Minutes
Berrysburg Borough Council
January 14, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Also present was Larry Kocher.

Minutes for the December meeting were approved with a motion by Timothy Weaver, second by Justin Adams, all in favor.

Treasurer Report for December was approved with a motion by Deb Libby, second by Timothy Weaver, all in favor.

Correspondence received was read.

Public comment – Larry Kocher discussed the water drainage and ice on Mill Road near his fields. Larry would like to replace an existing pipe with a 20-foot pipe. The Infrastructure Committee will work with the landowners regarding this issue.

Mayor's report – The bicentennial reminders - photos on the 28th at 7 p.m. and fireworks on closing night which needs approved and a letter stating allowed (the mayor will write the letter). Deb Libby made a motion to allow fireworks for the bicentennial on August 3, 2019, second by Justin Adams, all in favor.

Old Business:

Jonathan Campbell storm water management plan – the initial submission was changed and Ted August, Jonathan's engineer, will have the revision submitted by the next meeting.

New Business:

COG report – next meeting will be held on the 17th.

Timothy Weaver made a motion to appoint Boyce Warner to the Berrysburg Municipal Authority, second by Justin Adams, all in favor.

Timothy Weaver made a motion to adopt Resolution 2019-01 Adoption of the Borough Budget for 2019, second by Jonathan Campbell, all in favor.

Justin Adams made a motion to adopt Resolution 2019-02 Adoption of the Dauphin County Emergency Operations Plan, second by Timothy Weaver, all in favor.

A motion to pay the borough bills that were read was made by Justin Adams, second by Jonathan Campbell, all in favor.

A motion to adjourn was made by Justin Adams, second by Jonathan Campbell, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
February 11, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy (joined meeting by phone).

Also present were Michael Swanger and Justin Hoover.

Minutes for the January meeting were approved with a motion by Timothy Weaver, second by Jonathan Campbell, all in favor.

Treasurer Report for January was approved with a motion by Justin Adams, second by Jonathan Campbell, all in favor.

Correspondence received was read.

Public comment – Jonathan Campbell stated that there are icy patches on Mill road and the ditch needs to be cleaned. Justin Hoover of Grosser Excavating requested a copy of the snow removal contract.

Mayor's report – no report.

Old Business:

Jonathan Campbell storm water management plan – Jonathan has the revised plan from Ted August which will be sent to Matt Williard at the conservation district for his comments.

Justin Adams made a motion to advertise for lawn mowing bids in the Citizen Standard and Upper Dauphin Sentinel, second by Timothy Weaver, all in favor.

Timothy Weaver made a motion to appoint Michael Swanger as the Emergency Management Coordinator, second by Deb Libby, all in favor. A letter of appointment will be sent to Bob Stoudt at Dauphin County Office of Emergency Management.

New Business:

Leitzel subdivision plan was reviewed and information verified with no comments. Response will be sent to the Dauphin County Planning Commission.

A motion to pay the borough bills that were read was made by Crystal Scheib, second by Deb Libby, all in favor.

A motion to adjourn was made by Crystal Scheib, second by Jonathan Campbell, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
March 11, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, and Secretary/Treasurer - Diane Kennedy.

Also present was Marlin Warner.

Minutes for the February meeting were approved with a motion by Justin Adams, second by Crystal Scheib, all in favor.

Treasurer Report for February was approved with a motion by Deb Libby, second by Crystal Scheib, all in favor.

Correspondence received was read.

Public comment – Marlin Warner gave an update on the bicentennial and would also like to see the roads on the parade route repaired before the parades.

Mayor's report – working on a sign order, square need dead limbs cleaned up, tree trimming, and two trees by the flagpole are diseased and must be cut down. Deb Libby will contact Justin Bowman to cut the trees.

Old Business:

Jonathan Campbell storm water management plan – the plan has been submitted and reviewed for completeness and is moving to the technical review stage.

Lawn mowing bids – no bids were received. Jonathan Campbell made a motion to re-advertise for bids, second by Justin Adams, all in favor. Council requested that the secretary make phone calls to three local lawn maintenance companies as well.

South Pine Street drain – Michael Ward will request estimates for the pipe replacement by Gary Kauffman's residence on Market Street to the drain box on South First and Pine Streets.

New Business:

COG report – The guest speaker was from Comcast.

Insurance renewal – should have renewal information at the April meeting.

Crystal Scheib made a motion to donate $3,000 to the bicentennial committee, second by Deb Libby, all in favor.

PPL LED lights contract and resolution – table for now.

Justin Adams made a motion to allow the food bank to do monthly food distribution at the community center, second by Jonathan Campbell, all in favor.

A motion to pay the borough bills that were read was made by Justin Adams, second by Jonathan Campbell, all in favor.

A motion to adjourn was made by Justin Adams, second by Crystal Scheib, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
April 8, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Also present were Robin Straub, Amie Savidge, and Bruce Long.

Minutes for the March meeting were approved with a motion by Justin Adams, second by Crystal Scheib, all in favor.

Treasurer Report for March was approved with a motion by Deb Libby, second by Justin Adams, all in favor.

Correspondence received was read.

Public comment – none.

Mayor's report – none.

Old Business:

Jonathan Campbell storm water management plan – Dauphin County Conservation District has approved the major amendment.

Lawn mowing bids – bids were opened as follows:

Trutt's - $85.00 mowing, $150.00 spring clean up without mulch and $300.00 with mulch, $150.00 summer clean up, unknown - fall clean up.

Mattern's - $75.00 mowing, $50.00 per hour plus materials spring clean up, $50.00 per hour summer clean up, $50.00 per hour fall clean up.

BNB - $80.00 mowing, $440.00 includes materials spring clean up, $135.00 summer clean up, $270.00 fall clean up.

Timothy Weaver made a motion to accept BNB's bid for lawn mowing, second by Jonathan Campbell, all in favor.

South Pine Street drain repairs – no update.

New Business:

COG report – The guest speaker was Rick Levan the Penn Dot representative from District 8.

Insurance renewal – Robin Straub discussed the borough insurance policies and coverages. The policies will be direct billed from the insurance company and Robin will provide the premium breakdown for the authority and Mifflin Township. Robin will be retiring in July 2019 and Amie Savidge will be the borough's agent representative after his retirement.

Road work – plants will be open within the next two weeks and the patching will be done at that time. North Pine Street will be patched until it can be repaired. Justin Adams spoke to Cole Boyer, borough engineer, regarding grants to repair roads. Crystal Scheib made a motion to identify a grant writer to attend a meeting to start the research on grants available for repairing roads, second by Timothy Weaver, all in favor.

Michael Ward reported that Stewart Witmer is driving in the grass at the square to park next to his property from Route 25. Michael will call Stewart to replace the grass or pay to have the grass replaced and will also give him a deadline of 15 days to have the grass replaced. Deb Libby made a motion for Michael to call Stewart, second by Timothy Weaver, all in favor.

Deb Libby discussed Larry Gessner who was burning leaves on Monday instead of Saturday.

An estimate has been received for tree trimming but another estimate will be obtained by next meeting.

Justin Adams made a motion to buy a smart lock as some council members' keys are not working at the borough building, second by Timothy Weaver, all in favor.

A motion to pay the borough bills that were read was made by Justin Adams, second by Jonathan Campbell, all in favor.

A motion to adjourn was made by Justin Adams, second by Timothy Weaver, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
May 13, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Minutes for the April meeting were approved with a motion by Justin Adams, second by Deb Libby, all in favor.

Treasurer Report for April was approved with a motion by Timothy Weaver, second by Crystal Scheib, all in favor.

Correspondence received was read.

Public comment – none.

Mayor's report – trees are hanging low at Glen Bordner's on South 2nd and Main Streets; various property owners have grass that needs to be mowed; S. Pine St drain – will obtain prices after the pot holes are patched; Bill and Susan Straub dumped stone in front of their property – the mayor will speak to them regarding moving the stone and planting grass; and working on the sign inventory.

Old Business:

Jonathan Campbell storm water management plan – Jonathan spoke to his engineer and the permit will need to be closed.

New Business:

COG report – no report. Will need a new representative since Lahn Kopp will not be able to attend in the future due to his work schedule.

The grant writer contacted was unable to attend the meeting. Will contact for the next meeting.

Timothy Weaver made a motion to renew the post office lease at the current amount with the borough maintaining the grass on the lot, second by Justin Adams, all in favor.

A motion to pay the borough bills that were read was made by Justin Adams, second by Timothy Weaver, all in favor.

A motion to adjourn was made by Justin Adams, second by Timothy Weaver, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
June 10, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Minutes for the May meeting were approved with a motion by Crystal Scheib, second by Justin Adams, all in favor.

Treasurer Report for May was approved with a motion by Timothy Weaver, second by Deb Libby, all in favor.

Correspondence received was read.

Public comment – none.

Mayor's report – bicentennial committee is applying for a permit for a wine festival on September 21, 2019 and will need a letter from the borough that it is okay to sell liquor, August 3, 2019 bicentennial parade from 2 p.m. to 5 p.m. with parking banned along the parade route, and letters were sent to property owners regarding property maintenance.

Deb Libby made a motion to allow selling liquor at the wine festival on September 21, 2019, second by Justin Adams, all in favor.

Justin Adams made a motion to ban parking on the parade route on August 3, 2019 from noon to 5 p.m., second by Crystal Scheib, all in favor.

Old Business:
Jonathan Campbell storm water management plan – no update.

The updated post office lease for next year was signed with the borough maintaining the grass.

New Business:
COG report – no report.

Deb Libby gave a Community Center report – new carpet will be installed on June 25th and June 26th, the old carpet will be given to the borough for the borough building, the committee is happy with the cleaning person, the front of the building needs a new roof, and Helen Henninger and Deb Libby attended a grant writing meeting.

Timothy Weaver discussed the idea of selling the community center bell.

A motion to pay the borough bills that were read was made by Timothy Weaver, second by Justin Adams, all in favor.

A motion to adjourn was made by Crystal Scheib, second by Deb Libby, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
July 8, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Minutes for the June meeting were approved with a motion by Crystal Scheib, second by Deb Libby, all in favor.

Treasurer Report for June was approved with a motion by Timothy Weaver, second by Justin Adams, all in favor.

Correspondence received was read including an email from the solicitor regarding the proper certifications required for elections.

Public comment – none.

Mayor's report – continuing to work on letters to property owners regarding property maintenance and has had some responses and others are working on the issues; spoke to Bruce Long with BNB Lawn Care concerning sweeping the cinders at the curbs; and discussed tree trimming.

Deb Libby made a motion for Bruce Long with BNB Lawn Care to trim trees and clean up cinders on the parade route, second by Justin Adams, all in favor.

Old Business:

Jonathan Campbell storm water management plan – no update.

Grants – Tammy Briggs will attend the August meeting to discuss grants available. She has requested that the council members have an organized list prepared for this discussion.

New Business:

COG report – no report.

A letter of support was signed for the municipal authority grant.

Josh Decker of North Country Unlimited was paid on 12/30/17 in the amount of $900.00 to paint the cross walks in the borough. To date the cross walks have not been painted and when Josh was contacted, he said he is too busy. The secretary will contact the solicitor regarding this matter.

A motion to pay the borough bills that were read was made by Timothy Weaver, second by Justin Adams, all in favor.

A motion to adjourn was made by Deb Libby, second by Crystal Scheib, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
August 12, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Also present was Tammy Briggs.

Minutes for the July meeting were approved with a motion by Timothy Weaver, second by Justin Adams, all in favor.

Treasurer Report for July was approved with a motion by Justin Adams, second by Deb Libby, all in favor.

Correspondence received was read.

Public comment – none.

Grants – Tammy Briggs explained the grant process and items needed to pursue available grants. She distributed a list to council members to begin the process.

Mayor's report – residents continue to work on the property maintenance issues.

Old Business:

Jonathan Campbell storm water management plan – Jonathan's engineer has been in touch with the Dauphin County Conservation District and will meet with the conservation district before submitting the final as built plan.

The solicitor has sent a letter to North Country Unlimited regarding the cross-walk paint discussed last month.

New Business:

COG report – no meeting.

A motion to appoint Adam Straub to the sewer authority board was made by Timothy Weaver, second by Jonathan Campbell, all in favor.

A motion to advertise for snow plow bids was made by Justin Adams, second by Timothy Weaver, all in favor.

A motion to pay the borough bills that were read was made by Justin Adams, second by Jonathan Campbell, all in favor.

A motion to adjourn was made by Timothy Weaver, second by Jonathan Campbell, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
September 9, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, and Secretary/Treasurer - Diane Kennedy.

Also present were Esther Bordner and Justin Hoover.

Minutes for the August meeting were approved with a motion by Justin Adams, second by Deb Libby, all in favor.

Treasurer Report for August was approved with a motion by Crystal Scheib, second by Deb Libby, all in favor.

Correspondence received was read.

Public comment – Esther Bordner stated that there are pigeons, garbage from the garage that was torn down, and windows out of her neighbor's house. The mayor will talk to the owner of the property and also speak to borough residents regarding grass that needs to be mowed.

Mayor's report – received call from EMC regarding an inspection at the community center and discussed possible code enforcement officer change.

Old Business:

Jonathan Campbell storm water management plan – no update.

The snow plowing bid received was opened and is listed as follows:

Grosser Excavating, Inc. – plowing and salting roads - $100 per hour; rates per vehicle– 4x4 10-ton dump truck with plow $150.00, JD payloader 324K - $125.00, and Cat 426L backhoe - $125.00; cost for each snow plow or salting call out – no charge; salt - $200 per ton.

Justin Adams made a motion to accept Grosser's bid for borough snow plowing, second by Crystal Scheib, all in favor.

Reviewed borough compensation for 2020 and Justin Adams made a motion to increase the secretary/treasurer salary 10%, second by Deb Libby, all in favor.

Real estate taxes were discussed.

New Business:
The mayor will contact the fire police regarding setting up a date for trick or treat night.

The budget committee will hold a work date on October 5, 2019 at 10:30 a.m.

A plaque was discussed for the bicentennial committee.

A motion to pay the borough bills that were read was made by Justin Adams, second by Crystal Scheib, all in favor.

A motion to adjourn was made by Crystal Scheib, second by Justin Adams, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
November 11, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Justin Adams, Jonathan Campbell, Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Also present were Carol Mathias, Loretta Galloway, Hazel Rebuck and Jim Larkin.

Minutes for the September meeting were approved with a motion by Justin Adams, second by Crystal Scheib, all in favor. At the October meeting, we did not have a quorum and there are no formal minutes.

Treasurer Reports for September and October were approved with a motion by Timothy Weaver, second by Justin Adams, all in favor.

Correspondence received was read.

Jim Larkin from PA One Call gave a presentation on the PA One Call system and requirements for the borough.

Carol Mathias of East Hanover Township presented information on Fair Districts PA and discussed gerrymandering in Pennsylvania.

Public comment – Loretta Galloway and Hazel Rebuck spoke about dogs barking on Hazel's S. Second Street property that are Hazel's grandson Matt's dogs. Currently the dog licenses are in Hazel's name. Council recommended that the dog licenses be purchased in Matt's name.

Mayor's report – none.

Old Business:

Jonathan Campbell storm water management plan – engineer needs to notify DEP before he can submit the Notice of Termination (NOT) of the National Pollutant Discharge Elimination System (NPDES) permit.

North Country Unlimited – Justin Adams made a motion to demand the service that was paid for be completed, second by Timothy Weaver, all in favor except for Crystal Scheib and Deb Libby who abstained.

Crystal Scheib made a motion to pay the fire company annual donation, second by Justin Adams, all in favor.

Real estate taxes – tabled.

New Business:
COG – no report.

Crystal Scheib made a motion to accept and advertise the proposed 2020 budget, second by Justin Adams, all in favor.

Engineer bids – will retain same engineer for 2020 and will request his 2020 rate schedule.

Timothy Weaver made a motion to add the Berrysburg/Mifflin Township Recreation Area to the general liability policy, second by Deb Libby.

A motion to pay the borough bills that were read was made by Justin Adams, second by Crystal Scheib, all in favor.

A motion to adjourn was made by Crystal Scheib, second by Jonathan Campbell, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary

Minutes
Berrysburg Borough Council
December 9, 2019

Meeting was called to order at 7:00 with the Pledge of Allegiance with the following members present – Deb Libby, Crystal Scheib, Mayor - Michael Ward, President – Lahn Kopp, Vice President – Timothy Weaver, and Secretary/Treasurer - Diane Kennedy.

Also present were Amos Burkholder and Lamar Burkholder.

Minutes for the November meeting were approved with a motion by Timothy Weaver, second by Crystal Scheib, all in favor.

Treasurer Report for November was approved with a motion by Timothy Weaver, second by Deb Libby, all in favor.

Correspondence received was read.

Public comment - Amos and Lamar Burkholder discussed the changes regarding the Victory Mennonite Church. They plan on demolishing the house on their property and adding to the church building. Their engineer will attend the January meeting.

Mayor's report – discussed snow shoveling square sidewalks and amount paid last year.

Old Business:

Jonathan Campbell storm water management plan – the mayor will discuss this SWM plan with the borough engineer.

The election was discussed.

Timothy Weaver made a motion to adopt the 2020 budget as advertised, second by Deb Libby, all in favor.

New Business:

COG – no report.

The 2020 meeting dates will be January 6 reorganization and regular meeting, February 10, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, and December 14.

Fair District Resolution – tabled until next meeting.

Discussed LED street lights – will be placed on agenda next month.

Mike Bettis has received approval from his employer to accept the borough code enforcement officer position. Timothy Weaver made a motion to proceed with the resolution to appoint Mike to the position, second by Crystal Scheib, all in favor. The mayor will advise Greg Mowery who will finish his term and then resign.

A motion to pay the borough bills that were read was made by Crystal Scheib, second by Timothy Weaver, all in favor.

A motion to adjourn was made by Timothy Weaver, second by Deb Libby, all in favor.

Respectfully submitted,

Diane Kennedy
Borough Secretary