

Borough of Tioga  
Regular Meeting of the Borough Council  
March 6, 2023

The Regular Meeting of Borough of Tioga Council was held on Monday March 6, 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	Lucas Sargent
Alan Brooks	George Lamprinos	Ben Shutter
David Wilcox, Mayor	DJ, Warriner, Borough Manager	Erika Mosher, Secretary/Treasurer

Absent: Zachary R. Gates Esq., Solicitor; Brennan Wood, pro tempore

Deb Relaford, President, called the meeting to order at 6:02 PM. The pledge of allegiance was recited.

**Motion** to adopt the agenda made by Bill Preston, seconded by Ben Shutter. All in favor. Motion carried.

**Motion** to approve February 6, 2023, regular minutes made by Lucas Sargent, seconded by Ben Shutter. All in favor. Motion carried.

**Motion** to approve February 11, 2023, special minutes made by Ben Shutter, seconded by Lucas Sargent. All in favor. Motion carried.

**Public Comment:**

John Lavancher asked - Did Steve Hazlett's resignation also include his resignation from Emergency Management? Council Reply: Says no resignation covered that -He then asked who would cover if something were to happen. The council replied to it would be Mayor David Wilcox till someone nominated. The council is working on getting this position filled. Emergency Management position approved by governor topic was discussed.

John then asked who the current Solicitor is, and the reply came from by Deb Relaford stating that Zachary R. Gates is currently.

John had another question for the code officer: Is there a code to enforce cleaning up after dogs was owner or tenant responsibility for a rental property. Laura Clarson replied That would be up to the owner if it is a rental property. He suggested she review 9 Wellsboro Street property yards.

**OLD BUSINESS:**

Workers Comp Audit Submitted to Amtrust 2-21-23.

Reorganize Committees. Be more diligent into holding/ attending committee meetings.

TCAB meeting successful fourteen in attendance plus 8 from Tioga. Grant Information & NIMS training topic of discussion by Doug Wicks.

Tioga County Mitigation Plan email was sent to Scott 2-7-23.

AG-385 is due March 31, 2023. Still needs to be taken care of: Erika Mosher has been in contact with Doug to get resolved.

Statement of financial interests due 5/1 -handed to all council members 2-6-23- working on getting from former employees and council.

Election paperwork turn in by 3-7-23.

Holiday Pay -Benefits-personnel meeting cancelled due to illness, overtime work.

Office Hours-Good Public feedback, busy.

**OFFICIAL'S REPORTS:** Mayor, David Wilcox

TCAB went over well. Recommended anything we need to contact Bob Strohecker from Mansfield a good person to contact.

Working on addiction service information more to come on this.

Farmer process service to consumer needs more time.

Recommended getting the Police car inspected.

Zoning suggestion recommend went against the zoning laws. Former complaint did not go to the hearing.

**TBMA:** Mayor, David Wilcox chair

Working with Beth McClure revise some codes.

Less than 20 new meters left to install (six are currently vacant property)

Meter reading old versus new. DJ clarified the difference of the two reading to look for more accurate readings.

Erika Mosher said the water bills went out on the 3<sup>rd</sup> of March and the software problem between VUB and Harmony was corrected, making next month's process go a lot smoother.

**Code Enforcer:** Laura Clarson

Discussed looking into beneficial training. None in the near future.

Business Cards Found 100 cards on Got Print for \$9.80 plus shipping.

**Motion** to order the 100 business cards from Got Print in the amount of \$9.80 plus shipping cost by Ben Shutter seconded by Bill Preston. All in favor. Motion carried.

**Borough Manager:** DJ Warriner-Report Enclosed

Paving bids were all read aloud. There were four that came in and reviewed that afternoon with DJ Warriner and Erika Mosher. HRI came in as the low bid. Liquid fuel payment in March 2023 will cover the cost leaving money in the account. Will finish Main Street and do Church Street. DJ Warriner provided more specifics on the job and wanting to keep the milling to use borough, sewer plant, fire department. He will let Brian Haight from Penn Dot look over the packet that we got from HRI to verify everything is correct and to proceed with the job being done.

**Motion** to accept the low bid of \$78,883.00 by HRI Inc subject to review by Brian Haight made by Lucas Sargent seconded by George Lamprinos. All in favor. Motion carried.

#1-DJ Warriner stated something wrong with their tractor. The bearing or seals is unsure now has not had a chance to check into it. Will have estimate next month.

**Motion** to set aside \$1000.00 from General Capital Reserve account for the repair of the front axle of the tractor with DJ Warriner justifying the cost at the next meeting made by Alan Brooks seconded by Ben Shutter. All in favor. Motion carried.

#6-DJ Warriner stated USDA paperwork collaborating with us and will accept what we send them in lieu of audit for years expenditures and budget.

#9-**Motion** to get DJ Warriner and John Vanschaick up to \$200.00 each for common hand tools class made by Alan Brooks seconded by Ben Shutter. All in favor. Motion carried.

Flagger training class in Coudersport coming up May 10, 2023, cost is \$115.00 each. DJ Warriner thought it would be beneficial for him and John to both go even though he still has one year left on his. They will take the dump truck instead of having to pay mileage.

**Motion** to pay up to \$115.00 each for DJ Warriner and John Vanschaick for Flagger training in Coudersport by Bill Preston seconded by Lucas Sargent. All in favor. Motion carried.

#### **COMMITTEES:**

**Finance, Admin & Tech:** Meeting notes attached.

George Lamprinos gave specifics on Tim Heitzman @ Susquehanna Computer Innovations, Phase 1 & Phase 2 upgrades and went over the quotes.

Deb Relaford stated the Phase 1 could be paid for from the Capital Reserve account. And phase two could use the Act 13 funds. Or another option was 1/3 Borough, 1/3 Sewer and 1/3 TMBA. Deb Relaford then stated she was also researching grants as an option.

**Motion** to pay Phase 1 out of the Capital Reserve Account of \$3984.17 made by Bill Preston second by Ben Shutter. All in favor. Motion carried.

**Motion** to pay Phase 2 out of the Act 13 Account of \$6765.69 by Alan Brooks second by Bill Preston. All in favor. Motion carried.

**Motion** to update safe deposit box signatures with Bill Preston, Deb Relaford, Brennan Wood, and Erika Mosher names made by George Lamprinos seconded by Ben Shutter. All in favor. Motion carried.

**Motion** to pay February 2023 bills made by Lucas Sargent seconded by Ben Shutter. All in favor. Motion carried.

**Motion** to pay March 2023 bills made by Alan Brooks seconded by Lucas Sargent All in favor. Motion carried.

#### **Personnel:**

Police applications have not been reviewed yet.

**Parks & Rec:** Meeting notes attached.

Deb Relaford stated David Wilcox showed interest in purchasing the old locker for the same \$150.00 that was spent for wrestling.

Sidewalks need to be walked and reviewed when the weather is warmer.

Debit card for pool manager & Deb tabled.

**Grants:** Meeting notes attached.

Expand sewer-DJ Warriner talked to David Wilcox said the DEP permit –testing-frac cost would increase drastically into the millions.

#### **NEW BUSINESS:**

NIMS Compliance-George Lamprinos and Erika Mosher still need to complete. All the rest of current council members are complete.

Deb Relaford has a PSAB training on March 8, 2023, that is free. Also requested approval for online training for “Your Role as Elected Borough Official” cost is \$100.00.

**Motion** to pay for Deb Relaford's online PSAB Training class of \$100 made by Ben Shutter, seconded by Alan Brooks. All in favor. Motion carried.

Erika Mosher asked if anyone would be attending Blossburg TCAB dinner. Laura Clarson asked for the information to be sent to her. Everyone from the council stated they would not attend.

**Motion** to pay for Erika Mosher Municipal Secretary/ Administrator PSAB Training on July 26, 2023 & July 27, 2023, in Carlisle PA in the amount of \$150.00. Plus, her travel, meal, and hotel cost made by George Lamprinos seconded by Alan Brooks. All in favor. Motion carried.

Reappoint Zoning Board recommends a post to be made on the Borough Facebook page to get parties interested.

Add link to addiction services to web page-Tabled.

**Motion** to get the police car inspected made by Ben Shutter seconded by Alan Brooks. All in favor. Motion carried.

SWIFT 911 question was asked who would attend this training the date is TBD. Deb Relaford, Laura Clarson, Erika Mosher stated they would. Ben Shutter said if it was done remotely, he may be able to attend.

Tenant status update-Rent is current and there on a two-week payment schedule. \$400.00 biweekly. Deb Relaford recommends amending or redoing their lease and increasing \$25.00 to cover the cost of utilities that Borough is paying for.

**Motion** to make an addendum to pay every two weeks to avoid late charges and raise the rent in the amount of \$25.00 or \$12.50 every pay period for utilities and talk about energy conservation made by Lucas Sargent seconded by Bill Preston. All in favor. Motion carried.

**PUBLIC COMMENT:**

Check Park Street because of complaint about trash.

**EXECUTIVE SESSION:** Personnel / Legal. Started at 8:11 PM Ended 8:39 PM

Council recommended the code officer to proceed with legal regarding 11 Park Street Tioga PA 16946 code violation.

**Motion** to **ADJOURN** at 8:41 PM made by Bill Preston seconded by Alan Books. All in favor. Motion carried.

Next meeting April 3, 2023, 6:00 PM

Meeting notes typed up by: Erika Mosher  
Edits made by Deb Relaford