

CALLERY BOROUGH ORGANIZATIONAL MEETING AGENDA

January 5, 2026

7:00 PM

CALL TO ORDER: Mayor Allan Wirtz

PLEDGE OF ALLIGENCE

ROLL CALL:

Mike Brandl, Bob Dugan, Randy Hoffman, Crystal Huffman, John Reed, Linda Wearing, Rose Marie Wirtz, Mayor Allan Wirtz

Council Members:

1. Nominate and Elect President of Council
Accept a motion nominating _____ as President Second: _____
2. Nominate and Elect Vice President of Council
Accept a motion nominating _____ as Vice President: Second _____

A. Administration

1. Appoint Secretary/Treasurer
Accept motion appointing _Alice A Wahl as Callery Borough Secretary/Treasurer
2. Establish amount of Treasurer's Bond
Accept a motion establishing the Treasurer's Bond for the year 2026 @ \$100,000. Motion: _____ : Second: _____
3. Appoint a Borough Foreman
Accept a motion appointing _____ as Callery Borough Foreman Second _____
4. Appoint representative for Butler County Council of Governments
Accept a motion appointing John Reed as Butler County COG representative. _____ Second: _____
5. Select Depositories for the Callery Borough Accounts
Accept a motion selecting First Commonwealth Bank and Baird as depositories for Callery Borough's general operating and interest-bearing investment accounts.
6. Establish 2026 Regular Meeting Location, Time and Dates

Accept a motion setting the Callery Borough Council Meetings for 2026 as follows:

Location: Callery Borough Municipal Building

Time: 7:00 PM

Dates: First Monday of each month that is not a holiday.

Motion _____ Second _____

7. Publication of Official Notices Accept a motion designating **The Butler Eagle** for the publication of Callery Borough's legal notices.

Motion: _____ Second _____

8. **Appoint Zoning Hearing Board**

Accept a motion for Karen Gianachini for a three (3) year term. Motion to appoint: _____ Second: _____

9. Appoint Callery Borough Auditors

Accept a motion to appoint Hosack, Specht, Muetzel & Wood as Borough Auditors. Motion _____ Second _____

10. Establish of mileage reimbursement Rate.

Accept a motion setting the Borough's mileage reimbursement as established by the Internal Revenue Service @ 72.5 cents. Motion: _____ Second: _____

B. Contracted Services

1. Appointment of Building Code Enforcement Agency

A motion to reappoint Code Enforcement Assoc. As the Building Code Enforcement firm for Callery Borough: _____ Second: _____

C. Professional Services

1. Appointment of Solicitor

Accept a motion reappointing Thomas Smith Solicitor _____ Second _____

2. Appointment of Engineer

Accept a motion appointing Herbert, Rowland & Grubic (HRG) as primary Engineer _____. Second: _____

3. Appointment of Alternate Engineer

Accept a motion appointing Baker Engineering as secondary Engineer _____. Second _____

4. Zoning and Code Enforcement Officer

A motion to reappoint Sandra Cox as Zoning and Code Enforcement Officer: _____ Second: _____

D. Tax Services

1. Appointment of Real Estate Transfer Tax Collector

Accept a motion reappointing the Butler County Recorder of Deeds as the collector of the Real Estate Transfer Tax _____ Second _____.

2. Accept a motion reappointing the Butler County Treasurer's Office to collect Real Estate Tax. _____ Second _____.

3. Accept a motion to reappoint Berkheimer Tax Associates as the Collector for the Local Services Tax, Earned Income Tax, and Borough Per Capita Tax: _____ Second: _____

4. Accept a motion to reappoint Berkheimer Tax Associates as the collector of delinquent Service Tax, Earned Income Tax, and Per Capita Tax.
_____ Second _____.

E. Emergency Services

1. Appointment of Callery Volunteer Fire Department and Quality Emergency Medical Services Inc.

Accept a motion appointing Callery Volunteer Fire Department and Quality Emergency Medical Services, Inc. as the borough's primary emergency service.

2. Appointment of Emergency Management Agency Coordinator

Accept a motion to reappoint Christine Clutter as the Emergency Management Coordinator. _____ Second: _____

ADJOURNMENT

Motion to adjourn the Organizational meeting: _____ Second _____

CALLERY BOROUGH

Monthly Meeting Agenda

January 5, 2026

7:00 PM EST

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Linda Wearing ____; Mike Brandl ____; Randy Hoffman ____:
Robert Dugan ____; Crystal Huffman ____; John Reed ____:
Mayor Al Wirtz ____; Rose Marie Wirtz ____

PUBLIC COMMENT: (Each visitor/speaker will have 5 minutes)

- | | | | |
|-------|--|-------------|----------|
| I. | Approval of previous month's minutes | Motion_____ | 2nd_____ |
| II | Approval of Accounts Payable | Motion_____ | 2nd_____ |
| III. | Approval of Accounts Receivable | Motion_____ | 2nd_____ |
| IV. | Approval of all Account Balances | Motion_____ | 2nd_____ |
| V. | Borough Foreman's Report | Motion_____ | 2nd_____ |
| VI. | Zoning/Code Enforcement | Motion_____ | 2nd_____ |
| VII. | Police Report | Motion_____ | 2nd_____ |
| VIII. | EMC Report | Motion_____ | 2nd_____ |
| IX. | OLD BUSINESS/ON-GOING ITEMS FOR DISCUSSION | | |

- 1.) The invoice for the Stormwater Line work, as discussed in December, was sent to State Pipe. Payment was made from the State Fund

- 2.) I've not heard anything from the Seneca Valley MS regarding their annual Community Growth Day of Service. They reached out last year December. Is there any interest in doing this if they are sponsoring it again?
- 3.) Record Retention/Disposition - We really need to pursue this. It will be a lengthy process but one that is really needed.

X. NEW BUSINESS/ITEMS FOR DISCUSSION

- 1.) Appoint AsentData as our new IT provider
- 2.) Peoples Gas – Line replacement project – Second Qtr. of 2026
- 3.) Both loads of salt, one reserved from last year and one ordered for this year has been delivered as requested. **FYI** the cost of salt is \$94.57/Ton.

XI. ADDITIONAL QUESTIONS/COMMENTS

Any Member who would like to add something to the agenda, please notify the office the Wednesday before the meeting by 10:00 A.M.

EXECUTIVE SESSION -

Requested by:

Purpose:

Motion to go into Executive Session _____ Second _____ Time _____

Motion to come out of Executive Session _____ Second _____ Time _____

MOTION TO ADJOURN: _____ SECOND _____ Time Adjourned _____