

Borough of Tioga  
Regular Meeting of the Borough Council  
July 3, 2023

The Regular Meeting of Borough of Tioga Council was held on Monday June 5, 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 <span style="color:red">correction absent dr 8.7.23</span>
David Wilcox, Mayor	DJ, Warriner, Borough Manager	

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

Deb Relaford, President, called the meeting to order at 6:06 PM. The pledge of allegiance was recited.

MOTION to adopt the Agenda made by Al Brooks, seconded by Brennan Wood. All in Favor. Motion Carried.

MOTION to approve June 5, 2023 regular minutes With the request by Mayor Wilcox to add that Bill Preston stated that David did NOT forge his name to the forensic audit contract - if verified by voice recording, minutes will be amended verbatim made by Brennan Wood, seconded by Lucas Sargent. All in favor. Motion carried.

**PUBLIC COMMENT - Agenda items only, 3 minutes each**

Ed Bolt - Presented Mayor Wilcox a RTK request for the municipal authority even though he is not a borough secretary and this is not a TBMA meeting.

Stated that he will listen to his voice recording and will go on record as saying that he does not recall Bill Preston saying that during an open meeting.

Crystal Jones - Asked if we had a secretary. She was given the answer, "Not at this time. No." When she stated that word on the street is that we have one and she is bonded, she was told that the borough has not hired a secretary. She questioned the voice recording being the one all over Facebook. Council told her that the only recording that matters is the official one. Mayor Wilcox stated that to put all rumors to rest, he will have Bill Preston state it again at the next meeting. She was then told that we would only discuss agenda topics at this time and all other items could be brought up at the end of the session.

John VanShaick - Since Audits are on the agenda he asked if we had the results and if so, what are they? Council's reply was that the results are in the hands of the Attorney General. There has been a RTK request submitted previously. If he wants answers, he must submit a RTK request and he will get a redacted copy.

## OLD BUSINESS

- USDA audit followup paperwork - have heard nothing back since paperwork has been submitted
  - Auto set up pump pantry bill pay - not completed since we don't have a secretary
  - VUB software update - migration completed 6/9/23
  - SCI updates working - with Diversified to iron out glitches. Microsoft & Quickbooks are fully accessible
- We have a new ACH to sign since we are up and running on the server instead of piecemeal home computers.

*MOTION to sign the ACH \$219.00 monthly fee for SCI's new invoices to review annually (12 months from now-July 2024) made by Alan Brooks, seconded by Brennan Wood.. All in favor. Motion Carried.*

We will also at some point have to purchase a new router as the one we are using is borrowed from SCI. They are looking into pricing one for us.

- Accountant - Jake has access to Quickbooks and is getting our books back in order.

## OFFICIAL'S REPORTS

Mayor, David Wilcox:

The Tioga Farmer's Market will take place on South Main Street this coming Saturday, July 8, from 10-2

TBMA Chair, David Wilcox:

The water authority has a licensed operator who wants to come in and tour the plant on Thursday or Friday after 3pm. Per DJ, he should get with John to set up a time.

Code & Zoning Officer, Laura Clarson:

Laura is walking again after her surgery. Rental inspections are back on. The question was asked, how often rental inspections happen and answered with once every 2 years, unless the building has been left vacant, but it has been 3-4 years since the last inspections. She is basically starting from scratch, and there is not much in the records that she can find after 2019. Al Brooks asks to look into documentation on a rental court case on Sheila Mortimore by his house on South Main St. and also to get back with him on a percentage of inspections needed vs completed.

Borough Manager, DJ Warriner:

Report Enclosed

#7 *MOTION to replace the Bobcat tires append at \$1500.00 made by Brennan Wood, seconded by Lucas Sargent. All in favor. Motion Carried.*

#9 Will get a quote to fix the pool window. If it breaks fully in the meantime it will be considered an emergency repair and be taken care of immediately.

#10 *MOTION to have a check for \$1100 ready for the levee mowing as soon as it is completed made by Lucas Sargent, seconded by Brennan Wood.. All in favor. Motion Carried.*

## COMMITTEES

Updated Committee list was passed out. Brennan Wood was moved to Personnel and George Lamprinos was moved to Grants

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

The insurance installments to Gannon have not been paid for the past 6 months totalling \$12,600.00. Payments are due for March, April, May, June and July

MOTION to pay Gannon immediately made by Alan Brooks, seconded by Brennan Wood. All in favor. Motion Carried.

MOTION to pay all other bills made by Brennan Wood, seconded by Lucas Sargent. All in favor. Motion Carried.

### **Parks & Recreation, Trees & Sidewalks**

Meeting Notes Enclosed

The post protectors on the basketball posts under the pavilion are damaged beyond repair. Prices need to be gathered for replacements.

Riley Sargent brought in a letter asking for a raise. After it was read, Al Brooks said that he was at the pool today for a walk-through. He made mention that the first aid supplies were in shambles, as some things were 8-years-old. He asked her what she will offer for the raise. Riley said that she is there five days a week. She helps out at Tioga Old Home Days, the concession and will do swim lessons. Al said that he talked to the parents that were there and it seems like things are running well. Riley was the only one there to have on a lifeguard shirt and looked like she was in charge.

MOTION to give Riley Sargent a raise of \$1.00 an hour bringing her up to \$9.50 hour for the head lifeguard position effective next pay period made by Brennan Wood, seconded by Alan Brooks Abstaining Lucas Sargent. All else in favor. Motion Carried.

MOTION to purchase the add ons for the Loyverse POS system at \$25 each [(they can track inventory)-we may have a donation coming to cover the cost]-after the 14 day trial, for 2 months to cancel at the end of the season as long as there is no contract buyout made by Brennan Wood, seconded by Al Brooks. All in favor. Motion Carried.

## **New Business**

Audits:

MOTION: to hire JH Williams & Co LLC to complete outstanding audits as proposed in their engagement letter for the years 2020, 2021 and 2022 capped at \$13,000.00 per year made by Al Brooks, seconded by Brennan Wood. All in favor. Motion Carried.

Valerie Stickler, TOHD:

MOTION to grant access for the parade and have a letter to PenDot signed for route verification for the 2023 parade made by Brennan Wood, seconded by Al Brooks. All in favor. Motion Carried.

MOTION to get the aid of the fire police for traffic control made by Brennan Wood, seconded by Al Brooks. All in favor. Motion Carried.

TOHD is updating the electric for the inflatables. They will need a permit for a new shed that they hope to place by the firehall. They will keep the old one for storage. Valerie would like to do another teen swim this year. She will send Council a letter to sign and send out for the fire police/traffic control. They have added ax throwing to the line up this year. Fireworks need a permit signed by the Mayor. There should be one on the computer to be printed off.

School Lunches: Valerie states that since school lunches switched from seated hot lunches last year to grab and go this year attendance is up. She is inquiring about the possibility of using the pool as a drop off point next year. The lunch program is looking for volunteers. They have to be certified through the school district's classes and pass all required clearances.

## **Public Comments** 3 minutes per person, any topic

Trish Brooks, to Val Stickler - re: ax throwing. Are there waiver forms, do they have their own insurance? Yes answer to both. Also questioned the \$800 price tag on garbage cans. She was offered the catalog to see the price points and that we chose wisely & declined.

Steve Hazlett - The pool manager and assistant manager should come up with job descriptions. Minors should have working papers and all others including volunteers should have psp and abuse clearances.

John VanShaick - Where is council on their contractual obligation to provide evaluations and raises by July 1 of each year? A: Since the personnel committee isn't in attendance this evening Deb doesn't have an answer for him. Brennan commented that he just got put on personnel this evening and would look into it.

Crystal Jones - Are fireworks allowed on 4th of July only? A: Yes. Who pays the lifeguards? A: Borough pays and pool reimburses borough.

Tim Jones - If employees/volunteers need background checks doesn't that go for meals? We can't just serve meals at the pool because the staff has clearances. A: Everything goes through the school district regarding training and clearances.

Ed Bolt - The zoning map by Tioga Container should have been zoned commercial before it was turned into a parking lot. A: DJ had said previously that it had been taken care of. Laura, the Code & Zoning Officer will look into this. Mayor Wilcox said that a full contract was done up with the previous lawyer & the Berry Street map just needs to be updated.

Gordon Wood - Sumac is taking over the sides of the road. It is getting out of hand. They have been cutting it back by hand the past couple of years. The township qualifies for spraying. Is there a possibility to look into grants to eradicate the sumac?

**Executive Session** Start 7:36pm - 7:44pm

To discuss Code Enforcement legal issues. No action was taken. We suggested that Laura get with Attorney Zach Gates and have him write a letter.

**MOTION:** to **ADJOURN** made by Brennan Wood, Seconded by Alan Brooks at 7:45 PM .

Next regular meeting August 7, 2023, 6:00 PM

Notes by Deb Relaford