



## Official and Approved Minutes

# REORGANIZATION MEETING OF THE BERLIN BOROUGH COUNCIL

January 2, 2018 - 7:00 p.m.

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Mayor Joseph Krause gave newly elected council members Thomas Fisher, Clifford E. Horner, Michael A. Lottig, and Thomas W. Jones the following Official Oath of Office:

*“I, (state your name), do solemnly swear, that I will support, obey and defend the Constitution of the United States, and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.”*

The Mayor called the meeting to order.  
Pledge of Allegiance to the American Flag.  
Mayor Krause offered a non-denominational prayer.

### **ATTENDANCE:**

#### **ROLL CALL** *(Secretary Jones called the roll)*

Barb Zerfoss	Present
Thomas Fisher	Present
Michael A. Lottig	Present
John Harding, Jr.	Present
Thomas W. Jones	Present
Mayor Joseph Krause	Present
Clifford E. Horner	Present
Charles Rhodes	Present

Also in attendance is:  
Thomas D. Jones, Executive Borough Secretary

Members of the public – *please see attached lists*

The mayor accepted nominations for President after explaining the nomination and voting process – nominations will be accepted for office and when no other nominations are made, a motion to close the nominations will be heard. After closing nominations, the nominees will be voted on in the order they were nominated until a majority vote is received by a nominee. The first person with a majority vote is elected to that office. This process will be followed for Vice-President and President Pro Tem also. Barb Zerfoss nominated Charles Rhodes for President *(there were no other nominations offered)*.

***Motion by John Harding and seconded by Mike Lottig to close the nominations for Borough Council President.***

***Ayes: 7***

***Nays: 0***

***Motion Passed***

A roll call vote was taken on the nomination of Charles Rhodes as Council President:

**ROLL CALL** (*Secretary Jones called the roll*)

Yes : Barb Zerfoss

Yes : Thomas Fisher

Yes : Michael A. Lottig

Yes : John Harding, Jr.

Yes : Thomas W. Jones

Yes : Clifford E. Horner

Abstained : Charles Rhodes (*abstained due to conflict of interest*)

***Ayes: 6***

***Nays: 0***

***Abstained: 1***

***Charles Rhodes was elected as Council President***

*(The newly elected President accepted the gavel from the Mayor and continued the reorganization meeting)*

President Charles Rhodes accepted nominations for Vice-President. Thomas W. Jones nominated John Harding. Barb Zerfoss nominated Thomas W. Jones.

***Motion by Barb Zerfoss and seconded by Mike Lottig to close the nominations for Borough Council Vice-President.***

***Ayes: 7***

***Nays: 0***

***Motion Passed***

A roll call vote was taken on the nomination of John Harding Rhodes as Council Vice-President:

**ROLL CALL VOTE** (*Secretary Jones called the roll*)

No : Barb Zerfoss

Yes : Thomas Fisher

Yes : Michael A. Lottig

Yes : John Harding, Jr.

Yes : Thomas W. Jones

Yes : Clifford E. Horner

Yes : Charles Rhodes

***Ayes: 6***

***Nays: 1***

***John Harding was elected as Council Vice-President***

President Rhodes accepted nominations for President Pro Tem. John Harding nominated Tom Fisher. (*No other nominations were made*).

***Motion by John Harding and seconded by Barb Zerfoss to close the nominations for Borough Council President Pro Tem.***

***Ayes: 7***

***Nays: 0***

***Motion Passed***

A roll call vote was taken on the nomination of Tom Fisher as Council President Pro Tem:

**ROLL CALL** (*Secretary Jones will call the roll*)

Yes : Barb Zerfoss

Yes : Thomas Fisher

Yes : Michael A. Lottig

Yes : John Harding, Jr.

Yes : Thomas W. Jones

Yes : Clifford E. Horner

Yes : Charles Rhodes

*Ayes: 7*

*Nays: 0*

*Tom Fisher was elected as Council President Pro Tem.*

**APPOINTMENT OF AUDITORS:**

**BOROUGH OF BERLIN**

**RESOLUTION NO. 01022018-01**

WHEREAS, two vacancies exist in the position of Borough Auditor for the Borough of Berlin because no one was elected to these positions during the past municipal election; and

WHEREAS, the Pennsylvania Borough Code provides that the Borough Council shall appoint a registered elector of the Borough as a Borough Auditor when a vacancy exists in that position.

NOW, THEREFORE, Be It Resolved, and it is hereby resolved that the Borough Council of the Borough of Berlin appoints James Eutsey and Shawn Hart as Borough Auditors for the Borough of Berlin to serve in that capacity as the law provides.

*Motion by John Harding and seconded by Tom Fisher to adopt Resolution No. 01022018-01 appointing James Eutsey and Shawn Hart as borough auditors, with terms expiring on December 31, 2018.*

**ROLL CALL** (*Secretary Jones called the roll*)

Yes : Barb Zerfoss

Yes : Thomas Fisher

Yes : Michael A. Lottig

Yes : John Harding, Jr.

Yes : Thomas W. Jones

Yes : Clifford E. Horner

Yes : Charles Rhodes

*Ayes: 7*

*Nays: 0*

*Motion Passed*

**APPOINTMENT OF VACANCY BOARD CHAIR:**

**BOROUGH OF BERLIN**

**RESOLUTION NO. 01022018-02**

WHEREAS, a vacancy exists in the position of Chair of the Berlin Borough Vacancy Board; and

WHEREAS, the Pennsylvania Borough Code provides that the Borough Council shall appoint a registered elector of the Borough as to that position.

NOW, THEREFORE, Be It Resolved, and it is hereby resolved that the Borough Council of the Borough of Berlin appoints James Walker to serve in that capacity as the law provides.

*Motion by John Harding and seconded by Barb Zerfoss to adopt Resolution No. 01022018-02 appointing James Walker as Chair of the Berlin Borough Vacancy Board with a term expiring on December 31, 2019.*

**ROLL CALL** (*Secretary Jones called the roll*)

Yes : Barb Zerfoss

Yes : Thomas Fisher

Yes : Michael A. Lottig

Yes : John Harding, Jr.

Yes : Thomas W. Jones

Yes : Clifford E. Horner

Yes : Charles Rhodes

*Ayes: 7*

*Nays: 0*

*Motion Passed*

The regularly scheduled monthly meeting of the Borough of Berlin Council has been held on the first Thursday of every month at 7:00 P.M.

*Motion by John Harding and seconded by Barb Zerfoss to establish and advertise the regularly schedule monthly meeting of the Borough of Berlin Council for 2018 to be held on the first Thursday of every month at 7:00 p.m. The meetings will be held at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

President Charles Rhodes stated that he is going to consolidate some of the Council Committees and there will probably be six of them. There will be a Committee of the Whole meeting on the third Thursday of each month from 4:00 until 6:00 p.m. in the Borough Offices Conference Room, and it will be open to the public. All Council members can attend all or any portion of the meeting that they are able to. President Rhodes will appoint a Chair for each committee and will make those announcements public at the Committee of the Whole meeting to be held on Thursday, January 18, 2018.

Council Member Thomas Jones said that he wants to address the internal networking for the Borough servers, computers, and building security. President Rhodes stated that this would need to be referred to the House Committee.

*Motion by John Harding and seconded by Thomas Jones to establish and advertise the Berlin Borough Council monthly committee of the whole meeting for 2018 on the third Thursday of every month from 4:00-6:00 p.m. The meetings will be held at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

Parliamentary Procedures for the conduct of meetings and the maintenance of order:

**BOROUGH OF BERLIN**

**RESOLUTION NO. 01022018-03**

WHEREAS, section 10, Rules and Regulations for Conduct of Meetings, of the Sunshine Act, Act July 3, 1986, P.L. 388, No. 84, 65 Pa.C.S. A. § 701 et seq. (amendments inclusive) provides for boroughs to adopt, by official action, the rules and regulations necessary for the conduct of its meetings and the maintenance of order; and

WHEREAS, the Borough Council of the Borough of Berlin, Somerset County of the Commonwealth of Pennsylvania deems it to be in the best interest of maintaining the rules of order to adopt Robert's Rules of Order by General Henry M. Robert, U.S. Army:

The Borough Council of the Borough of Berlin, Somerset County of the Commonwealth of Pennsylvania shall adopt Robert's Rules of Order by General Henry M. Robert, USA latest edition, as the procedural guidelines for the conduct of its meetings and the maintenance of order.

Where this parliamentary authority is in conflict with applicable provisions of the Constitution of the Commonwealth of Pennsylvania, the Borough Code or other statutes of Pennsylvania, or of the Borough of Berlin, the said provisions shall supersede on that subject matter.

DULY PRESENTED and ADOPTED by the Borough Council of the Borough of Berlin at a regular public meeting held this 2<sup>nd</sup> day of January, 2018.

*Motion by John Harding and seconded by Cliff Horner to approve Resolution No. 01022018-03, adopting Robert's Rules of Order by General Henry M. Robert, USA, latest edition as the procedural guidelines for the conduct of the Borough of Berlins meetings and the maintenance of order.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

*(Secretary Jones was directed to purchase a copy of Robert's Rules of Order to have available at meetings).*

*Motion by Barb Zerfoss and seconded by Tom Fisher to adjourn this Reorganization Meeting of the Borough of Berlin Council at 7:27 P.M.*

*Aye: 7*

*Nay: 0*

*Motion Passed*

Note: The next regular meeting of the Berlin Borough Council will follow immediately after adjournment of this reorganizational meeting on Tuesday, January 2, 2018, at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.



Executive Borough Secretary

January 2, 2018





## Guest Registry

### Berlin Borough Reorganization Council Meeting

January 2, 2018 - 7:00 P.M.

Name	Address	Telephone	Email
Eric Kruta			
Jillian Kroon			
MICHAEL FOLE			
JEANNE M. JOHNSON			
Matt Walker			
Downs McQUADE			
Ben M. Scheller			
STEPHEN CUSTER			

If you would like to address the Council, please enter your name and the subject that you wish to discuss here:

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Thank You for attending the Berlin Borough Council Meeting.

Your input is both welcomed and appreciated.