

Borough of Tioga  
April 4, 2022

The regular meeting of Borough of Tioga Council was held Monday April 4, 2022, at the Tioga Borough Office at 18 North Main St, Tioga PA 16946 with the following people present:

Steve Hazlett	Bill Preston	Donald "DJ" Warriner, Borough Manager
Bob Wheeler	Doreen Burnside	Jeff Loomis, Solicitor
Alan Brooks		Joan Stone, Secretary/Treasurer
Marybess Hazlett		David Wilcox, Mayor

Meeting was called to order by President Hazlett. Pledge of Allegiance was said by all. Steve motioned to amend agenda to add DECA funding to pool committee. Bob motion to amend agenda. Doreen seconded all in favor motion carried.

Public hear: Tom Stafford asked why we are appointing new mayor when we have mayor already. David Wilcox answered by reading letter from his lawyer. Brennan Wood states Bob Wheeler told him Steve told him Vicki will never work at pool again. Rex Hunter wonders same about mayor status. Brian Pawloski-Drug epidemic in our area wonder when we will get new officer also wondered if council members have names attached to bank accounts and if this shows up on credit reports as income. Deb Relaford- wants to know why she must put in application for job at pool when she has not had to do it for last 4 years. Said we should be asking her to come back not asking her to file out application. Heather Doty- Mayor wanted audit done and that is why council is mad at him. Opinion that mayor was voted in by people and council cannot remove him. Gerald Doty-wonders why we don't have a cop and wonders how to impeach a council member. Julie Glover- here to support things in town- need to keep Farmers Market and Pool open.

Approval March minutes- Alan questioned why part of conversation about advertising on Facebook was omitted. Ask that we table approval of minutes till next month and have Joan review recording and modify minutes to show information.

Action List:

1. Chris -Water Authority- Would like approval from Council to amend the Article of Incorporation. Alan wants to hold off till council has time to review amendment. Alan motion to keep on table. Bob seconded motion all in favor motion carried. Kit also would like to recommend Kevin Knapp to the vacant see left by Joe Caroccia last month. Doreen motion to appoint Kevin Knapp to water authority. Marybess seconded motion all in favor motion carried.
2. Mike Gee Tioga Township- Requesting the borough to provide support letter for Lake Street bridge- grant money for bridge project. Bob motion to write support letter for Lake St bridge. Doreen seconded all in favor motion carried.
3. Alan questioned what executive session consist of is it possible to do executive session at end of meeting so public doesn't have to leave. Jeff states can't change agenda once its accepted.

**Executive session for legal called 6:40pm-7:05pm. No action taken at this time.**

4. Appoint Council Member- Bill Preston nominated Brennan Wood. Seconded by Alan Brooks. Steve No, Alan-Yes, Bill-Yes, Doreen-No, Marybess-No, Bob-No. Doreen nominated Holly Cuneo. Seconded by Marybess. Steve-Yes, Alan-abstained, Bill-No, Doreen-Yes, Marybess-Yes, Bob-Yes.
5. Pedestrian signs- DJ received letter from Penn Dot for new crosswalk signs-DJ states we have signs already at each crosswalk. What we received back from the state is they want us to put them 150ft before crosswalk in in front of restaurant and 350ft from opposite direction. Steve questioned if there was anything else we could do for the Wellsboro St crosswalk. DJ said no must be approved by PennDot. No action taken not feasible.
6. Change Locks- Locks on front door have been change and garage door replaced and new locks.
7. Secretary would like a new chair and floor mat under chair, cost estimated \$150. Motion made by Doreen for Secretary to buy new chair and mat. Seconded by Alan all in favor motion carried.
8. Farmer Market Advertising- Need to get advertising up for vendors. Will advertise Facebook and Website. The mayor states that Brennan and David would run the farmer's market. Mayor states the Farmers Market is not the Boroughs Market it is run by him and Brennan Wood. Borough has nothing to do with the Farmers Market. Mayor states that if the market gets larger, they are thinking of moving to south main St.
9. Gift Cards- Alan states a lot of residents asking about gift cards. Asked Jeff what the limit is on gift cards that is taxable. Alan question if we should have as an employer held back taxes on that gift card. Jeff states he is not a tax lawyer but will look up Alan told him to lookup De Minimis Gift. Low limit gift under \$100 everything else is taxable, we gave him \$2000 and a 1099 must be issued. Alan state anyone that voted for that gift is liable, income tax evasion and defrauding the state. Bob asked the question how you know a 1099 was not done, Alan said show me 1099 we will be done. Bob said once taxes are done, he will bring in is taxes and show it Alan said he wants Joan to show him the 1099. He said it will be a done issue and he will tell everyone that keeps asking him about that it's a done deal and let it go. Steve states the reason for the gift to Bob Wheeler was he was volunteering his time 40-50 hours. Now he will not volunteer his time and the borough will have to hire a code officer and it will cost the borough significant money. Alan states is he a volunteer or an employee. Secretary gave copy of 1099 to Alan states for the borough residents he is looking at a 1099 given to the volunteer. Steve asked Alan if he was happy. Mayor tells Alan to ask about the past years how many gift cards have been issued in the past 3 years. He asked the secretary to find record of how many gift cards that have been purchased in the past 3 years. Bring to the next meeting.

#### Mayors Report-David Wilcox-

Need an answer, been 2 months, on the Tioga Twist states Jason and Jason that own the Twist are great guys and council is treating them unfairly he needs answer so he can give it to them. Do they need to rezone their building they are requested to turn the Tioga Twist into an apartment on the bottom level of his building? Bob states can't put an apartment on ground floor of a commercial building. Jeff answers question zoning prospective they can put apartment in but from a construction perspective he needs to contact Erb. David also requested the borough to refund the money he paid for the RTK requested he was forced to fill out for copies of public documents. Alan states we need to fill out a reimbursement form. Doreen states that our solicitor advised us to charge for the copies of the RTK. David states he was forced to fill out the RTK and Jeff thought this was an RTK request that's why he was charged.

## Committee Reports

1. Police Safety-Bob Wheeler Do we want to continue advertising for police officer we put in Wellsboro Gazette, Dollar Saver, Pennysaver, Indeed and Career Link. Have received several applications but only couple had the required training. We do have 2 possible applicants, talk to one of the applicants today and sent him an application to fill out and send back. Do you want us to advertise couple more weeks? Mayor asked if council voted to have applications changed. He was contacted by a police officer with 20 years of experience and said that with that application we would never get a police officer. Alan motioned to continue advertising and make sure its on indeed and worded properly till we get a suitable applicant. Seconded by Marybess, all in favor motion carried. Mayor asked if it was off the table to discuss the police application that was said to be unacceptable. Steve stated the police committee talked to Scott Henry and Chief Bodine of Wellsboro Police department to help with the application revision.
2. Camera- tabled at this time.
3. Administration and Finance- Everyone has copy of monthly treasurer report. Marybess motion to pay the bills for the Borough, Sewer, and Pool. Doreen motion to pay bills. Seconded by Alan all in favor motion carried.
4. Public Works- Alan DJ list attached. DJ states hood on tractor needs replaced at cost of \$485. Alan motion to purchase new hood for tractor. Bob seconded motion all in favor motion carried. DJ states he was supposed to take vacation time but only ended up taking 3 days off. He did end up taking time off last week due to hurting his knee took sick time. DJ discussed estimate given by Penn Dot on paving S Main St and Church St do not have enough money at this time could do both at a time we can wait and do both next year. Doreen motioned to wait on paving till we can do it at same time. Seconded by Bob all in favor motion carried. Will be looking into installing new pool pump get the pool cleaned out to get it ready for painting. We need to get depth markings for both pools. Loosing water in baby pool need to recalk drain. Flight chain bearings and flight chain for cinder truck needs replacing cost \$495 if no price increase. Alan motioned to purchase parts for cinder spreader up to \$600. Seconded by Bob all in favor motion carried. Installed new door on garage. Asked if we want to put door on the secretary office or not. Clean up day scheduled for June 11<sup>th</sup> 8am-12pm.
5. Grants/Development/Building- Bill- Nothing new to report.
6. Trees/Sidewalk/Parks&Rec/Pool: Marybess Advertising for manager and lifeguards has been done. Some applicants have been received. D.E.C.A will give pool \$500 to use for kids through out the summer. Only thing they ask us is to keep track of usage and report to them monthly, so they know its being used. At end of the year, they will decide what to do if any money is left. They are asking for invoice Marybess motioned for Joan to provide them with invoice. Seconded by Doreen all in favor motion carried. Bill asked for clarification the 2 past pool managers need to fill out applications, Steve said yes. Alan questioned this practice if it was standard to advertise when there are past employees, Jeff states the best practice is to advertise positions, Alan states its not a have to they could have just asked same people to work. Secretary states that we have no applications on file, and we should have a file on everyone.
7. Ordinance- Nothing at this time.

8. Personnel Committee: Bob-Employee evaluations would like them turned in ask Bill if he had his to turn in, he states his opinion doesn't matter so he is not going to turn them in. Did not advertise the code officer because of the cost in advertising for police officer and pool staff. Alan states it was agreed upon to advertise. Mayor states that he is code officer and Alan states yes, he is code officer till new one is hired. Alan asked if Bob was still doing permits states that Bob can write them, but the mayor must approve them before issuing. Doreen motioned to advertise for code enforcement officer. Seconded by Bill, Alan states advertise indeed, Facebook and career link. Question asked if its full-time job, Doreen states not full-time, Bob states wintertime slower then summer but there is a lot of reading to learn the rules. Doreen motion to put \$10 hour put on indeed, career link, Facebook and website seconded by Bill all in favor motion carried.
9. Rental Property- Bob Rent upstairs is all caught up last month. Had to replace refrigerator DJ went to Beiter's and bought new one.

New Business:

1. TCAB meeting April 21, 2022, Elkland Borough letter read by Steve. If anyone wants to attend, please let Joan know by April 15<sup>th</sup>.
2. Dues for Tioga County Secretary Association \$25 year will give Joan access to other secretaries. Doreen made motion for Joan to join secretary association. Seconded by Alan all in favor motion carried.
3. Paving covered under DJ list
4. Notary course online Joan can do an online course for \$119 then later there will be additional fees for stamp, signature notary. Jeff states you must go to Courthouse and be sworn in. Bill motion for Joan to take online notary course if she passes, we will pay additional fee for notary stamp. Seconded by Alan all in favor motion carried.

Doreen motion to adjourn meeting 8:15 pm seconded by Marybess all in favor motion carried.

Minutes taken by: Joan Stone