

Borough of Tioga
Meeting Minutes
March 3, 2025

The regular meeting of the Borough of Tioga Council was held on March 3, 2025, at the Tioga Borough Office, 18 N Main Street, Tioga PA, 16946. The meeting was called to order at 6pm. Pledge of Allegiance was recited. The following council was present:

Debra Relaford, President	Alan Brooks	George Lamprinos
Lucas Sargent	Brennan Wood	DJ Warriner, Borough Manager
Shenelle Brockway, Secretary/Treasurer		Jeremy Booth, Code Officer

Absent: Mayor David Wilcox, Bill Preston, Vice President, and Ben Shutter

Adoption of the Agenda

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

Approval of Minutes

Motion to approve February 3, 2025, meeting minutes made by Brennan, seconded by Lucas, all in favor, motion carried.

Public Comment

- Donna: no comment
- Steve: No comment
- Mary Bess: No comment
- Dorla Cole: Here on behalf of Knoxville Food Pantry to thank DJ for going to check on a local resident after he didn't show up to help with the food pantry. DJ contacted the landlord to go into the apartment where the resident was. He is currently in the ICU.

Executive Session

It started at 6:03pm and ended at 6:14pm with discussion of legal and personnel.
Discussion was regarding personnel.

Old Business

- Appointing Emergency Response Coordinator, paperwork is all turned in and submitted to the Governor's Office.
- There is still a need to get surveillance in the library before opening it up to the public.

Official's Reports

Mayor David Wilcox: absent

TBMA Chairman, David Wilcox: absent

Code Enforcer, Jeremy Booth: He has been cleaning and organizing the code office and reading through the borough code book. He is working on 2 permits. He has been working on older code books since 2003. Lucas can help get some different code books and what he needs for code books.

Borough of Tioga
Meeting Minutes
March 3, 2025

Borough Manager, DJ Warriner: reads his list, included with meeting minutes. We are waiting on bills for some of the purchases. Brennan will go check vents on the sewer plant as one has come off. The council would like DJ to make calls to double check prices to cut the brush on the levee.

Committees

Finance, Administration & Technology

Shenelle discussed the treasurer's report.

Motion to pay March bills made by Brennan, seconded by George, all in favor, motion carried.

Parks & Rec

- George reads meeting minutes.

Personnel

- Employee handbook, everyone agrees to the employee handbook.

Motion to accept the changes presented in the employee handbook made by Brennan, seconded by Lucas, all in favor, motion carried.

Grants

George reads meeting notes. An email was received regarding the grant from the sewer generator.

New Business

- New attorney

Motion to accept engagement letter from Jeff Loomis and pay for the contract made by Brennan, seconded by Alan, all in favor, motion carried.

Meeting Adjourned at 6:40pm. Motion made by Alan, seconded by George, all in favor.

Minutes respectfully submitted by _____.

Shenelle Brockway
Secretary/Treasurer