

Borough of Tioga  
Meeting Minutes  
January 2, 2024

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

Debra Relaford, President	Bill Preston, Vice President	Alan Brooks
Ben Shutter	Lucas Sargent	Mayor David Wilcox
Brennan Wood		
Shenelle Brockway, Secretary/Treasurer		DJ Warriner, Borough Manager

Absent: Solicitor, Chris Lantz and Code Laura Clarson

Mayor David Wilcox called the meeting to order at 6:00 PM. The pledge of allegiance was recited.

Nomination and Election of the President: Bill nominates Deb Relaford, majority vote, Deb is now acting President.

Nomination and Election of Vice President: Deb nominates Bill, majority vote, Bill is now Vice President.

Nomination and Election of President Pro Tem: Alan nominates Brennan, majority vote, Brennan is now President Pro Tem.

Appointment of Vacancy Board Chair: Motion made by Deb to reappoint Tom Stafford, Ben seconded it, all in favor, motion carried.

Mayor Wilcox turns the meeting over to Deb.

**Public Comment**

- Donna: none
- Tom: none
- Ed: none
- Steve: The solicitor is not on the agenda and hasn't been to a meeting.
- George: no comment
- MaryBess: none

*Motion to adopt the agenda made by Brennan, seconded by Alan, all in favor, motion carried.*

*Motion to approve the December 4, 2023, regular meeting minutes with recessed session made by Alan, seconded by Bill, all in favor, motion carried.*

*Motion to reopen the 2024 budget and post for 2 weeks made by Bill, seconded by Lucas, all in favor, motion carried.*

*Motion to retain Chris Lantz as the borough solicitor made by Brennan, seconded by Lucas, all in favor, motion carried.*

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*Motion to use C&N for banking needs made by Brennan, seconded by Bill, all in favor, motion carried.*

*Motion to change mileage rate to 65.5 cents per the 2023 IRS rate made by Brennan, seconded by Lucas, all in favor, motion carried.*

*Motion to retain JH Williams for auditor made by Bill, seconded by Brennan, all in favor, motion carried.*

*Motion to retain Larson Group as Engineer made by Lucas, seconded by Bill, all in favor, motion carried.*

*Motion to accept the 2024 insurance quote from Gannon Insurance made by Bill, seconded by Alan, all in favor, motion carried.*

*Motion to retain Guthrie for 2024 payroll services made by Lucas, seconded by Bill, all in favor, motion carried.*

*Motion to appoint TBMA board member George Lamprinos to serve for 5-year term made by Alan, seconded by Brennan.* Ed asks whose term is up and was told that it is his wife and he stated that he wasn't sure if it was her or Kevin.

Deb states that Ron Johnson needs to be spoken to regarding if he wants to serve on the zoning/hearing board as a member. Ed states he wants to nominate Steve (Corky) for the zoning/hearing board. Steve states that he would do it.

#### **Old Business**

- Berry Street zoning change, the solicitor is working on this to make sure it is done correctly. Tyoga Container did send an email stating that they are okay with the zoning changes.

#### **Official's Reports**

Mayor David Wilcox: Recycling will be bi-monthly starting in February, will continue to be the first Saturday of the month from 8am-12pm.

TBMA Chairman, David Wilcox: They have secured a license for the water plant.

Code Enforcement Laura: absent

Borough Manager, DJ Warriner: reads his borough list, included with meeting minutes.

#### **Committees**

Deb asks if there are any objections to the committee members remaining as they are, no objections.

#### **Finance, Administration & Technology**

Shenelle discussed treasurer's report and is open to questions.

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

### **Personnel**

Brennan states there is nothing currently.

### **Parks and Rec**

Meeting notes included and read by Deb.

### **Grants**

Meeting notes included and read by Lucas. DJ says the Kreiger Grant is getting close. It is discussed that could be used for non-slip for the floors at the pool and getting the window fixed.

### **Ordinance**

Nothing currently.

### **Police**

Brennan states they have met with Lawrence Township to discuss different possibilities. The car is also out being serviced.

### **New Business**

- Approval to pay regular time sensitive bills that are due prior to the council meeting like the credit card payment and utilities. Shenelle explains that we are unable to change the due date on the credit card and that we are often charged late fees and interest due to it not being paid before due date. Alan is concerned about how much the credit card bill is each month. DJ and Shenelle both explain that it does vary.

*Motion made to preapprove payment of up to \$500 a month for the credit card made by Alan, seconded by Lucas, all in favor, motion carried.*

- Acquire a notary license and bonding for Shenelle so notary services can be completed in the office. A packet with information on the total cost of \$521 which includes the class and stamps.

*Motion to acquire a notary license for Shenelle made by Bill, seconded by Alan, all in favor, motion carried.*

- Set Millage rates for 2024 and change it to 4.0 millage. Lucas explains that residents as a whole will pay the same in taxes with the lowering of the millage rate. Deb reads the resolution regarding the lower millage rate.

*Motion to adopt resolution 2024-01-01 for the new millage rate at 4.0 mils by Lucas, seconded by Brennan, all in favor, motion carried.*

### **Executive Session**

Break for executive session at 6:40pm

Return from executive session at 7:18pm.

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Brennan states that advertising for an employee.

*Motion to advertise for an employee, starting \$20-\$25 an hour depending on experience made by Brennan, seconded by Alan, all in favor, motion carried.*

*Motion to amend the government holiday in the contract and time in a half pay if worked on the holiday made by Lucas, seconded by Ben, all in favor, motion carried.*

*Motion to rewrite the COVID guidelines to meet CDC guidelines by Alan, seconded by Bill, all in favor, motion carried.*

Discussion regarding paying employees when off for COVID will be sent to the lawyer to review.

Tim Wood asks to speak as he was late regarding documents regarding the well head protection. He stated that he hasn't heard anything yet regarding the information he requested from the last meeting. He stated that he has read the ordinance and gave it to his dad, and he doesn't believe they were properly notified. He states that he can give all the same information to DEP. He doesn't want to fight over it. Tim stated that he would like more information regarding the ordinance and the well head protection. Tim is told to fill out a Right to Know request and return it to Shenelle. Tim was given the right to know form. Ed states that he might have the information regarding it from 2006 when it all happened. George feels that a real estate lawyer and DEP will need to get involved.

Meeting Adjourned at 7:40pm. Motion made by Brennan, seconded by Bill, all in favor.

Minutes respectfully submitted by \_\_\_\_\_.

Shenelle Brockway  
Secretary/Treasurer