

Dallastown Borough
175 E. Broad Street
Dallastown, PA 17313
SPECIAL MEETING
December 21, 2012 – 6:00 PM

CALL TO ORDER

A Special Meeting of the Dallastown Borough Council was called to order by Council President, Ronald Smith, followed by prayer, pledge of allegiance and roll call.

MEMBERS PRESENT

Ronald Smith – President
Richard Bogart – Vice President
Tomas Metz – President Pro Tem
Quay Markel
Bernell Kohler
Gina Smith

ALSO PRESENT

Terry Meyers - Mayor
David Jones – Stock & Leader - Solicitor
Melody Hess – Borough Staff
Susan Wertz – Borough Staff

MEMBERS ABSENT

Karen Hoyt-Stewart – Out of Town

ACTION ITEMS

Responsibilities of Borough Manager during Ms. Stokes absence:

- Attorney Jones was concerned that there would be someone to operate the Borough accounts. Melody Hess is aware of the accounts, but Council needs to grant her legal authorization to operate those accounts. Peoples Bank was contacted by Attorney Jones and they sent an agreement to be executed. A motion was needed to authorize Ms. Hess to transact business on the internet and be an authorized user on the Peoples Bank accounts on behalf of the Borough.
Motion: Mr. Markel moved and was seconded by Mr. Kohler to appoint Melody Hess as an authorized user on the accounts with Peoples Bank with regard to the Borough.
Motion carried 6-0.
- According to previous Borough records, an Assistant Secretary and Assistant Treasurer were never appointed. Attorney Jones feels that there should be an Assistant Secretary to sign off on the minutes, attest to any documents, etc. An Assistant Secretary needs to be appointed, either being a member of Council, Susan Wertz or Melody Hess.
Motion: Mr. Markel moved and was seconded by Mr. Kohler to appoint Susan Wertz as the Assistant Secretary and Melody Hess as the Assistant Treasurer.
Motion carried 6-0.
- Attorney Jones also wanted to remind those on Council that have check signing ability (Mr. Smith, Mr. Bogart & Ms. Smith), that they will need to be signing the checks. Ms. Hess told them that she will give them a heads up a day or two before checks need to be signed.

- Attorney Jones also suggested that either Nate Taggart or another appointed person be given the authority to address any other issues that might arise concerning the Borough and to speak on behalf of the Borough. The Ordinance states that in the event of absence or disability of the Borough Manager, the duties not specifically delegated by Borough Council, shall fall to Borough Council. The problem with that is that Borough Council cannot act without a quorum or advertised public meeting. Someone should be “acting Borough Manager” to be able to make decisions on the spot if need be. Mr. Bogart stated that he would like to hear Mr. Taggart’s opinion and Mr. Metz stated that Mr. Taggart already spoke to him and would be willing to step in wherever needed and do whatever needs to be done. In Mr. Smith’s opinion, the Zoning Officer should be the next in line of succession. This will only be a temporary position with no additional compensation. This particular issue concerning the absence of the Borough Manager will need to be addressed in the upcoming year along with reviewing the ordinance for changes. Also, there is a need to develop an internal policy and cross-train.

Motion: Mr. Bogart moved and was seconded by Mr. Metz to appoint Nate Taggart as Acting Borough Manager.

Motion carried 6-0.

ADJOURNMENT

Motion: Mr. Markel moved and was seconded by Mr. Metz to adjourn the meeting.

Motion carried 6-0. 6:20 PM

Respectfully Submitted,

Susan Wertz