

Borough of Tioga
Meeting Minutes
December 2, 2024

The regular meeting of the Borough of Tioga Council was held on December 2, 2024, at the Tioga Borough Garage, 18 N Main Street, Tioga PA, 16946 with the following present:

Debra Relaford, President
Brennan Wood
Shenelle Brockway, Secretary/Treasurer

Bill Preston, Vice President
Alan Brooks

Absent: Solicitor, Chris Lantz, Ben Shutter, George Lamprinos, Mayor David Wilcox, Lucas Sargent, DJ Warriner, Borough Manager

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

Motion to adopt the agenda with the correction that the millage rate should say 2025 and the next meeting should also say 2025 made by Alan, seconded by Bill, all in favor, motion carried.

Motion to approve November 4, 2024, regular meeting minutes, made by Brennan, seconded by Alan, all in favor, motion carried.

Public Comment

Mary Bess: Nothing

Steve: about 3 months ago asked about looking into the Emergency Management position. Alan states he is working on it.

Payton and Matt Sargeant: sitting in for a project for school for leadership

Members of the Tioga Fire Department: just here to observe.

Executive Session

Begins at 6:05pm and ends at 6:12pm to discuss late rent from upstairs, code enforcement, and sewer rates.

Old Business

- Appointing Emergency Response Coordinator, there's no update yet. Alan states he is currently working on it.
- Updating sewer rates, Deb asks for any discussion from residents regarding the increase. One thing that was discussed was the age of the sewer system and that repairs are needed. Alan asks for the numbers from the last meeting. Shenelle states that they were emailed but provided a copy to council, figures are attached to meeting minutes. Deb discusses the rate changes of increase of \$1 and lower the usage to 2500 gallons a month from 3500. The numbers of people who will be affected by the usage change, the numbers are rough estimates due to fluctuations of usage. Steve suggests that the council does a trial run for a few months to see how it will affect people. Shenelle discusses that the rates haven't increased in 5 years and the budget won't be balanced without the increases. USDA is recommending that rates increase as the sewer needs to be self-sufficient.

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Motion to update the sewer rates to \$1.00 and lowering minimum usage to 2500 starting 1.06.25 with revisiting the increase in April made by Alan, seconded by Bill, all in favor, motion carried.

Official's Reports

Mayor David Wilcox: Not present

TBMA, David Wilcox, Chairman: Not present

Borough Manager, DJ Warriner: DJ not here so Brennan reads DJ's list, attached to meeting minutes.

Motion to replace street signs using Act 13 funds for \$1866.00 made by Brennan, seconded by Bill, all in favor, motion carried.

Motion to replace leak relays for the pump station for \$1336 plus shipping made by Alan, seconded by Brennan, all in favor, motion carried.

Committees

Finance, Administration & Technology

- Shenelle discussed the treasurer's report.

Motion to pay December bills made by Brennan, seconded by Bill, all in favor, motion carried.

Motion to accept the 2025 budget made by Alan, seconded by Bill, all in favor, motion carried.

Parks & Rec

- Deb reads meeting minutes, attached to minutes.

Personnel

- The employee contract is tabled until next month.

New Business

- Steve from Gannon Insurance was here on 10/24

Motion to accept the new rates with an increase of \$70 made by Alan, seconded by Brennan, all in favor, motion carried.

- 2025 fire department contract, Steve asks for the fire department and finance committee to meet to discuss the contract. The finance meeting is on 12/17/24 at 5:30pm. Alan states that there are a few questions that he has regarding the current contract and will have Shenelle email them to the fire department. The contract is tabled until the finance meeting.
- The 2023 audit is complete. The auditors will be back in June to complete the 2024 audit.

Motion to sign off on the 2023 audit made by Brennan, seconded by Alan, all in favor, motion carried.

- Publish the 2025 meeting and committee schedule in the newspaper.

Motion to publish the 2025 meeting and committee schedule in the newspaper made by Brennan, seconded by Bill, all in favor, motion carried.

- Setting of the millage rate for 2025, a resolution needs to be completed to keep the millage rate the same as the current one.
- Solvency Fee for unemployment

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Motion to pay the solvency fee for \$392.84 made by Bill, seconded by Brennan, all in favor, motion carried.

- Close of book meeting for 2024 needs set.

Motion to set the final meeting of 2024 to close the books for Tuesday, December 31, 2024, at 4pm made by Brennan, seconded by Bill, all in favor, motion carried.

- Approve the Act 205 pension plan

Motion to approve the Act 205 pension plan made by Brennan, seconded by Bill, all in favor, motion carried.

Motion to recess the meeting until December 31, 2024, at 6:47pm made by

Recessed Meeting, December 31, 2024

Meeting resumed at 4pm.

Pledge of allegiance recited.

Roll Call

Debra Relaford, President

Bill Preston, Vice President

Brennan Wood

George Lamprinos

Shenelle Brockway, Secretary/Treasurer

Public Comment

No one present

Motion to close all the Tioga Borough Books for 2024 and roll over all money to 2025 made by Brennan, seconded by Bill, all in favor, motion carried.

Meeting adjourned at 4:01pm by Bill, seconded by George.

Minutes respectfully submitted by _____.

Shenelle Brockway
Secretary/Treasurer