

**REORGANIZATION MEETING AND
JANUARY BUSINESS MEETING
WOMELSDORF BOROUGH COUNCIL
HELD AT 101 W. HIGH STREET,
JANUARY 3, 2022**

NEWLY ELECTED OFFICIALS	Must present their Certificates of Election to Secretary
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 _____
- Sewage Enforcement _____
- Borough Auditors _____
- Borough Manager _____
- Secretary _____
- Treasurer _____
- Open Records Officer _____

COMMITTEE ASSIGNMENTS

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

OTHER APPOINTMENTS

Boards, Authorities, Commissions

CITIZENS TO BE HEARD

PAYMENTS

Motion by _____, 2nd by _____ to approve list of bills to be paid, in the amount of \$ _____

PAYROLL

Motion by _____, 2nd by _____ to authorize paying this week's payroll.

Motion by _____, 2nd by _____ to authorize paying payroll between meetings.

AUTHORIZED SIGNERS

Motion by _____, 2nd by _____ to
authorize the following signers for the Bank Accounts:

SOLICITOR'S REPORT

ENGINEER'S REPORT

BOROUGH MANAGER REPORT

- Accept resignation of Mr. Moyer, either advertise for appointment or appoint new council member, IT services, joining of countywide appeals board, MS4,

MAINTENANCE DEPARTMENT

- Carl report

MAYOR'S REPORT

- Chief of Police Report

COUNCIL REPORTS

OLD BUSINESS

NEW BUSINESS

- Resolution 2022-01- appointing the Borough Manager as the chief administrator for the uniform and non-uniform pension plans.

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.