

**AGENDA FOR REORGANIZATION MEETING
FOR
OLD FORGE BOROUGH COUNCIL
January 5, 2026**

Prior to Meeting: Newly elected borough officials submit sworn/signed copy of residency affidavit and then take the oath of office.

7:00 p.m. Call to Order (The Honorable Robert Legg, Mayor presiding)

Presiding over meetings.--The mayor shall preside over the organization of the council until it is organized as provided in section 1001 (relating to organization of council, quorum, participation by telecommunication device, voting, compensation and eligibility) and shall be deemed a member of council at the organizational meeting if the mayor's membership becomes necessary to constitute a quorum.

Voting at meetings.--The mayor shall not vote at the meeting unless the mayor's vote shall, for any reason, be required to effect the organization of council or to elect any officer who is required to be or may be elected at the organizational meeting. If the mayor is absent from the organizational meeting, one of the members of council physically present at the meeting and chosen by the members eligible to vote at the meeting shall preside.

Pledge of Allegiance.

Roll Call.

Acknowledgment of election Certificates & Residency Affidavits

The Borough Secretary affirms receipt of election certificates and residency affidavits and confirms those incoming Mayor and Council members have been duly sworn in prior to the organization meeting.

Those newly elected and re-elected officials not sworn in prior to this time are sworn in by Mayor or Magistrate.

Nomination and Election of President.

1. Mayor opens the floor for nominations
2. Nominations are closed when no further names are put forth
3. Nominations are considered in the order received until a majority is achieved.

The Mayor accepts nominations for the office of president of council. Nominations do not require a second, and are voted in order that the nominations are made. Voting continues until one nominee attains a majority of council present. The process is repeated for vice president, treasurer and secretary. Once the officers are elected, the Mayor turns over the gavel/meeting to the newly elected President.

Nomination and Election of Vice President.

1. Mayor opens the floor for nominations
2. Nominations are closed when no further names are put forth
3. Nominations are considered in the order received until a majority is achieved.
4. The gavel is passed to the New Council President.

New Council President takes over the meeting.

Nomination and Election of Treasurer.

(May not be a member of Council.)

1. Council President opens the floor for nominations
2. Nominations are closed when no further names are put forth
3. Nominations are considered in the order received until a majority is achieved.

Nomination and Election of Secretary.

(May not be a member of Council.)

1. Council President opens the floor for nominations
2. Nominations are closed when no further names are put forth
3. Nominations are considered in the order received until a majority is achieved.

Rules of Order for Council Meetings.

New Council President asks for a Motion to adopt Resolution adopting Robert's Rules of Order governing the conduct of Council Meetings. (Resolution Attached).

2026 Meeting Schedule.

Selection of the upcoming years' s regular Council Meetings & Work Sessions.

New Council President asks for Motion to select and advertise the upcoming year' s regular meetings and work sessions.

1. Motion to approve 2026 meeting schedule as follows:
2. Council Work Session Meetings first Tuesday of each month at 7:00 p.m.
3. Council Regular Business Meetings third Tuesday of each month at 7:00 p.m.

Other Appointments.

Council Committees Assignments.

The President of Council may appoint members to committees and appoint one member the chairperson thereof. If not at this meeting then soon thereafter. Council may want to adopt Committee Rules on Structure and Membership. If not at this meeting then soon thereafter.

Council Appointments to Outside Boards and Commissions.

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UCC Appeals Board Appointment, *(not a member of Council or Code Enforcement Officer).*

Appointments to Boards & Commissions (if any).

Planning Commission

Zoning Hearing Board.

Vacancy Board Chairman. *(Should be done as soon as possible or at this meeting.).*

This person acts as chairman of council if after 30 days council has not filled a vacancy in the office of Mayor, member of council, auditor, comptroller, or tax collector, by death, resignation, termination of residency, or failure to give oath or bond. Such person shall be a

registered elector of the borough who is not an elected borough official.

The Vacancy board consists of council, exclusive of the Mayor and one registered elector of the borough appointed by council at council's first meeting each year or as soon as practicable and who shall act as chair of the vacancy board.

Other Borough Appointments.

The following positions continue to be held by the persons currently serving in that position for an indefinite term at the pleasure of Council. Council may appoint new persons to any of the positions by Motion.

For Example: A motion to appoint a person to a position is made by a member of Council, The President asks if there are any other nominations. If none, then the President asks for a Motion to close the nominations, a second, then a roll call vote or voice vote to close the nominations. A vote is then taken by roll call for each nominee in the order they were nominated until someone receives a majority vote.

Borough Manager

Borough Zoning Officer

Right-to-Know Officer

Borough Solicitor

Borough Engineer

Police Chief

Building Code Official or Third Party Agency

Emergency Management Coordinator

Other Business.

Appointment of a Bank or Depository for all Borough funds.

1. Short Term - Peoples Security Bank & Trust Company
2. Long Term - PLIGIT
3. Account Signatories.

New Business.

If any.

Adjournment.

**THE BOROUGH OF OLD FORGE, COUNTY OF LACKAWANNA,
COMMONWEALTH OF PENNSYLVANIA**

OATH OF OFFICE

Elected or Appointed Borough Officials

I, _____, do solemnly swear and affirm
(print name)

that I will support, obey and defend the Constitution of the United States and the
Constitution of this Commonwealth and that I will discharge the duties of Borough
Council Member with fidelity.

Signature of Official: _____

Borough of Old Forge, County of Lackawanna.

Sworn and subscribed to before me this ____ day of January, A.D. 2026.

Witness my hand and official seal.

(Notary, Judge, or District Justice) or _____
President of Council

(SEAL) _____ Attest: _____

My Commission expires _____

AFFIDAVIT OF RESIDENCY

I, _____ being duly sworn according to law, do
(print name)

hereby depose and state that I am a Registered Elector of the Borough of Old Forge,
County of Lackawanna, and that I currently reside and have resided continuously in the
Borough, for at least one year immediately prior to my election in accordance with
Sections 801 and 901 of the Borough Code, Act 43-2012.

I make this statement under penalty or perjury and as more fully set forth in 18 PA. C.S.
Section 4904.

(Signature)

Sworn and subscribed to before me this ____ day of January, A.D. 202 ____

Witness my hand and official seal.

(Notary Public)

(SEAL) _____

My Commission expires _____