

**NEW BERLIN BOROUGH COUNCIL
REGULAR COUNCIL MEETING**

A regular meeting of the New Berlin Borough Council was held on March 14, 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, President Pro-Tem Betty Kratzer, Councilwoman Lisa Decker, Councilwoman Lynda Frederick, and Councilwoman Barbara Stamm. Lester Hummel, Street Department Supervisor; Rebecca Witmer, Secretary/Treasurer; Bonnie Hamilton, Mayor; and L. Eric Hassenplug, Chief of Police were also present. Solicitor Wendy Cole was absent from the meeting. Jim Emery, Central Keystone COG and Laura Ulrich, President of Mifflinburg Lacrosse Club were present as visitors.

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

APPROVAL OF MINUTES – February 7, 2018 Council Meeting – Councilwoman Barbara Stamm made a motion to approve the February 7, 2018 Council Meeting minutes. Councilwoman Betty Kratzer made a 2nd to the motion. There were several typos to be corrected. Vote was taken with all in favor and none opposed. Motion carried.

VISITOR BUSINESS - Jim Emery, Central Keystone COG – Jim Emery, Central Keystone COG was present to give updates on properties contracted for property maintenance administration.

The Front Street property is in foreclosure. The mortgage company is not from Pennsylvania. It will be more difficult to make the mortgage company comply with the property maintenance regulations due to location. The CK COG will give more updates on that property as they are available.

The Spangler Street property owner will be selling the property to a neighbor who plans to demolish the property. Updates will be given as things will progress.

Jim Emery also presented to council all services offered by Central Keystone COG. Council discussed with Mr. Emery the Borough's proposed Landlord Tenant Ordinance. In response, Mr. Emery explained that rental inspection programs typically lower property maintenance costs for municipalities. The landlord pays the registration and inspection cost required by the program. The CK COG will help the Borough compose an ordinance fitting the needs of the Borough and will also help enforce the ordinance when asked to do so.

Details regarding inspection of rental properties were discussed.

Mifflinburg Lacrosse Club – Laura Ulrich, President of the Mifflinburg Lacrosse Club, was present to ask permission to use the field behind the elementary school for practices and games during the 2018 Lacrosse Season. Practices will be from 5pm to 6:30pm on Tuesdays and Thursdays, with the occasional Friday, from March 19th through the end of May. Games will be once a week with a game schedule yet to be determined.

Motion – Councilwoman Lynda Frederick made a motion to give permission for the Mifflinburg Lacrosse Club to use the field behind the old elementary school for games and practices for the 2018 Lacrosse Season pending communication and working out a schedule with the New Berlin Recreation Association. Vice-President Jared Busby made a 2nd to the motion. Vote was taken with all in favor, none opposed, and Councilwoman Barbara Stamm abstaining due to being on the New Berlin Recreation Association. Motion carried.

Councilwoman Elaine Hopkins asked who should be in charge of scheduling the old elementary school field and suggested one central person being delegated that task rather than several people and/or entities trying to schedule figure out schedules on their own. Mayor Bonnie Hamilton inquired if it would make sense to set up a calendar and email address to be used to request time for all the properties in the borough, such as the commons, the recreation fields, and elementary school field. President Finkbiner stated The New Berlin Community Center and The Commons are both rented so the Borough Secretary/Treasurer is responsible for renting those borough properties through the office. Mayor Hamilton stated there should be an online community calendar showing the availability of recreation spaces.

Council discussed the Mifflinburg Lacrosse Club and the New Berlin Recreation Association working together as to allow both the Little League and the Lacrosse Club to practice at the old elementary school field. Vice-President Jared Busby will contact the President of the New Berlin Recreation Association to discuss scheduling, sharing the field, and to encourage communication between the two entities.

The idea and possible future implementation of one central person administering a borough calendar showing borough property and recreation field availability was discussed. Also discussed was the New Berlin Planning Commission meeting to discuss rules and regulations/policy for the use of New Berlin property.

COMMITTEE REPORTS – Police Committee - Rules and Regulations – Changes to the Police Department Rules and Regulations were reported to council. Official changes to the document were made by the Secretary/Treasurer on March 1st immediately following the Police Committee meeting.

New Hire – At the last meeting of council a motion was made to hire Jackson Stroup as police Patrol Officer, Probationary Status, pending a successful interview. The interview was held on March 1, 2018, at which time the Police Committee, Police Chief, and Mayor were in agreement to hire Mr. Stoup for the aforementioned position.

Insurance for Fire Company, Activities Committee, and Other Events – A letter from the insurance company was received stating coverage provided for members of volunteer fire companies or volunteer ambulance corps is only provided while performing specific activities. Other activities, including fundraising, are not covered unless authorized by the municipality. The letter stated the fire company should annually submit a list of activities they want covered. A record of the approval should be made part of the municipality's meeting minutes. The Secretary/Treasurer inquired of the insurance company if the Activities Committee events should be approved and made a part of the minutes as well. The insurance company confirmed that the activities, including fundraising, should be handled in the same way. The Borough is then required to notify H.A. Thomson Co. of

any event or activity not included in their list of specific activities outlined in the letter.

The Activities Committee will get a list of activities to the Borough Office for approval at the next meeting and to submit to the insurance company.

The Fire Company activities were previously submitted to the borough but have not been officially approved as was indicated by the insurance company as required.

Motion – Fire Company Activities – Councilwoman Elaine Hopkins made a motion to approve the Fire Company’s annual activities as submitted to the Borough Office and distributed to Borough Council. Councilwoman Betty Kratzer made a 2nd to the motion. Vote was taken with all in favor and none opposed. Motion carried.

POLICE REPORT – February Police Report – The February Police Report was reviewed. No questions were raised.

New Hire – Chief Hassenplug reported the new hire has worked several shifts and is doing well.

STREET SUPERVISOR REPORT – Mr. Hummel reported he is unsure where to place the waterline at the old elementary school. The instruction was for a temporary line to be run for construction purposes then extended to a more permanent place once the pavilion and other construction is complete. However, the placement of the line needs to be determined. The Secretary/Treasurer explained that the consultant will be present at the park for the pre-bid meeting and will be glad to give Mr. Hummel some ideas as to where the line could be placed.

MAYOR’S REPORT – Mayor Hamilton stated everyone I doing a great job and had nothing new to report.

SOLICITOR’S REPORT – Solicitor Cole was absent from the meeting due to being out of the Country.

NEW BERLIN MUNICIPAL AUTHORITY – Minutes – There were 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 \$27,303.07.

2017 General Fund Audit – Rebecca Witmer stated the 2017 General Fund Audit was completed.

Auditor’s Notes were read into the minutes as follows:

“ACH debit \$3,098.91 (9/19/2017) for yearly lease payment for police car was inadvertently missed in the report to Council minutes.

When preparing PLGIT summary for Council, put line item account number next to listing to help audit track where funds were used or taken from.

Asked Rebecca to inquire from other boroughs and/or state how savings for capital expenditures are handled. Currently, savings for capital expenses are listed as expenses within particular budget line items and checks written to deposit as savings in PLGIT Fund are under that code. The question was raised whether savings should be listed separately and not as expenses.”

The Secretary/Treasurer stated the ACH debit was reported to council on the agenda but was inadvertently missed when the minutes were completed.

The Secretary/Treasurer checked with DCED about capital expenditures. There are several acceptable ways to do a transfer. The finance committee will consider the note but wants to continue doing things the way they have been as long as it is allowable.

2016 Liquid Fuels Audit – The 2016 Liquid Fuels Audit is complete. There were no findings. The borough is awaiting the official report which usually takes some time to be generated. The Secretary/Treasurer will let council know when it is available.

2018 Special Event Permits – The 2017 Special Event Permit Applications were submitted to PennDOT. The Legion verified there will be no Memorial Day Parade this year.

SIGNING OF BILLS/PAYROLL – The Secretary/Treasurer noted that the February bank statement has not yet arrived. Once it does, the service charge amount will be added.

Motion to Pay Bills – Councilwoman Elaine Hopkins made a motion to pay the bills with any additions. Vice-President Jared Busby made a 2nd 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 – February Checking Service Charge	51.55
M&T Bank - March School Payment	1,994.36
H.A. Thomson Company	15,474.00
Martin’s Small Engine Repair	73.31
New Enterprise Stone & Lime Co, Inc.	400.84
Phillips Office Solutions	113.00
AT&T Mobility	159.86
PA Department of Revenue	169.89
US Treasury	1,329.68
Curt Keister	137.77
Jacob Shipman	181.80
Leif E. Hassenplug	474.26
Lester O. Hummel	933.91
Michael H. Mattocks	144.49
Rebecca A. Witmer	1,405.31
Rodney E. Styers	162.21
William Stamm	183.76
Cargill Incorporated	1,426.44
Coles Hardware	66.89
Gessner Excavating	125.00
Hometown Disposal, Ip	64.50
Kathy A. Hummel-Diehl	9.00
Kim Barton	35.00
S.J. Plumbing & Heating	447.11
SEDA-COG	100.00
Union County Commissioners	16.00
Union County Treasurer	436.25
Wal-Mart Community	12.66
Atlantic Tactical	91.98
Diane Lengle	120.00
Jay Egli	120.00
Kathy A. Hummel-Diehl	60.00
Lester Hummel	12.00
Matthew Hamilton	120.00

PP&L	1,008.27
Cardmember Service	201.35
TOTAL	\$27,862.45

DCNR Grant Account

YSM, Inc.	390.00
YSM, Inc.	650.00

OLD BUSINESS – Walnut Street – The Secretary/Treasurer reported an update on the Walnut Street Bridge Project. The project cost increased so substantially that there are not enough funds to do the project. Council originally approved the project and approved the engineer to move forward with a design and plans based on the original project quote provided by the engineer. There have been several conversations with PennDOT, the engineer, the Borough Office, and a few contractors to try to get the project cost back down to an amount the Borough can afford. Each time the need for an affordable project is communicated to the engineer, the project cost comes back from the engineer with yet more project cost increases.

The Solicitor and the Secretary/Treasurer will speak regarding the issue soon and have some suggestions at the next meeting.

Statement of Financial Interest Forms – Statement of Financial Interest Forms are due to the office by May 1st.

Mountain Brush Schedule – A sign-up sheet to open and close the mountain gate was passed around. The Secretary/Treasurer will distribute the finalized sheet to council and make extra keys for the gate.

Animal and Sidewalk Ordinances – Vice-President Jared Busby, Mayor Bonnie Hamilton, and Councilwoman Lisa Decker will work on the Animal Ordinance. The current ordinances need to be updated and combined into one ordinance.

Councilwoman Elaine Hopkins and President Julianne Finkbiner will work on updating and combining the Sidewalk Ordinances.

The committee for the landlord ordinance was appointed at a previous meeting.

NEW BUSINESS – UC Children & Youth – Facilities for Families in Crisis – Council discussed an email from UC Children & Youth explaining that Union County Children and Youth Services has initiated a new program called the Crisis/Rapid Response Meeting. These meetings are designed to bring families together within 24-72 hours of a family crisis to develop an intervention plan, help families drive the decision-making process for their own families and ultimately, decrease the number of youth in out-of-home placement.

They are in search of spaces and places which can be private, will hold anywhere from 5-25 people, and which can be considered neutral and non-threatening to families. The meetings will be facilitated by staff members from UCCYS as well as the Central Susquehanna Valley Mediation Center. Due to the nature of the meetings (Crisis/Rapid Response), they will be scheduled on short notice.

Council discussed allowing the use of the community center for the purposes of the aforementioned meetings.

Motion Crisis/Rapid Response Meetings - Councilwoman Elaine Hopkins made a motion to allow use of the community center, when available, for the Crisis/Rapid Response Meetings.

Councilwoman Betty Kratzer made a 2nd to the motion. Vote was taken with all in favor and none opposed. Motion carried.

New Berlin Elementary School – James Downey showed interest in the old elementary school for purposes of a charter school. Hillsdale College would be involved in the process. Mr. Downey has been back with a contractor to look at the inside of the school building since he first showed interest.

NBMA Water Quality Report Link and Document – The NBMA inquired if the CCR, water drinking quality report, could be given to the Borough to scan and post to the website. Todd Mace from PA Environmental reported to the NBMA that all is required is the NBMA have, at the very least, a link

to it on the Borough site. If the Borough does this for the NBMA, they will save money by not mailing out the papers to each household.

Fee Resolution – Solicitation Permits – Council discussed a fee resolution for 2018. The only fee needing to be discussed and placed in the Resolution is the Solicitation Permit fee since the Fee Resolution is new and only one ordinance refers to the Resolution for fee establishment.

Council discussed door to door solicitation and the permit process.

Motion – Solicitation Fee – Councilwoman Lisa Decker made a motion to establish the solicitation permit fee for 2018 at \$200.00 per week. Councilwoman Betty Kratzer made a 2nd to the motion. Vote was taken with all in favor and none opposed. Motion carried.

April 14, 2018 Birthday Party on Elementary School Grounds – A person from the New Berlin Community is asking for permission to use the Recreation Complex for a birthday party. The Secretary/Treasurer inquired if there were objections to her offering that person the field behind the elementary school since the fields there may be utilized due to little league games. There were no objections.

PennDOT Road Count Program – Council was distributed information on PennDOT’s 2018 Road Count Program. Vehicle traffic will be counted on certain sections of Cherry and High Streets this year.

ADJOURNMENT – Motion – Councilwoman Elaine Hopkins made a motion to adjourn the meeting. Vice-President Jared Busby made a 2nd to the motion. Vote was taken with all in favor and none opposed. Motion carried. Meeting adjourned.

Respectfully Submitted,

Rebecca A. Witmer,
Secretary/Treasurer

MAYOR