

**BOROUGH OF PROSPECT PARK
AGENDA FOR COUNCIL ORGANIZATION MEETING
JANUARY 2, 2024**

[MAYOR CALLS THE MEETING TO ORDER AND PRESIDES]

- I. Pledge of Allegiance
- II. Administration of Oath of Office to Elected Council Members

Each newly elected or reelected official presents the following to the Borough Secretary:

- A. Certificate of Election
- B. Affidavit of Residency
- C. Written Oath of Office

The Judge or Mayor administers the Oath of Office to each newly elected or reelected official. The newly elected Council members take their seats.

- III. Election of Council Officers *(Mayor Chairs the Meeting)*

Motion and Second:

- A. Nominations and Election for President of Council
- B. Nominations and Election for Vice-President of Council
- C. Nominations and Election for *President Pro Tempore* of Council
(to chair meetings in absence of President and Vice-President)

- IV. Council President Committee assignments to Council Members

- V. Appointment of Borough Officers *(Council President chairs meeting)*

Motion and Second to appoint:

- A. Borough Secretary – Kristine Borchert
- B. Borough Treasurer – Kristine Borchert
- C. Borough Solicitor – John McBlain, McNichol, Byrne, Matlawski, P.C.
- D. Borough Engineer – Lisa Catania, Catania Engineering Associates
- E. Zoning Officer – John Cepis
- F. Code Official – Code Inspections, Inc.
- G. Code Enforcement Officer – John Cepis
- H. Central Delaware County Authority Representative–Greg Sutphin

- I. Fire Marshall – James Simmonds
- J. Assistant Fire Marshall – Patrick P. O’Connell
- K. Vacancy Board Chair – Marise Stillman

VI. Appointment of Depositories of Borough Funds – Republic Bank

VII. Appointment of Authorized Signers on Borough Accounts

Kristine Borchert

Patrick P. O’Connell

John J. Bradley, III

Mary Ann Shallet

VIII. Adjournment