

# Borough of Somerset Organizational Meeting

## January 5<sup>th</sup>, 2026

### \*PRE-MEETING\*

4:45 P.M.

1. Oaths of Office – Mayor administers “Oath of Office” to newly elected members of Council who have not yet taken the oath.

### \*ORGANIZATIONAL MEETING\*

5:00 P.M.

1. Meeting Called to Order by the Mayor

2. Pledge of Allegiance

3. Roll Call:

a) Borough Council Members present: Pam Ream; Sue Opp; Steve Shaulis; Lee Hoffman; Ian Mandichak; Mario Dirienzo and Lori Barnhart.

b) Also present: Mayor Fred Rosemeyer.

c) Also present were the following: Borough Manager, Michele Enos; Municipal Authority Manager, Jessica Sizemore; Administrative Assistant, Roger Bailey; Director of Finance, Brett Peters; Assistant Director of Finance, Matthew Franciscus; and Solicitor, Lois Caton.

4. Nominations for President of Council – Election

Mrs. Opp nominated **Mrs. Pam Ream** for President of Borough Council, seconded by Mr. Dirienzo.

All Council Members were in favor to re-elect **Mrs. Pam Ream** to the office of **President of Council**.

Motion Unanimously Carried

**5. Nominations for Vice-President of Council – Election**

Mrs. Ream nominated **Mr. Steve Shaulis** for Vice-President of Borough Council, seconded by Mr. Mandichak.

All Council Members were in favor to re-elect **Mr. Steve Shaulis** to the office of **Vice-President of Council**.

Motion Unanimously Carried

**6. Nominations for President Pro-Tem – This person will preside in the event that both the President & Vice-President are absent at a meeting at which there is still a quorum.**

Mr. Dirienzo nominated **Mr. Ian Mandichak** for President Pro-Tem of Council, seconded by Mr. Hoffman.

All Council Members were in favor to re-elect **Mr. Ian Mandichak** to the office of **President Pro-Tem of Council**.

Motion Unanimously Carried

**\*PRESIDENT OF COUNCIL ASSUMES CHAIR AND PRESIDES\***

**7. Adoption of Resolution No. 2026-01 – Appointing a Depository for Borough funds for 2026-2027.**

Mrs. Ream mentioned that we appoint a Depository each year.

Ms. Enos added that our current Depository is Somerset Trust Company, and it is recommended to continue with Somerset Trust Company.

**Motion**

Mr. Shaulis moved, Mrs. Opp seconded, to retain Somerset Trust Company as Somerset Borough's Depository for 2026-2027.

Motion Unanimously Carried

**RESOLUTION No. 2026-01**

*WHEREAS, it has been the policy of the Council of the Borough of Somerset to designate its Depository every two years, and;*

*WHEREAS, it is the desire of Council to continue with the same Depository for the years 2024– 2025;*

*NOW THEREFORE, BE IT RESOLVED, that Somerset Trust Company is hereby named the Depository of Borough funds for the years 2026-2027, provided that Somerset Trust Company enters into a Depository Agreement with the Borough of Somerset, and pledges as security for all Borough accounts, an amount of securities equal to 120 percent of the total amount of all Borough funds.*

*ADOPTED this 5<sup>th</sup> day of January 2026*

**8. Adoption of Resolution No. 2026-02 – Establishing meeting dates and times for year 2026-2027.**

All Council Members agreed to keep the current day and time of Council Meetings unchanged for the years 2026-2027. The regular Council Meetings will continue to be held every 4<sup>th</sup> Monday of the month at 5:00 p.m.

**Motion**

Mr. Dirienzo moved, Mr. Mandichak seconded, to adopt Resolution No. 2026-02, which would keep Council Meeting dates on the 4<sup>th</sup> Monday of the month at 5:00 p.m.

Motion Unanimously Carried

**RESOLUTION No. 2026-02**

*WHEREAS, The Borough of Somerset has conducted its regular monthly meetings at a specified time, date and location which have proven convenient to the Public;*

*NOW THEREFORE, We, the Council and Mayor of the Borough of Somerset, desiring to continue successful publicized meetings, hereby designate the fourth Monday of each month in the calendar years 2026 – 2027 at 5:00 p.m. for its regular meetings. All meetings are held at our Municipal Building, 347 West Union Street, Somerset, PA.*

*When the regular meeting dates fall on a Borough Holiday, the meetings will be held on the following day, Tuesday, at the same time and place.*

*ADOPTED this 5<sup>th</sup> day of January 2026*

**9. Adoption of Resolution No. 2026-03 – Disposal of Certain Records in Accordance with the Commonwealth’s Record Retention Schedule.**

**Motion**

Mr. Mandichak moved, Mr. Dirienzo seconded, to adopt Resolution No. 2026-03, purging certain records in accordance with the Commonwealth’s Record Retention Schedule.

Motion Unanimously Carried

**RESOLUTION NO. 2026-03**

**RESOLVED**, by the Council of the Borough of Somerset, Somerset County, Pennsylvania, that...

**WHEREAS**, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records disposition; and...

**WHEREAS**, by virtue of Resolution No. 87-02 adopted on April 27, 1987 the Borough of Somerset declared its intent to follow the schedules and procedures for the disposition of records set forth in the Municipal Records Manual and...

**WHEREAS**, said Municipal Records Manual was updated December 16<sup>th</sup> 2008 and amended on March 28<sup>th</sup>, 2019... and...

**WHEREAS**, The Borough of Somerset wishes to dispose of records according to statutory requirements ...

**WHEREAS**, the Council of the Borough of Somerset, Somerset County, Pennsylvania, intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual as approved and updated, and...

**WHEREAS**, the Somerset Borough Administration wishes to dispose of some of its records in accordance with this Resolution ...

**NOW THEREFORE, BE IT RESOLVED**, that the Borough of Somerset; Somerset County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposal of the following public records:

**FINANCE DEPARTMENT:**

- 2017 Accounts Payable Check Vouchers.
- 2018 Accounts Payable Check Vouchers.

**WATER / SEWER BILLING DEPARTMENT:**

- 2015 Water / Sewer Bills
- 2015 Penalty Run
- 2015 Daily Cash Receipts Journal
- 2015 Adjustments
  
- 2016 Water / Sewer Bills
- 2016 Penalty Run
- 2016 Daily Cash Receipts Journal
- 2016 Adjustments
  
- 2017 Water / Sewer Bills
- 2017 Penalty Run
- 2017 Daily Cash Receipts Journal
- 2017 Adjustments
- 2017 Returned Checks
  
- 2018 Water / Sewer Bills
- 2018 Penalty Run
- 2018 Daily Cash Receipts Journal
- 2018 Adjustments
- 2018 Returned Checks
- 2018 Payment Schedule

Adopted this 5<sup>th</sup> day of January 2026

**10. Discussion of the list of authorized signatories for Borough accounts with Somerset Trust.**

Mr. Peters stated that the Borough records need to be updated, and names need to be added to the list of authorized signatories to sign Borough checks, as needed. Currently, Brett Peters, Michele Enos and Benedict Vinzani sign checks for the Borough.

**Motion**

Mr. Mandichak moved, Mr. Hoffman seconded, to have the authorized signatures include Pam Ream, Steve Shaulis, Mario Dirienzo, Michele Enos, Jessica Sizemore, Matthew Franciscus and Roger Bailey.

Motion Unanimously Carried

**11. Sergeant-at-Arms – Designation of Sergeant-at-Arms by the President of Council.**

**Motion**

Mrs. Ream moved, Mrs. Opp seconded, to designate Richard Appel, Chief of Police, as Sergeant-at-Arms for Borough Council.

Motion Unanimously Carried

Mr. Peters made Council aware that the Borough was recently a victim of fraud. He said that one of the Borough’s monthly accounts payable checks to Wex Bank for our fleet fuel cards was intercepted. The name was changed from Wex Bank to another bank name. The check was to be deposited in Illinois, but they put the address on the check as New York. The check was apparently cashed and deposited into their own account. It was for \$4,400. Mr. Peters expressed that his guess is that they copied the check again, changed the check number, changed the payee to a second name, and changed the amount to \$9,900. The two addresses were both in New York.

Mr. Peters said that he alerted the bank and submitted an affidavit of fraud to the bank. He also met with Borough Police Officers today to get a Police Report that will be required for the bank. He said that he is hopeful the Borough will get the money back, but it was not promised. Mr. Peters said that the Borough’s account will probably need to be closed, and a new one opened.

Mr. Peters said that he found the fraud on the first check, and Somerset Trust found it on the second check after they reviewed our account. He added that he and Mr. Franciscus have been monitoring the account daily since this happened.

12. **Executive Session** – None.

13. **Adjournment:**

**Motion**

Mr. Dirienzo moved to adjourn, motion seconded by Mrs. Opp.

Motion Unanimously Carried  
5:22 p.m.

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Michele A. Enos, Borough Manager/Secretary