

**REORGANIZATION MEETING AND  
JANUARY BUSINESS MEETING  
WOMELSDORF BOROUGH COUNCIL  
HELD AT 101 W. HIGH STREET,  
JANUARY 2, 2024**

NEWLY ELECTED OFFICIALS

Must present their Certificates of Election to Secretary

Residency Affidavit (Mayor to notarize prior to meeting)

Must present their sworn/notarized copy of

MAYOR

Swears in the newly elected Officials

MAYOR

Calls Meeting to Order  
Roll Call  
Pledge of Allegiance

MAYOR

Presides over meeting until Council makes nominations and elects a President and Vice President

ELECTION OF OFFICERS

Elections should begin with a nomination and follow with a voice vote. Nominations do not need a second and the names are voted on in the order they are nominated. Once a nominee receives a majority vote, the voting stops, and that person is named President. The procedure is repeated for Vice-President. Once the President and Vice President have been elected, the Mayor vacates the chair and turns it and the gavel to the President.

PRESIDENT

Nomination and Election of President

VICE PRESIDENT

Nomination and Election of Vice President

ELECTED PRESIDENT TAKES OVER CHAIR & GAVEL:

PRESIDENT PRO TEM

Nomination of President Pro Tem (Council needs to appoint one member as President Pro Tem to preside at a meeting where there is a

quorum, but the President and Vice President are absent)

CHAIRMAN OF VACANCY BOARD

Council needs to appoint a registered elector of the Borough as Chairman of the Vacancy Board---Committee consists of Borough Council, Exclusive of the Mayor, one registered voter.

APPOINTMENTS AND/OR REAPPOINTMENTS

Borough Engineer \_\_\_\_\_

Borough Solicitor \_\_\_\_\_

Borough Code Enforcement \_\_\_\_\_

Borough Auditors \_\_\_\_\_

Secretary \_\_\_\_\_

Borough Manager \_\_\_\_\_

Open Records Officer \_\_\_\_\_

Treasurer \_\_\_\_\_

COMMITTEE ASSIGNMENTS Can be made by the President of Council at this time.

OTHER APPOINTMENTS Boards, Authorities, Commissions

EMPLOYEES/BOARD MEMBERS/AUTHORITIES & COMMISSIONS

CITIZENS TO BE HEARD: Ed Davis of Miller Bros regarding Mill Road Swale

NEW BUSINESS:

MINUTES Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to approve Dec. 5, 2023 Council Meeting Minutes as presented.

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to approve Dec. 19, 2023 Workshop Meeting Minutes as

presented

PAYMENTS

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to approve list of bills to be paid, in the amount of \$ \_\_\_\_\_

PAYROLL

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to authorize paying this week's payroll.

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to authorize paying payroll between meetings.

AUTHORIZED SIGNERS

Motion by \_\_\_\_\_, 2<sup>nd</sup> by \_\_\_\_\_ to authorize the following signers for the Bank Accounts:

\_\_\_\_\_  
\_\_\_\_\_

SOLICITOR'S REPORT

ENGINEER'S REPORT

- Mulberry Alley Guide Rail

MAYOR'S REPORT

- Chief of Police Report

COUNCIL REPORTS

OLD BUSINESS

- Employee Handbook

PRESIDENT'S REPORT

NEW BUSINESS

- Furnace

ADJOURNMENT- Motion by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn the Meeting at \_\_\_\_\_ PM.

Disclosure:

This meeting is being recorded to assist the Secretary in accurately reporting meeting minutes, cassettes tapes are not kept after minutes have been formally approved.