

**Minutes of Meeting**

The meeting of the Board of Commissioners was held on the above date at 6:00 p.m. as a remote meeting in accordance with the amended Open Public Meetings Act. Mayor Del Duca called the meeting to order.

Pledge to the flag:

Sunshine Notice:

Roll Call: Mayor Del Duca  
Commissioner Del Duca  
Commissioner Mack-Allen – absent with prior notice

Approval of Minutes: October 24, 2023 - Commissioner Meeting

Motion to approve: Commissioner Del Duca, Mayor Del Duca 2nd  
Roll Call: Mayor Del Duca – Yes  
Commissioner Del Duca – Yes

Approval of bill list: \$ 89,531.87

Motion to approve: Commissioner Del Duca, Mayor Del Duca 2nd  
Roll Call: Mayor Del Duca – Yes  
Commissioner Del Duca – Yes

Ordinance Public Hearing and Adoption: None

Resolution Read by Consent Agenda:

Resolution #26-2023 2023 Budget Cancelation

Resolution #27-2023 Approving 2024 Reorganization Meeting Date

Motion to approve: Commissioner Del Duca, Mayor Del Duca 2nd  
Roll Call: Mayor Del Duca – Yes  
Commissioner Del Duca – Yes

Old business: None

New business: Best Practice Inventory

This year the inventory consists of 67 questions addressing core competencies (36), best practices (12) and unscored survey (18). The questions cover the following topics:

- Personnel
- Cybersecurity
- Budget
- Shared Services
- Lead Remediation
- Financial Administration
- Ethics
- Capital Projects
- Utilities
- Transparency
- Recycling
- Solid Waste
- Environment
- Procurement
- Special Improvement District

The following Core Competencies and Best Practice questions were answered no for the following reasons:

- The Borough does not have a Storm Recovery Trust Reserve (Q7)
- The Borough does not use a scoring system to determine capital projects (Q10)
- Borough does not have a charging station installed on borough property (Q19)
- No formal Investment Policy to prepare cash flow analysis (Q30)
- The Borough has not adopted a more stringent policy for CTC Surety Bond (Q31)
- The Borough has an anti-nepotism policy in the personnel manual but not through an ordinance (Q47)

To receive a full December state aid payment, we would need to score at least twenty-nine (29) points. Tavistock's score is 38.50 points and will not lose any 2023 state aid.

Public Participation: None

Motion to adjourn: Commissioner Del Duca, Commissioner Del Duca 2nd

Roll Call: All in favor

Meeting Adjourned at 6:07 p.m.

Respectfully submitted,

Denise K. Moules, Borough Clerk