on December 14th. They provided the borough with a summary of equipment purchases and fees that the donation from Council was applied toward. A Thank You from the Volunteer Firemen.
5. The winter “NO PARKING” signs effective December 1 – March 31 to be installed.

Council asked Tom G. if the signs for winter parking were in place, Tom G. will have borough employees put them up.

Cliff asked if Mark Craig was working Thursday night, his truck was at the police station? Tom G explained he Spoke to COP Brian on Wednesday and informed him that Craig said he was available, and Brian is to adjust schedule.

John said Willie brought to his attention that the car Camera was not operating properly. Tom G, said Brian and Willie informed him the Body Cameras were operating, but in a delayed manor.

Tom Jones – said the committee discussed the purchase of new body cameras months ago, and the car camera was not needed.

Council asked Tom G to investigate the replacement cost of the Body Camera, and if the car cameras could be fixed. Team-Force did the install on the new Car.

HOUSE COMMITTEE – Stephen Custer – (Chair)

1. There is a payment processing company utilizing SEO - search engine optimization to process payments for utility companies, including the residents of Berlin. A notice was printed on the bills this month to notify residents not to use Doxo for payments. This company DOXO is not affiliated with muni-link or the Berlin Borough. Residents that google and then elect to process payment through this company may create timing issues to record payments to their accounts and incur additional fees from Doxo directly. We have payment delays more than 7 days. (exhibit 8)
2. Comcast contractors have completed installing cable along Broderick St. and Valley road and the installation of cable to the sewer plant was completed. The water authority has been notified. Council approved service in conjunction with the borough office and police office on February 20, 2020.
3. Coronavirus (COVID-19) update. Pennsylvania has seen increases in coronavirus and Somerset county has reported 3 times as many as reported a month ago. The state is reporting a total of 465,134 positive cases and 12,890 deaths, Somerset county has confirmed 3,451 cases and 38 deaths.
4. Berlin school has recorded an increase in the number of students and faculty members, that have contracted Coronavirus, resulting in virtual classes effective December 15th, and school not resuming in-school classes until January 4th.
5. The Emergency Operation Plan document was edited and prepared as required by the Pennsylvania Emergency Management Service Code. Gerry Parry EMC has reviewed the plan. The document outlines the Elected Officials responsibilities and requires approval by resolution 12172020-01.

Motion by Mike Lottig and seconded by Tom Jones to accept and approve as presented the Emergency Operation Plan and adopt resolution 12172020-01.

Ayes: 6

Nays: 0

Motion: Carried

Cliff asked to change his cell # on the EOP plan document. Tom G. explained it the plan required all the council signatures.

Tom Fisher was absent – Tom G to contact Tom Fisher and obtain signature on Friday.

STREETS, STORM SEWERS & SIDEWALK – Thomas Jones – (Chair)

1. **Columbia Gas project – Phase II** – East Main St. to 12th St.
 - a. The ADA forms were completed a second time by AEG and Kevin sent forms and email directly to Rodney Hill at PennDOT. Tom G submitted on PennDOT EPS.
 - b. MandB holdback in the amount of \$16,137.10 waiting on PennDOT approval.
2. **Columbia Gas project - Phase I - application 210197** 12th Street to Cassel
 - a. Tom G. requested invoice from Crilon Corp and to document agreement to hold Bid.
3. **Columbia Gas project Phase III** – SR160 Cumberland St. to 10th.
 - a. Permit has been issued to Columbia GAS.
 - b. Project on hold until Spring.
4. **Diamond street project — Application 215945**
 - a. Redevelopment Authority to submit ADA ramps to PennDOT.
 - b. The 4X20 ft section of sidewalk at the corner of Diamond and North St. will be completed with the Main street project.
5. **Main Street Revitalization - MPMS-111482.**
 - a. MandB – Submittals to PennDOT – includes decorative light poles (Exhibit 9).
 - b. Construction Start date Scheduled for April 20, 2021.
6. **Cumberland Street.**
 - a. Waiting on PennDOT approval and closure on the project.
7. **Street activity.**
 - a. Waterline replacements from 12th to Cassel, replace in spring as weather permits.
 - b. Area round the Dump and Salt Shed were cleared of trees, obsolete forms, and poles.
 - c. Electric meter log completed for Demand meters.

*Exhibit 9 – is the drawing from Spring City Electrical Mfg. Co. Description is the 12' Radnor Post with the Piedmont Luminaire and Ladder rest. Drawing # LP-32948 dated 10/01/20
Opportunity CMS#111482 – Berlin Revitalization 020623*

Motion by Mike Lottig and seconded by Steve Custer to accept and approve the decorative light post as shown in Exhibit 9.

Ayes: 6

Nays: 0

Motion: Carried

Executive Session

There are contractual and personnel matters that Council needs to discuss privately.

Motion by Steve Custer and seconded by John Harding to recess to executive session.

Ayes: 6

Nays: 0

Motion: Carried

At **6:46 P.M.** the council adjourned to executive session to review and discuss agency business which, if conducted in public, would violate a lawful privilege, or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Motion by John Harding and seconded by Steve Custer to reconvene the regular meeting.

Ayes: 6

Nays: 0

Motion: Carried

At **7:25 P.M.**, the council reconvened the regular meeting.

Motion by John Harding and seconded by Mike Lottig to adjourn this Meeting of the Berlin Borough Council at 7:25 P.M.

Ayes: 6

Nays: 0

Motion: Carried

Note: The next regular meeting of the Berlin Borough Council is scheduled for Thursday January 7, 2021 at 7:00 p.m. The next scheduled meeting of the Berlin Borough Council Committee of the Whole is scheduled for Thursday January 21, 2021 at 4:00 p.m., at the Berlin Borough Council Conference/Meeting Room, 700 North Street, Berlin, Pennsylvania.