

Borough of Tioga
Regular Meeting of the Borough Council
December 5, 2022

The Regular Meeting of Borough of Tioga Council was held on Monday December 5, 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	Holly Irwin	George Lampinos
Lucas Sargent	DJ, Warriner, Borough Manager	David Wilcox, Mayor

Absent: Zachary R. Gates Esq., Solicitor; Amy Emmick, Secretary

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

ADOPTION OF AGENDA

Motion to amend the agenda to include discussion on holiday meal for the borough and TBMA and also Association of borough dinner that we need to host under new business 6G made by Brennan Wood, seconded by Bill Preston. All in favor. Motion carried.

Motion to amend the agenda to make changes to banking signatures under Committees 5C3 made by Bill Preston, seconded by Brennan Wood. All in favor. Motion carried.

Motion to adopt the agenda with changes by Bill Preston, seconded by George Lampinos. All in favor. Motion carried.

APPROVAL OF MINUTES

As the November 7 meeting minutes were not typed up and ready for this meeting motion was made to table approval of November 7 minutes until the next meeting by Lucas Sargent and seconded by Brennan Wood. All in favor. Motion carried.

Mayor Wilcox questioned why the minutes were not completed. Per Secretary: As of 1:40 p.m. Sunday, December 4, 2022, her home computer crashed and she was almost done with the minutes. At 5:56 p.m. she asked the council president to type them up for her.

PUBLIC COMMENTS

None

EXECUTIVE SESSION start 6:07 end 6:26 p.m.

It was decided that we need to set a meeting between TBMA, TBC and both solicitors as soon as possible.

OLD BUSINESS

CPA/USDA - We received another letter from USDA stating the need for our audits. Hiring a CPA imperative.

OFFICIALS REPORTS

Mayor David Wilcox - Nothing to report at this time.

TBMA - Lou Kolowski read the enclosed note from Kit who was not available. I read to him our replies to Zach from the letter Jeff Loomis sent to him. Copy also enclosed.

Borough Manager - DJ's report is enclosed. He added a second dumpster bill from Northern Tier that came in the mail today to the packet of bills to be paid.

We need to find out where the Krieger Grant was deposited for payment of the Blue Book bill. (#8 on DJ's list)

COMMITTEES

Council set 2023 meeting dates for all committees so that we can get them advertised.

Ordinance, 2nd Monday @ 5:30 p.m.

Personnel, 2nd Tuesday @ 5:30 p.m.

Admin. Finance & Tech, 3rd Tuesday @ 5:30 p.m.

Police, 4th Monday @ 5:30 p.m.

Public Works, 1st Thursday @ 5:30 p.m.

Pool, 2nd Thursday @ 5:30 p.m.

Grants, 4th Thursday @ 5:30 p.m.

Administration, Finance & Technology

Budget

Motion to table the budget until our next meeting since we don't have one here this evening made by Brennan Wood, seconded by George Lamprinos. All in favor. Motion carried.

Approve Bills

Motion to have DJ collect the rent for the upstairs apartment and upon completion of their contract late fees will be waived made by Brennan Wood, seconded by Lucas Sargent.

DJ said that they paid \$200 and get paid every 2 weeks. On Wednesday 12/7 they should have \$500 and \$800-900 on 12/21. January 4, 2023 they should have another \$800-900. And if they are still in arrears when their income tax comes in they will catch up and maybe pay ahead.

Motion to pay all of the bills in the folder (list of bills due not prepared for council) plus the Northern Tier Fabrication bill on the desk. (Bill Preston wanted to make sure that the The Larson - Kellet invoice was included in the packet.) made by Bill Preston seconded by Brennan Wood. All in favor. Motion carried.

Purchase Computer

Discuss where the \$5,000.00 previously purchased computer? Signature required upon receipt. Dell or HP is a good brand. Will we share the cost with TBMA?

Motion to purchase 16GB 1TB solid state memory, 24" dual monitor with Windows Home 10 (not pro) specs by George by Bill Preston. No second. Motion died.

Motion instead to have Susquehanna Computer, scicwork.com, come and do a diagnostic and set us up with a service agreement first by Brennan Wood, seconded by Alan Brooks. All in favor. Motion carried.

Parks & Recreation, Trees & Sidewalks

Ice skating rink Depends on the weather. It can't be set up ahead of time; the kids will poke holes in the plastic.

Pool yearly accounting- Produced lifeguard wages (no names) & overhead, showed budget for 2022

Al wants more info. Fix the electric issue with dual billing and get the maintenance guy's wages and come up with a better bottom line. Al wants to see this info before we start discussing Pool 2023.

Personnel

Zoning/Code Enforcer Applications -

Motion to hire Laura Clarson @ \$12.00 for a 90-day probation made by George Lamprinos, seconded by Brennan Wood. All in favor. Motion carried.

Appoint Assistant Secretary

>>>done after second executive session<<<

Motion to hire Shannon Stone as assistant secretary with her main focus being on the budget made by Bill Preston, seconded by Brennan Wood.

Roll call vote: George Lamprinos - yes; Holly Irwin - abstain; Lucas Sargent - yes; Alan Brooks - yes; Deb Relaford - yes; Bill Preston - yes; Brennan Wood - yes.

Change banking

No action taken

NEW BUSINESS

PSAB Magazine Cancel Al's subscription, George does not want one. Bill will keep his subscription and Deb would like one.

Payroll Table until computer system is looked at

Motion to refund DJ \$62 **ACH credit** he had paid into his fund that they returned the money (refund/reinvest) made by Alan Brooks, seconded by Brennan Wood. All in favor. Motion carried.

Motion to **amend timesheets** for office workers. Space needed for time in- time out & a place for more detail for non-office work made by Alan Brooks, seconded by Brennan Wood. All in favor. Motion carried.

Motion to **grant Deb access** code to back door, key to inner office & log-in credentials to boro computer so that she can complete borough business made by Alan Brooks, seconded by Lucas Sargent. All in favor. Motion carried.

Motion to **refund Deb** for ink and paper used at home for borough business made by Lucas Sargent, seconded by Alan Brooks. All in favor.. Motion carried.

Discussion about **Holiday meal** and **Association of Boroughs dinner** to be held at Rosie's on January 15, 1:00 p.m. Headcount needed, and choice of turkey or ham. See attached flyer.

PUBLIC COMMENTS

None

EXECUTIVE SESSION start 8:00 p.m. end 8:50 p.m.

1. Decided to hire an assistant secretary. (Motion carried above)
2. Discussed the need for personnel evaluation tomorrow at 5:30 p.m.

AFTER EXECUTIVE SESSION

Motion to have current secretary, Amy Emmick come in for a review of duties and attendance at that time she has the option to resign or disciplinary action will be decided from council. Deb, Al and George will meet with her tomorrow, 12/6/22 at 5:30 p.m. This is a mandatory meeting. George will contact her to set up the meeting.

Motion made by Alan Brooks, seconded by Brennan Wood. Roll call vote: Bill Preston - no, George Lamprinos - yes, Holly Irwin - yes, Lucas Sargent - yes, Alan Brooks - yes, Brennan Wood - yes, Deb Relaford - yes.

RECONVENE 12/12/22 at 6pm to review budget

Minutes prepared by Deb Relaford 12/17/22