

Borough of Tioga  
March 7, 2022

The regular meeting of Borough of Tioga Council was held Monday March 7, 2022, at the Tioga Borough Office at 18 North Main St, Tioga PA 16946 with the following people present:

Steve Hazlett	Bill Preston	Donald "DJ" Warriner, Borough Manager
Robert Wheeler	Doreen Burnside	Jeff Loomis, Solicitor
Alan Brooks		Joan Stone, Secretary/Treasurer
Marybess Hazlett		David Wilcox, Mayor

Meeting was called to order by President Steve Hazlett. Pledge of Allegiance was said by all. Doreen motioned to accept agenda Bill seconded all in favor motion carried.

Public Comments: Carl Hand expressed concerns about public safety left establishment in borough and was confronted by person asking about buying drugs. Brian Pawlowski would like whoever post on the borough Facebook page to sign their name, so we know who is posting information. Rex Hunter complaint about trucks breaking by his house. Doug Kirk concerned about police department he has been doing some neighborhood watch and things are not good in borough.

Doreen motioned to accept the February minutes with the correction of the spelling of Krieger Grant, Marybess seconded motion all in favor motion carried.

Action List:

1. TOHD- Valerie Stickler present to present the Tioga Pool with a donation from a purse bingo fundraiser, \$2018.25. Valerie also stated she sent a letter to borough requesting them to contact the Tioga Fire Dept. for traffic control for the parade, 08/20/22. And for the borough to provide her with a copy of a letter allowing the parade 08/20/22 and a copy of the letter to the Tioga Fire Dept. Doreen motion to give the TOHD support Alan seconded the motion all in favor motion carried.
2. Pedestrian signs- DJ states have not received letter back from PennDot.
3. Forensic Investigation- Steve states he has been in contact with DA office to check status of investigation as we need information before Guthrie & Co will do our audit, we have 2020 and 2021 to get done before it causes problems for our funding for sewer. Council asked Jeff to contact DA office and then contact our auditor to give them update.
4. Mayor status- The Mayor failed to qualify for office as he did not submit the requisite Affidavit of Residency. Per borough code which is attached to minutes. He is an elected official and would hold the title of "Mayor Elect" but as he did not qualify to hold the office, he has no authority to act as Mayor. David said that he wants to see the rest of council's affidavit of residency specifically Marybess and Steve Hazlett if they don't have them, they're not qualified either. Due to his failure to qualify, the Borough declared the office vacant and per the vacancy in office law will appoint a mayor at their next meeting. A motion was made by Alan Brooks to appoint David Wilcox as Mayor, seconded by Bill Preston. By roll call vote Council voted as follows: Steve Hazlett-no, Bill Preston-yes, Doreen Burnside-no, Marybess Hazlett-no, Alan Brooks-yes, Robert Wheeler-no and the Motion failed. All affidavit of residency for all current council members was proven to be up to date and in their personnel files. Mr. Wilcox then left meeting.

5. Community complaints read aloud Ed Keys would like neighbors' porches and yards cleaned up council will check out Park St. James Bianco- complained council kept him from borough property illegally, neighbor tree falling on his property feels we need to take care of tree, neighboring house sold was not up to code. Letter was already mailed to him last year explaining that it is not borough responsibility it's the landowner's responsibility to remove tree or have his landlord trim tree.
6. Resignations- Michael Northup resignation read to council Bob Wheeler to accept resignation Marybess Hazlett seconded, Bill Preston and Alan Brooks opposed, motion carried. Alan states way we let the police officer go was unacceptable. Bob Wertz resignation read to council Bob Wheeler motioned to accepted Doreen Burnside seconded motion all in favor motion carried. Robert Wheeler resignation as Code Enforcement Officer read to council. Doreen motioned to accept Marybess Hazlett seconded motion, Robert Wheeler abstained, Bill Preston and Alan Brooks opposed motion carried. Alan motion to wait till next meeting to fill position of council member and code officer, seconded by Bill all in favor, motion carried. Alan states need to post on Facebook and Website about open council member and mayor seats and ask community for recommendations.

#### Committees:

- A. Police Committee: Robert Wheeler
  1. Recall/Inspection on Police cruiser done at the Ford Dealer and Wheeler garage.
  2. Need back shot gun, ammo boxes and keys-see if PSP will assist us in checking Police office.
  3. Answering machine in Police office needs to be updated will do at same time PSP comes.  
Doreen motioned Joan needs to update message on police answering machine Alan seconded all in favor motion carried.
- B. Administrative/Finance-Marybess Hazlett
  1. Treasure report-Marybess made motion to pay Borough, Water and Sewer bills for month  
Doreen seconded motion all in favor motion passed.
  2. Pay Bills
- C. Public works/Sewer/Facilities: Alan Brooks DJ list attached
  1. No update on up that has been sent out.
  2. Sent out Dumpster
  3. Chapter 94 report completed and sent to DEP
  4. Inspections done on both trucks
  5. Took police car to ford dealer for recall work
  6. Working on tractor parts estimated \$200 plus cost of fluids if we don't find any other problems that need repaired.
  7. DJ will be on vacation 03/14/22-03/18/22.
  8. Will be ordering bag and drum polymer
  9. Pulled both pumps in pump station #2 clogged with wipes
  10. Scraped and skimmed all pump stations
  11. Trimmed back limbs that were hitting truck when plowing EMPTA bus driver complained.
  12. Brian Haight will be here on 03/24/22 measure to put paving bid out
  13. Little money left from Taber grant they told us to use it toward other improvements to the pool, once we get pump installed may need additional parts.

14. Getting price on new lids for garbage cans in park

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D. Grant/Development/Building: Bill Preston

1. Krieger Grant approved for full asking amount
2. Bob would like motion to order parts for fire hydrants Doreen seconded motion all in favor none opposed. DJ will get them ordered.

E. Tree/Sidewalks/Park&Rec/Pool: Marybess Hazlett

1. will start walking around in spring to check out sidewalks
2. Pool needs painting when gets warmer DJ taking volunteers

F. Ordinance:

Nothing new

G. Personnel Committee: Robert Wheeler

1. Employee Policy/Handbook is done all council members were given a copy. Updates read by Bob. Open discussion from council requested. Alan questioned if we provide PPE, isn't it required by OSHA DJ said they don't fall under OSHA regulations, but borough does provide PPE to employees. Jeff reviewed policy and made few updates which Joan will correct. Bob motioned to accept the new Employee Policy/Handbook with changes, Alan seconded motion all in favor motion carried.

Employee Evaluation forms passed out to council need to be complete bring back to next meeting. Evaluations will be done May 17,2022. Alan returned his evaluation forms as he is not familiar with employees and doesn't feel he can evaluate them efficiently.

2. Pool Managers and Lifeguard- need to get advertisements out next week. Recommend increasing Pool Manager from \$10 to \$12, Assistant Manager from \$7.50 to \$10 and Lifeguards from \$7.50 to \$8.50. Steve motioned to advertise and increase pay, Doreen seconded motion all in favor motion carried.
3. Pool Ducks we have been approached by Jim Rock to borrow pool ducks for a fundraiser to help under privilege kids get musical instruments in June. Doreen motioned to let him borrow them with a \$25 deposit, Alan seconded motion all in favor motion carried.
4. Advertise Police Part-time and Full-time rate set at \$16-\$18 depending on experience. Doreen motion to advertise, seconded by Alan all in favor motion carried, none opposed.
5. Advertise Code Officer and set pay rate at \$12 per hour. Suggestion to wait on advertising as we have a lot of ads going out at this time Bob Wheeler can fill in to write permits at this time. Jeff can also send letters. Bill made motion to advertise for code officer at the rate of \$12 per hour, full-time till trained then 20 per week, summers will be busier than winters so hours will be adjusted. Doreen seconded motion all in favor none opposed.
6. Pool open Mid-June to Mid-August 2022

New Business:

1. Code Officer- Steve motion to have Bob take care of permits and any major issues that may arise to keep business moving forward and to train new person, seconded by Doreen all in favor motion carried none opposed.
2. Credit cards with Elan- Bob motioned to cancel all credit cards with Elan seconded by Alan all in favor motion carried.

Alan motioned to adjourn meeting at 8:05 seconded by Doreen all in favor.

Next meeting April 4, 2022

Minutes taken by Joan Stone Secretary

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