

Orwigsburg Borough Council
Reorganization Meeting
January 3, 2022

The Orwigsburg Borough Reorganization meeting was held on Monday, January 3, 2022 in Council Chambers. Mayor Barry J. Berger called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited.

In attendance: Mayor Barry Berger; Councilors: Rick Bubeck; Kerry Mariano; Maddie Bartush; Brock Stein, Ed Winkelbauer; Ed Keyworth; Angie Hoptak-Solga; Solicitor Paul Datte, Borough Manager Randy Miller; Borough Secretary Sherry Edwards.

Visitors: Bill Knecht of 204 S Warren St; Fire Chief Jesse Zimmerman; Chris Bentz and Kevin Richards of Alfred Benesch.

Election of Council President

Mayor Berger asked for nominations for President. Kerry Mariano nominated Rick Bubeck, Angie Hoptak-Solga second. Mayor Berger asked for additional nominations. There were none. Mayor Berger asked for a motion to close nominations. Kerry Mariano made the motion to close nominations and Maddie Bartush second the motion. Unanimous.
A vote for Rick Bubeck to be Council President was unanimous.

Election of Vice President

Mayor Berger asked for nominations for Vice President. Ed Winkelbauer nominated Brock Stein, second by Ed Keyworth. Unanimous.
Mayor Berger asked for additional nominations. There were none.
Mayor Berger asked for a motion to close nominations. Rick Bubeck made the motion Kerry Mariano second. Vote taken was unanimous.
A vote for Brock Stein to be Vice President was unanimous.

Mayor Berger presented the gavel to President of Council Rick Bubeck.

President Pro-Tem

Council decided not to nominate since a Pro Tem can be determined at the meeting when a Pro-Tem would be needed.

Mayor – Present gavel to the President of Council

After a discussion with Solicitor Datte council agreed on a block passage for the following resolutions after Randy's summation of each one, instead of voting on each one individually. With the exception of Resolution 2022-10 for audit services which will be discussed later.

A motion to adopt Robert's Rules of Order for Council meetings; Resolution 2022-01 through Resolution 2022-09 was made by Ed Winkelbauer, second by Kerry Mariano. Unanimous.

A motion of adopt Resolution 2022-11 through 2022-24 was made by Brock Stein, second by Kerry Mariano. Unanimous.

To adopt "Robert's Rules of Order for Council Meetings.

To Adopt Resolution **#2022-01** – re-appointing Sherry Edwards as the Borough Secretary, and Randall P. Miller as Borough Assistant Secretary.

To Adopt Resolution **#2022-02** – re-appointing Colleen A. Hoptak as Borough Treasurer .

To Adopt Resolution **#2022-03** –naming M & T Bank, Hidden River Federal Credit Union, Mid Penn Bank, (and their successors), and the Pennsylvania Local Government Investment Trust (PLGIT) as depositories for the Borough of Orwigsburg.

To Adopt Resolution **#2022-04** – re-appointing the Law Firm of Cerullo, Datte & Burke, P.C., (specifically Attorney Paul J. Datte), as the Solicitor for the Borough of Orwigsburg.

To Adopt Resolution **#2022-05** – re-appointing William N. McMullen of ARRO Consulting, Inc. as the Building Code Official, Zoning Officer, and Assistant Code Enforcement Officer and Shannon Darker of ARRO Consulting, Inc. as the Co-Building Code Official, Assistant Zoning Officer, and Code Enforcement Officer.

To Adopt Resolution **#2022-06** – re-appointing William N. McMullen and Doug Kopp of ARRO Consulting, Inc., and William C. Brior of Brior Environmental Services, Inc. as the Sewage Enforcement Officers.

To Adopt Resolution **#2022-07** – re-appointing Bryon Killian of Entech Engineering as the Borough Water & Sewer Engineer.

To Adopt Resolution **#2022-08** – re-appointing Christopher Bentz of Alfred Benesch Engineers as the Borough Planning Consultant.

To Adopt Resolution **#2022-09** – re-appointing Kathi Mengle as the Delegate, appointing Randall P. Miller as the Alternate Delegate, and re-appointing Larry Padora and the Second Alternate Delegate to the Schuylkill County Tax Collection Committee for 2020.

To Adopt Resolution **#2022-10** – appointing _____ as the Borough Auditor and to authorize them to prepare the 2021 Audit.

To Adopt Resolution **#2022-11** – authorizing the Borough Manager or the Finance Committee Chairman to Transfer Funds as needed

To Adopt Resolution **#2022-12** – agreement with the Pennsylvania Municipal Retirement Board (PMRB) to provide a Police Pension Plan and waive member contributions and fees.

To Adopt Resolution **#2022-13** - Authorized Signatory of Borough Manager

To Adopt Resolution **#2022-14** – re-appointing Cynthia Schoener as Chairman of the Vacancy Board.

To Adopt Resolution **#2022-15** – sanctioning Friendship Fire Company Activities.

To Adopt Resolution **#2022-16** – authorizing the Borough Fire Police to support all 2022 Borough Community Activities, including all scheduled, non-scheduled, emergency, and non-emergency Borough events and activities throughout 2022.

To Adopt Resolution **#2022-17** – affirming the Borough's implementation of Act 44 Compliance Checklist for Professional Services Contracts reference the bureau of Municipal Pension Audits.

To Adopt Resolution **#2022-18** – establishing Water, Sewer, Sanitation Fees; including the trash fee increase to \$77.25.

To Adopt Resolution **#2022-19** – establishing the Permit Fees Schedule.

To Adopt Resolution **#2022-20** – establishing the SALDO Fees Schedule.

To Adopt Resolution **#2022-21** – establishing Zoning Fees Schedule

To Adopt Resolution **#2022-22** – appointing persons to various Borough Boards, Committees and Commissions.

To Adopt Resolution **#2022-23** – authorizing the President to appoint Council Members to various Borough Committees and Commissions, as needed.

To Adopt Resolution **#2022-24** – approving the records retention policy and destruction thereof in accordance with the Municipal Records Manual.

Randy prepared and forwarded Request for Proposals for the Boroughs 2021 Audit to Schuylkill County and Berks County firms. Only one firm submitted a response – current auditor SEK & CPAs. Proposal is for \$35,800 same as the 2020 Audit. Proposal also included the Authority 2021 Audit for \$4500.00 almost half from the 2020 Audit.

A motion to adopt Resolution #2022-10 appointing SEK CAPs as the Borough Auditor and to authorize them to prepare the 2021 Audit for \$35,800.00 was made by Brock Stein second by Ed Keyworth. Unanimous.

Randy suggested if any Councilor has committee ideas or would like to be on a specific committee to send him an email.

The reorganization meeting ended and the Work Session started at 7:12 pm.

Respectfully submitted,

Sherry M. Edwards
Borough Secretary