

**TUNKHANNOCK BOROUGH COUNCIL**  
**Reorganization/Regular Meeting**  
**January 6, 2014**

**Mayor Norman Ball called the Reorganization Meeting of the Tunkhannock Borough Council to order in the Borough Building, 126 Warren Street, Tunkhannock, PA at 7:00 p.m. He led those in attendance in the Pledge of Allegiance to the Flag.**

**Present were: Mayor Norman Ball; Council Members Marshall Davis, Scott Douthett, Stacy Huber, Joseph Myers, Robert Robinson, Ruby Sands, Wendy Sweppenheiser, and Ruth Vincenti; and Borough Manager Dawn Welch.**

Others present: Wyoming County Press Examiner Reporter Matthew Palmer; Citizens Jennifer Jenkins Douthett, Emma Douthett, Ned Slocum, Michael DiStadio, Chief Roger Hardy, and Corporal Robert Roberts.

**Swearing in of Council:**

**Mayor Norman Ball administered the oath of office to Council Members Scott Douthett, Joseph Myers, Robert Robinson, Ruby Sands, and Ruth Vincenti.**

**Nomination and Election of Council President:**

**On motion by Robert Robinson, seconded by Joseph Myers, to nominate Stacy Huber as Council President, on motion by Robert Robinson, move to close nominations for Council President, seconded by Marshall Davis. Motion carried unanimously. At this point, the Mayor turned the meeting over to Stacy Huber.**

President Huber thanked the Council for his appointment and added that it is an honor and a privilege for him to be able to serve the Council and the Citizens of the Borough.

President Huber thanked Mayor Ball for opening the meeting; and he congratulated the Mayor on starting his fifth term (17th year) in office. He also extended his congratulations and best wishes to Scott Douthett, who joined the Council as the second representative from Ward 4.

**Nomination and Election of Council Vice President:**

**On motion by Robert Robinson, seconded by Ruth Vincenti, to nominate Ruby Sands as Council Vice President, on motion by Marshall Davis, move to close nominations for Council Vice President, seconded by Ruth Vincenti. Motion carried unanimously.**

**Nomination and Election of Council President Pro Tem:**

**On motion by Marshall Davis, seconded by Wendy Sweppenheiser, to nominate Robert Robinson as Council President Pro Tem, on motion by Ruth Vincenti, move to close**

**nominations for Council President Pro Tem, seconded by Joseph Myers. Motion carried unanimously.**

**Other Appointments:**

**On motion by Ruby Sands, seconded by Marshall Davis, move to appoint the following for the Borough positions for 2014 and/or terms of office as indicated:**

Manager: Dawn Welch  
Secretary: Dawn Welch  
Treasurer: Dawn Welch  
Wyoming County Tax Collection Committee: Dawn Welch  
Assistant Secretary/Assistant Treasurer: Sheila Talcott; Paula Litwin  
Open Records Officer: Dawn Welch  
Solicitor: Paul Litwin  
Zoning Hearing Board Solicitor: Steve Franko  
Engineer: Milnes Companies  
Building Permit/Flood-Plain Officer: Jere Woods  
Zoning Enforcement Officer: Jere Woods  
Sewage Enforcement Officer: Carlton Shupp, Jr.  
EMA Coordinator: Mayor Norm Ball; Alternate: Stacy Huber  
Planning Commission Member: Susann Barziloski (12-31-18)  
Riverside Park Commission: Jason Williams & John Williams (12-31-16)  
Shade Tree Commission: Wendy Sweppenheiser (12-31-18)  
Wyoming County Parks & Trails: Wendy Sweppenheiser (12-31-16)  
Civil Service Commission: Robert Robinson: (12-31-19)  
Civil Service Commission: Susan Elias (12-31-15)  
COG Representative: Joe Myers; Alternate: Stacy Huber

**The motion carried unanimously.**

**On a motion by Ruby Sands, seconded by Wendy Sweppenheiser, the minutes of the December 6, 2013 meeting were approved. Motion carried unanimously.**

**On motion by Robert Robinson, seconded by Joseph Myers, move to approve payment of the bills. Motion approved unanimously.**

**Public Privilege of the Floor:** No comments.

**Finance and Administration Committee:**

President Huber reported that, to date, we have not received a response from the Wyoming County Commissioners in regard to our request to have the County Treasurer's Office serve as our Tax Collector; but, he understands that it is unlikely. He requested that the Administration

Committee interview an individual who has expressed an interest in the position, to be followed by an appropriate recommendation for Council's consideration. Should that be in the negative, the Council would review the remaining, albeit limited, options as detailed by our Solicitor. The Council will meet January 15, 2014 mid-month meeting.

**Department of Public Works (DPW) Committee:**

Chairman Robert Robinson had nothing to report. The next DPW Committee meeting will be January 27, 2014.

**Building and Property Committee:**

President Huber reminded Council that, during the November meeting, they had voted to accept the proposed Furnace Project Schedule. Ned Slocum, Milnes Engineering, presented the advertisement for bid to the Manager. A mandatory Pre-Bid Conference will be held on January 30, 2014 at 10:00 a.m., here in the Borough Chambers. All bids are due by February 6, 2014, which will be publicly opened and read aloud.

**Riverside Park Commission:**

Mayor Ball reported that the Ice Skating Rink is getting good use.

**Police:**

Chief Hardy presented a summary of the Police Report for the Month of December 2013. Note: a copy of the report is on file in the Police Department.

Police Committee Chairman Marshall Davis reported that the Committee had given the Chief of Police a list of department-related questions, issues, and areas of interest for his comment/input. The Committee will meet on January 10<sup>th</sup> to review/consider the responses received, to date.

**Planning and Zoning:**

President Huber reported there are no hearings scheduled for January.

**Council of Governments (COG):**

A meeting will be held on February 11<sup>th</sup>.

**New Business:** N/A

**Old Business:**

President Huber checked with both County Commissioner Tom Henry and EMA Director Gene Dziak as to the status of the FEMA Property Buy-Out Demolition Contracts. He expects to receive an update on bid openings and related information on January 7<sup>th</sup>.

Robert Robinson reported that Civil Service Commission had met and made some changes to the Civil Service Regulation, which will be forwarded to Council for consideration.

**At 7:36 p.m., on motion by Joseph Myers, seconded by Robert Robinson, move to go into executive session for contractual matters and personnel. Motion carried unanimously.**

**On motion by Robert Robinson, seconded by Joseph Myers, move to go into regular session at 8:42 p.m. Motion carried unanimously.**

**Council Privilege of the Floor:**

President Huber distributed the most recent listing of the Council Committee Assignments and asked Council to review and let him know if they would like changes. If so, he would attempt to work with each of them, as may be required, to develop a workable and acceptable roster.

President Huber again noted that there are vacant positions for both primary and alternate membership on the Zoning Hearing Board.

President Huber and Mayor Ball are scheduled to attend Emergency Planning Training.

The Council and Mayor all welcomed Scott Douthett as the newest member of the Council.

**On motion by Robert Robinson, seconded by Joseph Myers, move to adjourn the meeting at 8:47 p.m. Motion carried unanimously.**

Respectfully submitted,

Dawn Welch  
Borough Manager