

**Reorganizational Meeting Minutes**  
**January 6, 2020 ~ 8:00 p.m.**

The 2020 reorganizational meeting for the Elkland Borough was called to order by Wendy Graham in the absence of Mayor Bill Sherman at 8:01 p.m. Attending the meeting was President Wendy Graham, Vice-President Tim Whitney, Councilman Pete Van Gorden, Councilman Matt Sherman, Councilwoman Deanna Sherman and Councilman Aaron Smith. Absent was Councilman Michael Hackett and Mayor Bill Sherman.

The Pledge of Allegiance was led by Wendy Graham.

There were no public comments on the present agenda.

Wendy Graham asked for nominations for President. Councilman Aaron Smith made a motion for Wendy Graham to be appointed to the position of Council President with a second from Councilwoman Sherman. There were no other nominations and the motion carried.

President Graham continued the meeting by asking for nominations for Vice President. Councilwoman Sherman made a motion for Councilman Tim Whitney to continue as Vice President, seconded by Aaron Smith. There were no other nominations and the motion carried.

President Graham asked for nominations for President Pro Tempore. Councilman Aaron Smith made a motion to nominate Councilwoman Sherman for President Pro Tempore with a second from Vice President Whitney. There were no other nominations and the motion carried.

President Graham presented the resignation of current Secretary/Treasurer Penny Jeffers as of January 3, 2020. A motion was made by Councilwoman Sherman to accept the resignation with regrets with a second from Councilman Sherman. The motion carried.

President Graham proposed appointing the current billing clerk to the position of borough Secretary/Treasurer, stating that she has gone over the job description. A motion was made by Councilwoman Sherman to appoint Amy Tulanowski as Elkland Borough Secretary/Treasurer with a second from Councilman Smith. A roll call vote was called with the following votes: President Graham - yes, Councilman Whitney - yes, Councilman Smith - yes, Councilman Van Gorden - no, Councilman Sherman - yes, Councilwoman Sherman - yes. The motion carried 5 to 1.

President Graham presented the resignation of Councilman Mike Hackett and asked for a motion to accept said resignation with regrets. A motion was made by Councilwoman Sherman with a second by Councilman Smith. The motion carried.

President Graham asked for nominations for the UCC Building Code Officer (BCO). A motion was made by Councilman Smith to continue with Jay Erb from Erb Inspections as the BCO Officer with a second from Vice President Whitney. The motion carried.

President Graham asked for nominations for the Zoning Officer. A motion was made by Councilwoman Sherman to nominate current Zoning Officer, Mark Resue, to the position with a second from Councilman Sherman. The motion carried.

President Graham asked for nominations for an Engineering Company for the borough. A motion was made by Councilman Smith with a second from Vice President Whitney to appoint Larson Engineering as the borough's engineer. A roll call vote was called with the following votes: President Graham - yes, Councilman Whitney - yes, Councilman Smith - yes, Councilman Van Gordon - yes, Councilman Sherman - yes, Councilwoman Sherman - yes. The motion carried 6 to 0.

President Graham asked for nominations for a borough solicitor. A motion was made by Councilwoman Sherman with a second from Vice President Whitney to appoint Chris Lantz from Wellsboro as the borough's solicitor. A roll call vote was called with the following votes: President Graham - yes, Councilman Whitney - yes, Councilman Smith - yes, Councilman Van Gordon - yes, Councilman Sherman - yes, Councilwoman Sherman - yes. The motion carried 6 to 0.

President Graham asked for nomination to appoint a Sewage Enforcement Agency (SEO) for the borough. A motion was made by Councilman Sherman with a second from Councilman Smith to appoint Northern Tier Waste Management as the borough's SEO. The motion carried.

President Graham asked for nominations to appoint an open records officer for the borough records. A motion was made by Councilwoman Sherman with a second from Councilman Smith to appoint Amy Tulanowski, Borough Secretary/Treasurer as the open records officer for the borough records. The motion carried.

President Graham asked for nomination to appoint an open records officer for the police department records. A motion was made by Councilman Smith with a second from Vice President Whitney to appoint Sgt. Robert Gee to the position of open records officer for the police department. The motion carried.

President Graham asked for nominations for the appointment for the collection of earned income tax and LST, noting the borough currently uses Keystone Collection Services. A motion was made by Councilman Smith with a second from Councilman Sherman to appoint Keystone Collections as the collector. The motion carried.

President Graham asked for nominations for an Emergency Management Coordinator (EMO) for the borough. A motion was made by Councilwoman Sherman to appoint Sgt. Robert Gee to which he declined the position. A motion was made by Councilman Sherman with a second from Councilman Smith to appoint Chief Ray Gausline as the EMO coordinator for the borough. The motion carried.



# Elkland Borough Council

MUNICIPAL HALL · 105 PARKHURST STREET · ELKLAND PA 16920

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President Graham asked for names of councilpersons for signatories for checks for general fund, sewer and water fund. A motion was made by Councilwoman Sherman with a second from Councilman Smith to have Councilman Van Gorden and Vice President Whitney continue as signatories. The motion carried.

President Graham asked for a motion for publications for advertising borough meetings, job openings and any other items necessary to advertise. She noted that currently the borough uses the Free Press Courier and the Williamsport Sun Gazette for any advertising done by the borough. A motion was made by Councilman Smith with a second from Vice President Whitney to continue advertising with The Free Press Courier and Williamsport Sun Gazette. The motion carried.

President Graham asked for motion for a dollar amount for the security bond for the Secretary/Treasurer. A motion was made by Councilwoman Sherman and seconded by Councilman Sherman to maintain the \$200,000 bond coverage. The motion carried.

President Graham asked for a motion to accept the current state mileage reimbursement rate of .575 per mile. A motion was made by Councilwoman Sherman and seconded by Councilman Smith to accept the state rate of mileage reimbursement. The motion carried.

President Graham asked for motion for a bank depository noting that currently the borough uses C&N Bank. A motion was made by Councilman Smith with a second from Vice President Whitney to continue with C&N Bank as the borough's depository.

President Graham asked for a motion to allow the Secretary/Treasurer to pay certain bills early as to avoid late fees and take advantage of any discounts that may be available. A motion was made by Councilwoman Sherman with a second by Councilman Smith to allow certain bills to be paid prior to Council's approval. The motion carried.

President Graham stated that she will have copies of the committee assignments at the regular monthly council meeting on Wednesday, January 8, 2020.

President Graham asked if there were any more questions and/or comments. Discussion to add a third person in case of an absence of one of the councilmembers was had, and Councilwoman Sherman suggested President Graham be the third signatory. It was seconded by Councilman Smith. The motion carried.

Meeting was adjourned at 8:35 p.m.