

Borough of Tioga
Regular Meeting of the Borough Council
May 1, 2023

The Regular Meeting of Borough of Tioga Council was held on Monday May 1, 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
Lucas Sargent	Alan Brooks	George Lampinos
David Wilcox, Mayor	DJ, Warriner, Borough Manager	Erika Mosher, Secretary/Treasurer

Absent: Zachary R. Gates Esq., Solicitor;

Deb Relaford, President, called the meeting to order at 6:00 PM. The pledge of allegiance was recited.

Public Comments

Daniel Saniga, 1 S Main Apt A Tioga stated:

1. That he was struggling with his bill and asked for payment arrangement or assistance. He was advised that nothing was available at the borough and that he should contact the assistance office. They referred him back to the borough office where he was told to read our bylaws. On Tuesday he paid \$100 on a \$308 shut off bill until he could pay it in full on Friday 3rd of May. He is asking the Council and TBMA if we have programs or assistance or payment plans for the balance due.
2. He also has what smells like sewage coming from his bathroom faucet. (Erika thought tub when he told her of the problem previously) but he has had no reply back from the office. There is no smell coming from his kitchen. DJ will get with him tomorrow morning on this issue.
3. He has had no feedback from the cash "stolen" from the previous secretary. Previous Council had his bill zeroed out. There has been no legal repercussion for him after 2 years.

Sandra Olsen is running for Tioga County District Attorney. She introduced herself and her platform. She handed out political campaign material.

Ed Bolt talked about an "Executive Session" and thinks that the Agenda should be more detailed other than just stating "legal and personal".

Deb Relaford made mention that this was a joint meeting with TBMA and handed David Wilcox the gavel in case he needed to interject.

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

It was reported to Alan Brooks that the minutes are being edited differently than what was on the recording. Is there any truth to that? Deb Relaford stated that the "Motions are exactly as listed" (verbatim) and all else is edited for wording/professionalism.

MOTION to approve April 3, 2023 regular minutes made by Alan Brooks, seconded by Lucas Sargent. All in favor. Motion carried.

As we were breaking for Executive Session Donna LaShander from The Wellsboro Gazette said that she would contact Deb Relaford tomorrow. She also handed over a telephone that the gentleman sitting in the chair beside her (Kit Kerr) had left under his seat.

EXECUTIVE SESSION start 6:40pm end 8:23pm

On our first set of business we decided to recess our meeting so that personnel can make further determination on statements and complaints. No action was taken at this time. We will recess until Monday 8th at 6pm.

On the second set of issues we decided to extend Erika's probationary period for another 30 days.

And on the third set of issues it was decided that TBMA would have a discussion with personnel and the water employee over his advancement.

OLD BUSINESS

- Erika's Municipal Secretary/ Admin Training - There are still only three signed up, the check is on hold.
- No update on Swift 911
- Tenant Status; \$360 Rent due from April, May rent due. Water caught up from disconnect notice.
- Apartment utility payments are now being taken out of the capital reserve account
- Eliminate water/sewer bill (for borough office)- the account is now inactive and on read only status
- The Sewer department is no longer paying a \$200.00 monthly maintenance fee.
- Review Lobby hours - Erika proposed M-Th 8-4 since she only sees the same 10 people a month.

MOTION to make the Lobby hours 9am-4pm Monday through Thursday made by Ben Shutter, seconded by George Lamprinos. All in Favor. Motion Carried.

MOTION to make Erika's start time 8am Monday through Thursday made by Lucas Sargent, seconded by Bill Preston. All in Favor. Motion Carried.

Erika gets out of here between 4:30-4:45, no end time was specified...With an exception of meeting nights.

- Deactivated checks were destroyed on 4.5.23 at the bank.

OFFICIALS REPORTS

Code Enforcer, Laura Clarson:

Asked about a permit to shut down the street for a parade. She was told we had that under new business. Monday, May 8 is her surgery. She will be out for about 2 weeks and then 8 weeks on crutches. There will be no rental inspections during this time.

Borough Manager, DJ Warriner:

Report Enclosed

#4 MOTION to purchase pocket tester chlorine meter up to \$750.00 upon TBMA keeping their desktop model made by Alan Brooks, seconded by Brennan Wood. All in favor. Motion Carried.

Remember that on May10 DJ & John will be at their Flagger training in Coudersport.

COMMITTEES

Finance, Administration & Technology

Meeting Notes Enclosed

Treasurer's report enclosed

MOTION to pay bills made by George Lamprinos, seconded by Lucas Sargent.. All in favor. Motion Carried.

Parks & Recreation, Trees & Sidewalks

Meeting Notes Enclosed

David Wilcox will talk with Paula at Halls Home and Lumber about mulch for the playground. We will need about a dump truck load that we will pick up.

Grants

Meeting Notes Enclosed

Police

Discussed paying for cop training at Mansfield University contingent on successful completion costing under \$6300. Comments were: "A hard NO", "Only if they were to be working under a seasoned officer", and "It's never worked in the past".

NEW BUSINESS

Reorganize Committees - Sheet attached

MOTION to adopt computer use policy (language has been updated from the 4/3/23 meeting) made by Alan Brooks, seconded by Lucas Sargent. All in favor. Motion carried.

TBMA sewer & payroll transfer - still waiting on paperwork to sign off of from C&N Bank.

Paint front porch, clean building & make outside presentable - take care of this without a motion

Renew Adobe & Microsoft Office - take care of this without a motion

Padlock library door while election equipment is being stored - take care of this without a motion

Is the secretary off for Election Day? No, The secretary works, the office is just closed to the public.

USDA Audit Follow up paperwork - Letter to council & Mayor in our packets. Everything has been sent to him except Quickbooks information. Erika has three months out of two years completed. Last week she told the auditor it would take her a month or two to complete this.

MOTION to set up Pump & Pantry onto auto bill pay made by Alan Brooks, seconded by Ben Shutter. All in favor. Motion Carried.

VUB software update - we will revisit on May 8. Waiting to see what TBMA decides.

Tammy Frank wants to set up the Memorial Day Parade for the Chamber of Commerce. She should be informed to call 911 and let them know that the street will be shut down from point A to point B and then work with DJ on signs and barricades.

TCAB Bylaws Draft - Read over and review on May 8

PUBLIC COMMENTS

Ed Bolt discussed the need to reappoint the zoning and hearing board. He is usually the chair. He said that it needs to be made official. In January during reorganization he hasn't been reappointed in a long time. Deb has researched the minutes as far back as she could (6 years?) and has found no record of any appointments.

MOTION to appoint Ed Bolt to a three-year term and Gerald Doty to a two-year term and an unknown actor at this time to a one-year term onto the Zoning and Hearing Board made by Bill Preston, seconded by Alan Brooks. All in favor. Motion Carried.

RECESS at 9:41 pm until 6pm May 8, 2023

May 8, 2023
Recessed Meeting
Tioga Borough Council

The Recessed Joint Meeting of Borough of Tioga Council and Tioga Borough Municipal Authority was held on Monday May 8, 2023 at the Tioga Borough Office - 18 North Main St, Tioga PA 16946 with the following people present:

Debra Relaford, President	Brennan Wood, Pro Tempore	George Lampinos
Lucas Sargent	Alan Brooks	
David Wilcox, Mayor	Erika Mosher, Secretary/Treasurer	

Absent: Bill Preston, Vice President; Zachary R. Gates Esq., Solicitor; DJ, Warriner, Borough Manager

Deb Relaford, President, called the meeting to order at 6:00 PM. The pledge of allegiance was recited. Deb Relaford turned the meeting over to TBMA Chair David Wilcox.

PUBLIC COMMENTS

Erika Mosher -Stated that she brought a paper of "what she turned into the police on Friday", it's on the table. And made reference to an untouched folder on the secretary's desk regarding an open investigation. She then asked for something in writing if she is going to be suspended.

EXECUTIVE SESSION start 6:04 pm end 7:32 pm

No action taken. Everything will be sent to legal and we will recess until the TBMA meeting on May 15, 2023 at 6pm.

RECESS at 7:33 pm until 6pm May 15, 2023

May 15, 2023
Recessed Meeting
Tioga Borough Council

The Recessed Meeting of Borough of Tioga Council and Tioga Borough held on Monday May 8, 2023 at the Tioga Borough Office - 18 North Main St, Tioga PA 16946 with the following people present:

Debra Relaford, President	Brennan Wood, Pro Tempore	Alan Brooks
George Lampinos	David Wilcox, Mayor	Erika Mosher, Secretary/Treasurer

Absent: Bill Preston, Vice President;	Lucas Sargent
Zachary R. Gates Esq., Solicitor;	DJ, Warriner, Borough Manager

As this was a regularly scheduled TBMA meeting, Tioga Borough Council only sat in for the Executive Session.

David Wilcox TBMA Chairman called the meeting to order and the Pledge of Allegiance was recited.

PUBLIC COMMENTS

Ron Johnson spoke on behalf of himself and John LaVanture and their combined experience with the Borough and Water Authority.

EXECUTIVE SESSION start 6:18pm end 6:51pm

The Borough decided to *extend Erika Mosher's suspension until June 5, 2023.*

MOTION to ADJOURN at 6:54 made by Alan Brooks, seconded by Deb Relaford. All in favor. Motion Carried.

Next regular meeting on June 5, 2023

Deb Relaford 5.31.23