

RESOLUTION NO. 2017-3

**A RESOLUTION OF THE BOROUGH OF COALDALE,  
SCHUYLKILL COUNTY, PENNSYLVANIA**

**WHEREAS**, Section 111 of the Pennsylvania Borough Code requires the Borough Secretary to attend all meetings and maintain full minutes of the proceedings; and,

**WHEREAS**, Section 109 of the Pennsylvania Borough Code requires that the Borough Secretary record and transcribe minutes of Council Meetings into a mechanical binder capable of being permanently sealed or in a bound book with pages consecutively numbered; and,

**WHEREAS**, The Borough Secretary uses a digital recording device to record the discussions of the Borough Council Meetings; and,

**WHEREAS**, said recording is used as an aid to assist the Borough secretary in making a complete transcription of the minutes for inclusion in the Borough Minute Book; and

**WHEREAS**, the transcription of the Minutes placed into the Minute Book are the official version or representation of the action and proceedings for such meeting of the Borough Council.

**WHEREAS**, after the acceptance of the minutes by Borough Council there is no longer any further need to maintain or retain the digital recording of the meeting.

**NOW THEREFORE, BE IT RESOLVED**, This 10<sup>th</sup> day of January, 2017, by the Council of the Borough of Coaldale, that upon adoption of the minutes of a meeting, the Borough Secretary is hereby authorized to delete the digital recording of the meeting including but not limited to any discussions contained therein and which recording was used as an aid in preparing the official minutes.

**BOROUGH OF COALDALE**

Attest: Suzanne W. Heldt  
Secretary

By Angela Kispf  
President