



## APPROVED AND OFFICIAL MINUTES REORGANIZATION MEETING OF THE BERLIN BOROUGH COUNCIL

January 6, 2020 - 7:00 p.m.

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1. The Mayor gives the Oath of Office to newly elected Council members.  
Newly elected members that have not been sworn in repeat the Oath after the Mayor:  
*At 6:50 pm Mayor Krause swore in John Harding and Stephen Custer.*

**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.”**

2. The Mayor calls the meeting to order.
3. Pledge of Allegiance to the American Flag.
4. The Mayor offers a non-denominational prayer.

### **ROLL CALL (Executive Borough Secretary Thomas Glessner will call the roll)**

Charles E. Rhodes	<i>Present</i>
Clifford E. Horner	<i>Present</i>
John F. Harding, Jr.	<i>Present</i>
Michael A. Lottig	<i>Present</i>
Stephen E. Custer	<i>Present</i>
Thomas L. Fisher	<i>Present</i>
Thomas W. Jones	<i>Present</i>
Mayor Joseph Krause	<i>Present</i>

Also in attendance is:

Thomas E. Glessner, Executive Borough Secretary  
and Jr. Council Member – Josh Bonadio.

Members of the public:

Members of the public are reminded to please sign the guest attendance list.

The Mayor states:

“Before I accept nominations for the position of Council President, I want to outline the process. Any and all nominations will be accepted from Council until there are no more nominations. The nominees will be voted on in the order of nomination until we reach a majority vote on a nomination. Since the salary of the Council President is more than \$500.00 above the salary of the rest of other Council members, the PSAB and Borough Solicitor Bradley Allison recommends that a nominee not vote for himself in order to avoid any potential conflict of interest or violation of the Pennsylvania Public Official and Employee Ethics Act. The first nominee who receives a majority vote will then become the presiding Council President until the next reorganization meeting of the Borough of Berlin Council. I will then pass the gavel to the President and he or she will preside over the remainder of this reorganization meeting.

“I will now accept nominations for the Council President.”

Charles Rhodes      John Harding

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

*Ayes 5      Abstain 2*

*Nays*

*Motion Approved*

“We will now vote on the nominations for Council President one at a time until a nominee receives a majority vote of Council. The first nominee to be voted on is

Charles Rhodes.”

**ROLL CALL** (*Secretary Thomas Glessner will call the roll*)

*Abstain* Charles E. Rhodes

*YES* Clifford E. Horner

*YES* John Harding, Jr.

*YES* Michael A. Lottig

*YES* Stephen E. Custer

*YES* Thomas L. Fisher

*Abstain* Thomas W. Jones

*Ayes 5      Abstain 2*

*Nays*

*Motion Approved*

**“(At this point, the mayor hands-over the gavel.)”**

**The newly elected President accepts the gavel from the mayor and continues the reorganization meeting:**

At this point, the President takes nominations for Vice President:

Mike Lottig      Cliff Horner

*Motion by Stephen Custer and seconded by Cliff Horner to close the nominations for Borough Council Vice-President.*

*Ayes 7      Nays*

*Nays*

*Motion CARRIED*

Mike Lottig received the first nomination. A vote will be taken on the first nominee. The first nominee to get a majority of council vote will be the Vice-President.

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

**YES** Charles E. Rhodes  
**Abstain** Clifford E. Horner  
**YES** John Harding, Jr.  
**Abstain** Michael A. Lottig  
**YES** Stephen E. Custer  
**YES** Thomas L. Fisher  
**NO** Thomas W. Jones

**Ayes** 4      **Abstain** 2  
**Nays** 1  
**Motion** **CARRIED**

The President takes nominations for the President Pro Tem:

**John Harding**

**Motion by Cliff Horner and seconded by Tom Fisher to close the nominations for Borough Council President Pro Tem.**

**Ayes** 6      **Abstain** 1  
**Nays**          **Motion** **CARRIED**

John Harding received the first nomination. A vote will be taken on the first nominee. The first nominee to get a majority of council vote will be the President Pro Tem.

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

**YES** Charles E. Rhodes  
**YES** Clifford E. Horner  
**Abstain** John Harding, Jr.  
**YES** Michael A. Lottig  
**YES** Stephen E. Custer  
**YES** Thomas L. Fisher  
**YES** Thomas W. Jones

**Ayes** 6      **Abstain** 1  
**Nays**          **Motion** **CARRIED**

The regularly scheduled monthly meeting of the Borough of Berlin Council has been advertised and scheduled on the first Thursday of every month at 7:00 P.M. Does this time and day pose a scheduling conflict with any member of Council?

**Motion by Mike Lottig and seconded by Stephen Custer to accept the regularly schedule monthly meeting of the Borough of Berlin Council for 2020 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.**

**Ayes** 7  
**Nays**          **Motion** **CARRIED**

The monthly Borough Council Meeting of the Whole has been advertised and scheduled on the third Thursday of every month at 4:00 P.M. Does this time and day pose a scheduling conflict with any member of Council?

*Motion by Cliff Horner and seconded by Mike Lottig to accept the regularly schedule monthly meeting of the Borough of Berlin Council for 2020 to be held on the third Thursday of every month at 4:00 p.m. The meetings will be held at the Berlin Borough Municipal Office located at 700 North Street, Berlin, Pennsylvania.*

*Ayes 7*

*Nays           Motion CARRIED*

The Council as a whole will hear all complaints on property complaints and building permits after the Executive Borough Secretary has investigated written complaints.

If there is no agency business to be addressed, the meeting will be canceled, and a notice of cancellation will be posted on the exterior of the conference room door. All Committee meetings are open to the public.

### **APPOINTMENT OF COMMITTEES:**

Committees of the Berlin Borough Council will meet in the conference room of the Berlin Municipal Office, 700 North Street, Berlin, Pennsylvania, to deliberate agency business.

*(The following is a list of committees from 2019, with the current chair and council members.)*

Personnel & Finance Committee: Clifford Horner (Chair), Michael Lottig, \_\_\_\_\_  
Garbage Committee: John Harding (Chair), Michael Lottig, Clifford Horner  
Fire & Police Committee: Tom Fisher (Chair), John Harding, Tom Jones  
Streets, Sidewalks, Storm Sewers Committee: \_\_\_\_\_ (Chair), Thomas Jones, John Harding  
Electric & Equipment Committee: Michael Lottig (Chair), Clifford Horner, Thomas Fisher  
House Committee: Thomas Jones (Chair), Thomas Fisher, \_\_\_\_\_

**The Coubil President will retain committees and review current positions and determine committees for the next meeting.**

*The new Council President will need to be prepared to decide if the committees will be retained or not and if any other committees will be added. The Chair for each committee will need to be appointed along with any other council members and/or members of the public. Meeting dates and times can be determined by the Committee Chair and communicated with committee members. If the meetings are held without a quorum they do not need to be advertised in accordance with provisions of the Borough Code and the Sunshine Law.*

*The vacant position of Borough Auditors and Board Chair must be a registered voter in Berlin to be appointed by the Borough Council. If Council members have recommendations for these positions, please address the individuals to confirm acceptance prior to our next regularly scheduled meeting. We will address appointment of these positions at our regularly scheduled meeting.*

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

**BOROUGH OF BERLIN  
RESOLUTION NO. 01062020-01**

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 on this day, January 6<sup>th</sup>, 2020.

*Motion by John Harding and seconded by Tom Jones to approve Resolution No. 01062020-01, 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.*

*Ayes 7*

*Nays        Motion CARRIED*

*Motion by Tom Fisher and seconded by Mike Lottig to adjourn this Reorganization Meeting of the Borough of Berlin Council at 7:18 P.M.*

*Ayes 7*

*Nays        Motion CARRIED*

Note: The next regular meeting of the Berlin Borough Council will follow immediately after adjournment of this reorganizational meeting on Monday, January 6, 2020, at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.