

## **NEW BERLIN BOROUGH COUNCIL REGULAR COUNCIL MEETING**

A regular meeting of the New Berlin Borough Council was held on January 10, 2018, at 7:00 pm at the New Berlin Borough Community Center located at 318 Vine Street, New Berlin, PA. Present were President Julianne Finkbiner, Vice-President Jared Busby, Councilwoman Elaine Hopkins, Pro-Tem Betty Kratzer, Councilwoman Lisa Decker, Councilwoman Lynda Frederick, and Councilwoman Barbara Stamm. Rebecca Witmer, Secretary/Treasurer; Bonnie Hamilton, Mayor; Lester Hummel, Street Department Supervisor; and L. Eric Hassenplug, Chief of Police were also present.

The meeting was brought to order by President Julianne Finkbiner with The Pledge of Allegiance.

**APPROVAL OF MINUTES – January 2, 2018 Reorganization Meeting** – Councilwoman Elaine Hopkins made a motion to approve the January 2, 2018 Reorganization Meeting. Councilwoman Betty Kratzer made a 2nd to the motion. As a correction to the minutes, Melissa Frederick was added to the DCNR Study Committee on the committee list within the minutes. Vote was taken with all in favor and none opposed. Motion carried.

**VISITOR BUSINESS - Shawn McLaughlin, Union County Director of Planning and Development -** Mr. McLaughlin was present to discuss different programs and support the Union County Planning Department offers to New Berlin Borough and its residents. The upcoming workshop on transportation grants was also discussed.

**Carolyn Conner, Union County Republican Committee** – Carolyn Conner, Union County Republican Committee was present to answer questions about waiving the liability for rental of the community center for their Ronald Reagan Birthday Party in February. Ms. Witmer stated she thought the committee was asking for a waiver of the rental fee and apologized for the miscommunication. Ms. Conner stated she was coming to the meeting either way since she likes to get around to different municipalities each year to see what they have happening. Council was invited to attend the Ronald Reagan Birthday Party event. Details about the event were discussed.

**COMMITTEE REPORTS – Union County Tax Collection Committee** - Mayor Bonnie Hamilton reported she was present at a recent meeting of the Union County Tax Collection Committee. The meeting was held to discuss outsourcing the collection of taxes. Motion was made, seconded, and passed reappointing Berkheimer to collect and disburse local income tax within Union County. The contract with the company will be up for renewal in 2019. The committee will request Berkheimer do another proposal for services at the end of 2018.

**POLICE REPORT – December Police Report** – The December police report was reviewed. The incidents reported were noted as being typical for New Berlin within a month's time.

**Police Department Rules and Regulations – Proposed Revisions** - Several possible revisions to the Police Department Rules and Regulations were discussed. The police committee has not yet met to discuss the revisions. The police committee will meet before the next meeting and make a recommendation to council.

A police committee will also discuss hiring another police officer at the meeting.

**STREET SUPERVISOR REPORT – 1984 Truck Inspection** – Mr. Hummel reported that several weeks ago he took the 1984 truck to Hackenburg's Garage for inspection. The truck has yet to be inspected. After discussion it was decided that Ms. Witmer will call the garage about the truck inspection.

**Winter Maintenance – Limestone Township** - Mr. Hummel stated he's had several conversations with the Limestone Township Roadmaster about the borough possibly doing winter road maintenance for them again. President Finkbiner stated the borough was not contacted by Limestone Township regarding a proposal. Mr. Hummel stated the township has different supervisors now so it may be something for the borough to consider. President Finkbiner stated the township has not contacted the borough regarding the issue.

**MAYORS REPORT** – Mayor Hamilton stated she works for Weis Markets and spoke with the Regional Vice-President and District Manager of the Company about sponsoring some of New Berlin's Activities. Weis Markets told her they are very interested in sponsoring some community events or doing some community tie-ins. If some of the different committees of the borough, particularly the activities and recreation committees, could meet sooner rather than later to get the 2018 events planned, it would be very helpful.

Barb Stamm stated the recreation association will not meet until after sign-ups on January 13<sup>th</sup> and the activities committee will meet again on the 3<sup>rd</sup> Thursday in March. Mayor Hamilton stated if the activities committee meets sooner than originally planned, they may be able to discuss and plan new events as well as discuss ideas to get more people involved with volunteering and participating in activities.

Ideas for different events were discussed as well as participation in some of town organizations.

**SOLICITORS REPORT** – No solicitor report.

**NEW BERLIN MUNICIPAL AUTHORITY – Minutes** – There was no questions or discussion regarding the New Berlin Municipal Authority Minutes.

**SECRETARY/TREASURER REPORT - Balance – General Fund** - Rebecca Witmer reported the balance in the General Fund as \$60,980.58.

Ms. Witmer explained some of the borough funds and accounts, what they were used for, and how they are operated and maintained.

**DCNR Grant** – Rebecca Witmer reported on the Small Community Pilot Program DCNR Grant Progress. The borough has completed the initial phase of planning for the project and has been working closely with DCNR and the design consultant in preparation for advancement into the development phase. It is expected that the borough will be ready to proceed into advertised bidding within the next few months. In order for that to happen, council needs to approve of the

advancement by motion and recommit the \$20,000 towards the project. The \$20,000 was originally committed and held in the borough's investment account in April of 2016.

The project scope was discussed and questions were answered.

**Motion – Project Advancement** – Councilwoman Lisa Decker made a motion to approve the advancement of the DCNR Project, recommit \$20,000 in borough funds towards the project, and sending the letter to DCNR notifying them of the aforementioned. Councilwoman Elaine Hopkins made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**Liquid Fuels Audit for 2016** – The borough's liquid fuels account audit for the year 2016 will be held at the office on February 13, 2018. A report will be available to council after it is received by the office.

**Payroll Audit and Worker's Compensation Audit** – The borough received notice that the 2017 payroll and worker's compensation will be audited sometime in February. A date and time has not yet been received.

**Special Event Permits** – Rebecca Witmer reported it's time to complete the PennDOT applications for closing the State Routes for certain borough events in 2018. One application each will be completed for the New Berlin Day and the Fireman's Parade. The borough has not had notification that the Memorial Day Parade will be reinstated this year so no application will be submitted for that event.

**Motion** – Vice-President Jared Busby made a motion to complete and submit the required special event permits. Councilwoman Barbara Stamm made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**Motion to Pay Bills** – Councilwoman Betty Kratzer made a motion to pay the bills with any needed additions. Councilwoman Lynda Frederick made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**BILLS TO BE PAID FROM M&T GENERAL FUNDS ACCOUNT**

M&T Bank – December Checking Service Charge	52.66
M&T Bank – January School Loan Payment	1,994.36
A+ Office Outlet	62.54
B.S.& B. Repair, Inc.	99.99
Coles Hardware	24.67
Edward C. Greco, Esquire	438.00
Hoover Tractor	30.74
Lancaster Truck Bodies	45.00
Martin’s Small Engine Repair	53.10
Curt Keister	74.62
Jacob Shipman	184.42
Leif E. Hassenplug	445.82
Lester O. Hummel	788.37
Michael Mattocks	129.01
Rebecca A. Witmer	1,352.39
Rodney E. Styers	49.97
William Stamm	185.98
Kathy Hummel-Diehl	30.00
Fisher Auto Parts	109.56
AMTRUST NORTH AMERICA	18,286.00
Cardmember Service	214.18
Central Keystone COG	36.00
H.A. Thomson Company	350.00
Hometown Disposal, Ip	64.50
Kathy A. Hummel-Diehl	82.50
Kim Barton	35.00
PP&L	1,007.17
Windstream Buffalo Valley, Inc.	234.01
Central Tax Bureau	314.38

TOTAL	\$26,774.94
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**DCNR GRANT ACCOUNT**

YSM, Inc.	\$2,430.00
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**OLD BUSINESS – Water Source at NBES Community Park** – President Finkbiner reported answers were received from the NB Municipal Authority (NBMA) regarding costs the Borough would incur if it placed a water source at the NB Elementary School Community Park. The original discussion regarding the water source was held at the Borough’s December 2017 meeting. The NBMA

informed the Borough there will be no tap-in fees and the Borough crew may do the work to install the line. As per NBMA procedure, a representative from PA Environmental will be present and inspect the work and make sure everything is sufficient. The NBMA would like to be notified when the Borough plans to do the work so they can get it on the schedule. There are two access points the Borough could utilize; one is across Liberty Street from the NB Elementary School near what is now a home owned by Annette Dick and the other is located along Plum Street where the water main is located. The NBMA is required by DEP to meter the water and account for usage. A spigot that times out/turns off after a period of time was also requested by the NBMA as to avoid water flowing for days without being noticed.

Mr. Hummel stated the cost for the borough to install the line would be minimal.

**Motion – Water Source** – Councilwoman Elaine Hopkins made a motion to install a permanent water source adjacent to the future site of the pavilion at the New Berlin Elementary School Community Park. Vice-President Jared Busby made a send to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**NEW BUSINESS** – A reminder was made regarding the February council meeting being the first Wednesday rather than the second due to the holidays.

**Bridge Preservation Work** – All of council was in receipt of a letter PennDOT sent a letter regarding a future restoration project on the bridge located on S.R. 204 over Penn's Creek. PennDOT was requesting municipal comment and/or concern regarding the project area. After discussion it was decided that Ms. Witmer would contact PennDOT to inquire about the project details and report back to council. In the interim, Ms. Witmer will provide a written response informing PennDOT of New Berlin's Activity dates.

**Statement of Financial Interest Forms** – Statement of Financial Interest Forms are due to be filed with the borough office by May 1, 2018. The form should be filled out for the year 2017.

**Auditor Vacancy** – A letter of interest for one of the vacant auditor positions was received from Matthew Hamilton, resident of New Berlin. If appointed, Mr. Hamilton would be required to run in the next municipal election, if he so desires. Auditor terms were discussed. The letter of interest did not specify in which term Mr. Hamilton was interested. Ms. Witmer will contact Mr. Hamilton and report back to council.

**Motion – Auditor** - Councilwoman Barbara Stamm made a motion to appoint William Hamilton as auditor. Councilwoman Lynda Frederick made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**Finance Committee** – Councilwoman Lynda Frederick stated she would like to be a member of the finance committee but was not appointed to council until after the committees were formed. Councilwoman Betty Kratzer stated she would step down from that committee. President Finkbiner appointed Councilwoman Lynda Frederick to the finance committee in place of Councilwoman Betty Kratzer.

**ADJOURNMENT – Motion** – Councilwoman Barbara Stamm made a motion to adjourn the meeting. Councilwoman Betty Kratzer made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried. Meeting adjourned.

Respectfully Submitted,

Rebecca A. Witmer,  
Secretary/Treasurer

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MAYOR