

Borough of Tioga
Regular Meeting of the Borough Council
August 7, 2023

The Regular Meeting of Borough of Tioga Council was held on Monday August 7, 2023 at the Tioga Borough Office - 18 North Main St, Tioga PA 16946 with the following people present:

Debra Relaford, President	Bill Preston, Vice President	Brennan Wood, Pro Tempore
Alan Brooks	Lucas Sargent	George Lampinos
David Wilcox, Mayor	DJ, Warriner, Borough Manager	

Absent: Ben Shutter, Zachary R. Gates Esq., Solicitor

Deb Relaford, President, called the meeting to order at 6:00 PM. The pledge of allegiance was recited.

MOTION to adopt the Agenda, adding to it a letter giving authorization to banking for the secretary treasurer made by Brennan Wood , seconded by Al Brooks. All in Favor. Motion Carried.

MOTION to approve July 3, 2023 regular minutes with the change that George Lamprinos was absent, made by Brennan Wood, seconded by Lucas Sargent. All in favor. Motion carried.

PUBLIC COMMENT - Agenda items only, 3 minutes each

Steve Hazlett asked how much money the borough had in the budget and was given the answer that we can't answer without a secretary present. When he questioned the spending of money without knowing how much we have, he was told by the Council President that we are paying the bills. He then asked if anybody is bonded - - to take cash? He was told that the TBMA secretary is bonded, and all council members & employees are covered under our insurance policy. He knows the answer to that question. Being a former council president, he had the insurance carrier come in last year and give a presentation regarding the same subject.

Al Brooks interjected that this was a public comment session and not a Q & A.

Ed Bolt - regarding Laura Clarson, zoning officer and zoning changes. He will speak with her after the meeting instead of during public comment.

OLD BUSINESS

- Audits - JH Williams sent letters of engagement for 2020, 2021 and 2022 for signatures
- Valerie Stickler, TOHD - the flyers are up. Council has her fireworks permit signed by the mayor and handed it to her. Brennan Wood will flatten the gravel for the shed and will hang the TOHD signs on Monday.

OFFICIAL'S REPORTS

- Mayor, David Wilcox - Playground chips can be purchased from Gridly Excavating at \$50.00 a cubic yard. He will try to repair the damaged basketball bumpers with red duct tape.

- TBMA, David Wilcox, chairman - Secretary training with Diversified starts tomorrow

- Code Enforcer, Laura Clarson - Rental inspections: 1 and 2 units are her main focus at this time. The breakdown on inspections that was asked about last meeting are as follows: 36.7% of inspections are complete. 11.7% vacant. 30% have paperwork filled out and need to be scheduled. 8.3% are waiting on responses from the landlord. 8.3% have not yet been contacted. 3.4% other or extenuating circumstances.

There is a safety issue covering an ordinance violation. Does she have permission to check on the porch? Our code book states that she just has to get council's ok. Al Brooks - Do not enter a property without owner/landlord permission. Laura then stated that the codebook needs to be changed. We will get with legal to take this matter further.

- Borough Manager, DJ Warriner - Monthly Report enclosed

Al Brooks asked if there was any movement on the eradication of the Sumac overgrowth. DJ replied that he has no time now. He may be able to get to it in the winter. We do maintain the ditch, and it looks like somebody came through and sprayed as part of it is dying off.

COMMITTEES

Finance, Administration & Technology

MOTION to pay all August 2023 bills made by Bill Preston, seconded by Brennan Wood. All in favor. Motion Carried.

The Volunteer Accident insurance policy is here to be signed. It is the same as last year except this year they are not differentiating between claimants over the age of 65.

Personnel

MOTION to hire Shenelle Brockway as full time Secretary Treasurer at \$18.00 hour under a 90-day probation with benefits consisting of: 1 week vacation, 3 sick days and 3 personal days. Office Hours 7-3 M/Th & 9-5 Friday made by Brennan Wood, seconded by Bill Preston. All in favor. Motion Carried.

MOTION Give Shenelle Brockway access to Tioga Borough's banking account made by George Lamprinos, seconded by Brennan Wood. All in favor. Motion Carried.

MOTION to give Shenelle Brockway online access to Tioga Borough's banking accounts made by Brennan Wood, seconded by Bill Preston. All in favor. Motion Carried.

MOTION to give Shenelle Brockway access to Tioga Borough's credit/debit cards made by Brennan Wood, seconded by Bill Preston. All in favor. Motion Carried.

MOTION to sign the letter to C&N Bank granting Shenelle access to the accounts immediately in lieu of the minutes, until such time that the bank will accept the approved minutes made by Brennan Wood, seconded by Bill Preston. All in favor. Motion Carried.

MOTION to pay for Secretary training "Your Role as a Municipal Secretary/Administrator" a Five part series: Mondays 10-11:3 starting 10/30 - 11/27 for \$150.00 made by Bill Preston, seconded by Brennan Wood. All in favor. Motion Carried.

MOTION to pay for Secretary training "Municipal Budgeting" a Five part series: Thursdays 10-11:00 starting 08/24 - 09/21 in the amount of \$100.00 made by Brennan Wood, seconded by Bill Preston. All in favor. Motion Carried.

MOTION to appoint Laura Clarson as Assistant Secretary at \$12.00 hour made by George Lamprinos, seconded by Bill Preston. All in favor. Motion Carried.

Parks & Recreation, Trees & Sidewalks

Meeting Notes Enclosed

Valerie Stickler: Eight individuals took the lifeguard course paid for entirely by local business at \$250.00 per guard. Will the council look into getting the lifeguards reimbursed or training paid for?

Discussion on Autumn Mead completing the lifeguard course and combining lifeguard duties along with concession stand duties.

MOTION to pay Autumn Mead \$8.50 an hour (lifeguard wages) regardless of the job she is tasked with for the remainder of the summer made by Lucas Sargent, seconded by George Lamprinos.

Grants & Development

CDBG entitlement grant was emailed to everybody and also to select members of the community who are helping to secure funding for other projects. We are on a deadline to get it submitted.

Deb is still receiving daily emails. None of which have fit our needs.

Pool repair and expansion grants are being sought,

Ordinance

The ordinance committee was told that the solicitor suggested a work session with Laura to get the ordinance book and code book up to date. This could be accomplished by the end of the year,

NEW BUSINESS

- Pension - \$14251.00 due to be sent in for last quarter and now this quarter is due. We just got back the MMO. This year's amount is \$14652.00. It needs a signature.
- Derick D'Hene- zoning is already CI (light industrial) no need to make changes
- Tyoga Container - Berry Street parking Lot zoning change- Residential to Industrial. Bill Preston did not look into this. DJ Warriner talked to Doug at Tyoga Container who is checking into their records. Laura Clarson - The maps were updated in 2017 and she hasn't found anything more. Al Brooks - Where do we stand now? What needs to be changed? Ed Bolt, Zoning Board - We also need to look into Broad St/Main St/Park St zoning from C1 to CI? He is questioning the validity of it. It should still be zoned R3.
- Bill Preston-
 - RE: PSAB on appointments/resignations to the Municipal Authority: Council may reappoint an individual. They CAN be reappointed if council desires. It is not a lifetime appointment.
 - RE: Forensic Audit - "I have nothing to say about that at this time. I spoke my piece with the investigator".

Public Comments 3 minutes per person, any topic

Donna LaVanture, Wellsboro Gazette - asked for correct spelling of Shenell's name.

Valerie Stickler, TOHD - Wanted to thank Victoria Hyde and Deb Relaford for helping to pull the lifeguard training together

Marybess Hazlett - On borough employee evaluations; were they completed? Brennan Wood replied to both her and her husband Steve Hazlett regarding his earlier comment. The evaluations have been completed. Council is waiting to get the numbers back from the accountant so that the Borough knows how much can be afforded to give in raises. Pay raises will be made in arrears (back paid). He has been informed that this is not the first time that this has happened.

Ed Bolt - Zoning Ordinance says Park to Broad Street has been changed. DJ said to look into the minutes from October 2015 for further clarification.

No Executive Session

MOTION to **ADJOURN** made by George Lamprinos , seconded by Brennan Wood at 7:20 PM .

Next regular meeting Tuesday September 5 , 2023, 6:00 PM

Notes by Deb Relaford