



## **APPROVED AND ACCEPTED MINUTES OF THE BERLIN BOROUGH COUNCIL - REORGANIZATION MEETING**

**January 3, 2022 - 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:

Clifford E. Horner, Marshal J. Engleka, Michael A. Lottig, Thomas L. Fisher

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 swears in the four elected council members prior to the start of the meeting.*

The mayor calls the meeting to order.

2. Pledge of Allegiance to the American Flag.
3. 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>Absent</i>  |
| Michael A. Lottig    | <i>Present</i> |
| Stephen E. Custer    | <i>Present</i> |
| Thomas L. Fisher     | <i>Present</i> |
| Marshal J. Engleka   | <i>Present</i> |
| Mayor Joseph Krause  | <i>Present</i> |

Also, in attendance is:  
Thomas E. Glessner, Executive Borough Secretary

**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 E. Rhodes.**

***Motion by Michael A. Lottig and seconded by Clifford E. Horner to close the nominations for Borough Council President.***

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

|                      |                |
|----------------------|----------------|
| Charles E. Rhodes    | <i>Abstain</i> |
| Clifford E. Horner   | <i>YES</i>     |
| John F. Harding, Jr. | <i>Absent</i>  |
| Michael A. Lottig    | <i>YES</i>     |
| Stephen E. Custer    | <i>YES</i>     |
| Thomas L. Fisher     | <i>YES</i>     |
| Marshal J. Engleka   | <i>YES</i>     |

***Ayes: 5 Abstain 1 Nays: 0 Motion: Carried***

***Charles thanked all the members for their vote.***

**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:

**Michael A. Lottig.**

***Motion by Marshal J. Engleka and seconded by Stephen E. Custer to close the nominations for Borough Council Vice-President.***

***Ayes: 5 Abstain 1 Nays: 0 Motion: Carried***

**Michael A. 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 Thomas Glessner will call the roll)**

Charles E. Rhodes     **YES**  
Clifford E. Horner     **YES**  
John F. Harding, Jr.     **Absent**  
Michael A. Lottig     **Abstain**  
Stephen E. Custer     **YES**  
Thomas L. Fisher     **YES**  
Marshal J. Engleka     **YES**

Ayes: 5     **Abstain** 1 Nays: 0     **Motion: Carried**

At this point, the President takes nominations for President Pro-Tem:

**Clifford E. Horner**

***Motion by Michael A. Lottig and seconded by Marshal J. Engleka to close the nominations for Borough Council President Pro-Tem.***

Ayes: 5     **Abstain** 1 Nays: 0     **Motion: Carried**

**Clifford E. Horner** 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 Thomas Glessner will call the roll)***

Charles E. Rhodes     **YES**  
Clifford E. Horner     **Abstain**  
John F. Harding, Jr.     **Absent**  
Michael A. Lottig     **YES**  
Stephen E. Custer     **YES**  
Thomas L. Fisher     **YES**  
Marshal J. Engleka     **YES**

Ayes: 5     **Abstain** 1 Nays: 0     **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?

***The council members agreed with the date and time.***

***Motion by Thomas L. Fisher and seconded by Marshal J. Engleka to accept the regularly schedule monthly meeting of the Borough of Berlin Council for 2022 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: 6     Nays: 0     **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 Clifford E. Horner and seconded by Michael A. Lottig to accept the regularly schedule monthly meeting of the Berlin Borough Council Meeting of the Whole for 2022 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: 6     Nays: 0     **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 2020, with the current chair and council members.)*

**Electric & Equipment Committee:** Michael Lottig (Chair), Clifford Horner, Thomas Fisher

**Fire & Police Committee:** Thomas Fisher (Chair), Marshal Engleka, Stephen Custer

**Garbage Committee:** John Harding (Chair), Michael Lottig, Stephen Custer

**House Committee:** Stephen Custer (Chair), Marshal Engleka Thomas Fisher

**Personnel & Finance Committee:** Clifford Horner (Chair), Michael Lottig, John Harding

**Street, Sidewalk, Storm Sewer Committee:** Marshal Engleka (Chair), John Harding, Clifford Horner

**Park Committee:** Charles Rhodes, Clifford Horner, Thomas Fisher

**The Council 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.*

One Auditor – may have been elected for a 6-year term, there are two open positions.

**Tom has contacted Terry Dephillips. Unconfirmed regarding elected Parke Kreinbrook.**

The “certificate of Election” has not been received.

*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. 01032022-01**

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 conflicts 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 3, 2022.

*Motion by Michael A. Lottig and seconded by Stephen E. Custer to approve Resolution No. 01032022-01, 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 Berlin's meetings and the maintenance of order.*

*Ayes: 6    Nays: 0                      Motion: Carried*

*Motion by Michael A. Lottig and seconded by Clifford E. Horner to adjourn this Reorganization Meeting of the Borough of Berlin Council at 7:15 P.M.*

*Ayes: 6    Nays: 0                      Motion: Carried*

Note: The first regular meeting of the Berlin Borough Council for 2022 will follow immediately after adjournment of this reorganizational meeting on Monday, January 3, 2022, at the Berlin Borough Council conference/meeting room, 700 North Street, Berlin, Pennsylvania.