

**NEW BERLIN BOROUGH COUNCIL  
REGULAR COUNCIL MEETING**

A regular meeting of the New Berlin Borough Council was held on April 10, 2019, 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 Elaine Hopkins, Councilwoman Lisa Decker, Councilwoman Betty Kratzer, Councilwoman Meghan Shambach, Councilwoman Lynda Frederick, and Councilwoman Barbara Stamm. Rebecca Witmer, Secretary/Treasurer; Bonnie Hamilton, Mayor; and Wendy Cole, Solicitor were also present. L. Eric Hassenplug, Chief of Police was absent from the meeting. New Berlin residents Barry Kuhns and Allen Kahl were present to observe the meeting. Stacy Richard, Union County Commissioner Candidate; Cheryl Kahl, Union County Treasurer and candidate for the same; Jeff Reber, Union County Commissioner Candidate; Jim Emery, Code Enforcement Supervisor at CKCOG; and Stephanie Underhill, New Berlin resident were present as visitors.

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

**APPROVAL OF MINUTES – February 13, 2019 Council Meeting** – Vice-President Elaine Hopkins made a motion to approve the minutes. Councilwoman Lisa Decker made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**VISITOR BUSINESS** – Stacy Richards introduced herself as Democratic Candidate running for Union County Commissioner position and said a few words regarding her campaign.

Cheryl Kahl introduced herself as the acting Union County Treasurer and candidate for the same and said a few words regarding her campaign.

Jeff Reber introduced himself as a Republican Candidate running for the Union County Commissioner position and said a few words regarding his campaign.

**Stephanie Underhill – Utility Line** – Borough resident Stephanie Underhill, who lives beside the community center, stated that she and her husband, James Underhill, were building a new garage on their property. They contacted the borough to have a utility line, which is attached to the community center, removed due to it being in the way of construction of the garage. Mrs. Underhill stated the response she was given was that calling the utility company was the responsibility of the contractor or homeowner doing the construction. Mrs. Underhill was also told by the borough that they cannot determine which utility owns the line or if it was an active line. Solicitor Cole stated utility companies would need to be called out and then determine who owns the line and test it to see if it was active. Ms. Underhill inquired if council could move to disconnect the line if she calls utility companies and gets those answers. Solicitor Cole stated the borough needs more information in order to make that determination such as knowing if it is an active line and if any charges would be incurred by the borough. If charges would be incurred, it should be the responsibility of the person doing the construction. If an interruption in service is required, the utility company would likely then call the borough with details. If the line is no longer active, council would need to determine if they want it completely removed. Council should also be aware if there is a fee to reconnect at a later time. Solicitor Cole stated that council is being asked to make a decision in one night on a matter for which they have no solid information to make a determination. Mrs. Underhill stated the best thing would be for the service to come in from the front of the building or another pole. Mrs. Underhill inquired if council would be agreeable to having the utility line relocated to another pole. Solicitor Cole stated that would be up to council and the utility company. Council needs more information before making a decision. Mrs. Underhill will contact the utility company to get more information then send an email to the borough office with the information. Hopefully, the utility company will also contact the borough with the relevant information. Once council has all the information, they will make a decision.

**COMMITTEE REPORTS – Activities Committee** – The activities scheduled by the activities committee for the year are Spring Yard Sales – May 4<sup>th</sup>, Fireworks – July 4<sup>th</sup> with July 6<sup>th</sup> Rain Date, New Berlin Day – August 24<sup>th</sup>, and Fall Yard Sales – October 5<sup>th</sup>. The Secretary/Treasurer will send the list to the insurance company.

**Dumpster Day** – The Secretary/Treasurer stated that John and Nancy Showers inquired at the office if the Borough would consider paying for an extra dumpster for the New Berlin Dumpster Day Event at the cost of \$450.00 per dumpster, if needed, or if the event would be on a first-come, first-served basis with the 4 dumpsters they plan to provide. After discussion, it was decided that the four dumpsters should be adequate and the event should be first-come, first-served.

**Personnel Committee** – Personnel Committee Chair Elaine Hopkins reported that Benjamin Pilko applied for and was interviewed for the Street Supervisor position. The committee informed Mr. Pilko that another candidate was being considered for the position as well but was awaiting clearance from his full-time job to accept the position, if offered. Mr. Pilko agreed to work as a laborer for the street department while still being considered for the Street Department Supervisor position. The committee is recommending Benjamin Pilko for hire as a Street Department Laborer.

**Motion** – Vice-President Elaine Hopkins made a motion to hire Benjamin Pilko as a part-time, as needed, Street Department Laborer at \$9.50 per hour. Councilwoman Lisa Decker made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

Curt Keister has since been cleared by the Commonwealth of Pennsylvania to take the Borough position of Street Department Supervisor and will be interviewed by the personnel committee this week.

**New Berlin Planning Commission** – Sally Farmer, New Berlin Planning Commission Chair, asked the Secretary/Treasurer to pass along the message to council that the NB Planning Commission is interested and willing to help council with whatever is needed. Several examples of tasks the committee has completed in the past were given.

**POLICE REPORT – March Police Report** – The March Police Report was reviewed.

**New Hire – Andrew Bustin** – The Police Committee and the Chief of Police met to interview a candidate for police patrol officer. The recommendation from the Chief and the committee is to hire Andrew Bustin.

**Motion** – Councilwoman Barbara Stamm made a motion to hire Andrew Bustin as a police patrol officer, probationary status, at \$15.50 per hour. Vice-President Elaine Hopkins made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**MAYORS REPORT** – The Mayor doesn't have anything to report at this time other than anticipating the scheduled town activities.

**STREET SUPERVISOR REPORT** – No report.

**ADDITIONAL VISITOR BUSINESS – 608 Spangler Street** - Jim Emery, Code Enforcement Supervisor at CKCOG, reported that 608 Spangler Street has been posted condemned and bids for demolition are being received. The door to the main structure was opened by someone; the CKCOG has since secured the structure to prevent future incidents.

**“The Herald” and Dumpster Day Event** - John Showers, Borough resident, was present to discuss the upcoming spring addition of the town publication “The Herald” and the Dumpster Day Event. A draft edition of the publication was distributed. The Dumpster Day Event was confirmed to be Friday night, May 10<sup>th</sup> and Saturday morning, May 11<sup>th</sup>. A quantity of four, 30- or 40- yard dumpsters will be purchased by John and Nancy Showers. The event was confirmed as first-come, first-served. Other minor details of the event were discussed and affirmed.

**Lycoming County Resource Management Services** - Councilwoman Meghan Shambach stated that Lycoming County Resource Management Services will take certain electronics for free at their facility. A flyer will be obtained for distribution at the event should anyone inquire about those items.

**SOLICITOR'S REPORT – Executive Session** – An executive session was held at 8:00pm to discuss a legal matter. Council, the Secretary/Treasurer, the Mayor, the Solicitor, and Jim Emery, Code Enforcement Supervisor at CKCOG, attended the executive session. Executive session ended at 8:25pm and the regular session of council resumed.

Quotes are being obtained by CKCOG for the demolition of 409-411 Front Street at well as 608 Spangler Street. When the numbers are obtained, they will be given to the Secretary/Treasurer for review to ensure the Borough file complies with the legal requirements before the quotes are accepted.

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

**SECRETARY/TREASURER REPORT - Balance – General Fund** - The secretary/treasurer reported the balance in the General Fund as \$79,792.89.

**Liquid Fuels Account** - The yearly liquid fuels allotment was electronically deposited into the account. The amount of the deposit was \$33,774.88. The date of the deposit was March 22, 2019. The liquid fuels fund balance after the deposit is \$121,207.20.

**Liquid Fuels Audit** - An audit of the 2017 liquid fuels audit report was distributed to council via email earlier in the month. The audit showed no findings.

**General Fund Audit** - The 2018 general fund audit is complete. No findings were reported.

**Plumber at Recreation Field** – A plumber was called to the recreation field for several leaks in the concession stand restrooms. Past discussion of council was to decide payment of invoices on a case by case basis due to the Borough owning the property and facilities and the recreation complex but the recreation association organizing ball games, running the concession stand, and doing some of the maintenance. The invoice for the recent service has not yet been received but the secretary/treasurer inquired how council wanted her to proceed when the invoice arrived.

**Motion** – Vice-President Elaine Hopkins made a motion to pay the invoice for the plumbing services at the recreation complex. Councilwoman Meghan Shambach made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**SIGNING OF BILLS/PAYROLL – Motion to Pay Bills** – Vice-President Elaine Hopkins made a motion to pay the bills with any additions. Councilwoman Lisa Decker 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 – March Checking Service Charge	25.00
M&T Bank – April School Payment	1,994.26
CH Waltz Sons, Inc.	712.12
The Plankenhorn Company	478.42
Union County Treasurer	10.00
AT&T	134.85
PP&L	548.61
Richard’s Portable Toilets	80.00
Berkheimer	303.24
PAUC	8.94
Andrew K. Bustin	109.39
Benjamin Pilko	29.69
Curt Keister	285.62
Jackson D. Stroup	61.02
Jacob A. Shipman	242.46
Leif E. Hassenplug	561.98
Michael H. Mattocks	376.99
Rebecca A. Witmer	2,069.97
Rodney E. Styers	97.88
William Stamm	564.92
Coles Hardware	85.49
Hometown Disposal, Ip	71.34
Cole & Varano	1,687.50
Mifflinburg Lumber	31.99
PP&L	905.66
The Daily Item	335.55
Kathy A. Diehl	60.00
Kim Barton	35.00
Union County Treasurer	15.00
Cardmember Service	7,631.47
Marco Technologies, LLC	124.30
Union County Commissioners	31.00

**TOTAL** **\$19,709.66**

**OLD BUSINESS – Statement of Financial Interests** – A reminder about the Statement of Financial Interests being due was given.

**NEW BUSINESS – Plum Street Park Policy** - New drafts of the Plum Street Park Policy and Rental Agreement were distributed to council. Council agreed upon a security deposit of \$300.00 for an event with more than 50 people in attendance. A few other minor changes were suggested and agreed upon.

**Motion** – Vice-President Elaine Hopkins made a motion to adopt the Plum Street Park Rental Agreement pending the suggested changes. 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** – Councilwoman Meghan Shambach made a motion to adopt the Plum Street Park Policy pending the suggested changes. Vice-President Elaine Hopkins made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**Picnic Tables at Pavilion** – Discussion was held regarding whether or not the picnic tables at the Plum Street Park pavilion should be secured to the concrete. After discussion, it was decided not to secure the tables to the concrete.

**Plum Street Park Water Source and Electric** – Quotes will be obtained for electrical outlets and lighting at the Plum Street Park pavilion.

**Zoning Hearing Board Appointment** – Borough resident and former Mayor Charles Ritter submitted a letter of interest to fill the zoning hearing board vacancy.

**Motion** – Councilwoman Barbara Stamm made a motion to appoint Charles Ritter to the New Berlin Zoning Hearing Board. Vice-President Elaine Hopkins made a 2<sup>nd</sup> to the motion. Vote was taken with all in favor and none opposed. Motion carried.

**Security at Borough Building** – Meghan Shambach stated the borough building should be more secure for employees. Suggestions of cameras and building improvements were suggested.

**Executive Session** - An executive session was held at 9:05pm regarding borough office security. Council, the Mayor, the Solicitor, and the Secretary/Treasurer were in attendance. Executive session ended at 9:12pm.

**ADJOURNMENT – Motion** – Vice-President Elaine Hopkins made a motion to adjourn the meeting. Councilwoman Betty Kratzer 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

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MAYOR