

Borough of Tioga
Meeting Minutes
November 6, 2023

The regular meeting of the Borough of Tioga Council was held on November 6, 2023, at the Tioga Borough Office, 18 N Main Street, Tioga PA, 16946 in the garage due to the election with the following present:

Debra Relaford, President	Bill Preston, Vice President	Alan Brooks
Ben Shutter	George Lampinos	DJ Warriner
Shenelle Brockway, Secretary/Treasurer		Laura Clarson

Absent: Solicitor, Chris Lantz, Brennan Wood, Pro Tempore, Mayor David Wilcox, and Lucas Sargent

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

Motion to adopt the agenda by Ben, seconded by Bill, all in favor, motion carried.

Motion to approve the October 2, 2023, meeting minutes made by Alan, seconded by Ben, all in favor, motion carried.

Deb introduces Dan Klasal from Span Guard to give a presentation of what is now next door in the old grocery store. Dan explained and showed the council and community members what they are manufacturing. Dan stated that they will be making parts for cranes all over the world. His plan is to hire more people to help with local jobs. He stated that they have improved the dock out behind the building and that deliveries would be made primarily on the Park Street side. Dan was open to answering questions from the community and council. Ed Bolt asked about experience or education for the position. Donna from the paper asked what made him choose Tioga.

Public Comment

- John VanSchaick asks to make a statement to the council. John explained that he will no longer be responsible for the water or using his license for the water. He won't volunteer to do water works. He stated that he will do it if he is ordered to do so by his boss.
- Ed Bolt stated that he asked at the last meeting to appoint someone to the zoning hearing board and that Ron Johnson is interested but it wasn't on the agenda. Deb explained that it was overlooked and that it will be on December's agenda.

Old Business

- The proposed budget 2024 has been completed and needs to be published.

Motion to publish the proposed budget for 2023 by George, seconded by Alan, all in favor, motion carried.

- Updated office hours, no concerns regarding the hours.
- Updated QuickBooks came in less than quoted.

Official's Reports

Mayor and TBMA: David absent

Code Enforcement: Laura is working on getting the code book updated and making it digital. She states that after discussion with the solicitor there needs to be an official motion to rezone the parking lot on Berry Street and readvertise the original publication for Broad Street.

- Ed asks the question regarding what the concern is with Broad Street.
 - Laura explains that there is nothing except it was not published correctly as per his right to know and that the solicitor gave the advice to publish it.

Motion to readvertise the previous zoning of Broad Street made by Ben, seconded by Bill, all in favor, motion carried.

Alan asked about the method of contact to Tyoga Container regarding the zoning changes. Laura stated that she placed a phone call and left a message without a return call. Alan asked that a follow up email be sent regarding the zoning changes.

Motion to publish Berry Street zoning change from residential to commercial made by Alan, seconded by Ben, all in favor, motion carried.

Deb discusses having the ecode 360 to update the code book and ordinances. She is unsure how much this would cost. The code book hasn't been updated in 2 decades according to Laura and is needed. This is tabled until next month to find out the costs associated with it.

Borough Manager: DJ reads his list, which is attached. He also included estimates for the safety equipment that is needed. DJ discussed that the pine tree between the garage and fire department will be close to a new building that the fire department is putting up and needs to be taken down. He also included quotes for a new auto dialer for the sewer plant as the one that we have currently is not working properly. He will also work on getting the lights up prior to the lights parade.

Motion to purchase traffic control equipment from Bradco for \$1908.39 using Act 13 funds by Alan, seconded by Ben, all in favor, motion carried.

Motion to purchase from the Meter Guy the auto dailer for \$2365.00 by Bill, seconded by Alan, all in favor, motion carried.

Motion made to remove the pine tree from behind the garage by Ben, seconded by Bill, all in favor, motion carried.

Committees

Finance, Administration & Technology

Shenelle discussed treasurer's report and is open to questions.

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Motion to pay November bills made by Alan, seconded by Ben, all in favor, motion carried.

Increase prices for the copies that are made in the office due to the cost of ink and paper. Deb reads updated prices.

Motion to increase the price for copies in the office by Alan, seconded by George, all in favor, motion carried.

Personnel

Will discuss later.

Parks and Rec

Reimbursement to Victoria Hyde, Riley Sargent, Chael Relaford, Deb Relaford, and Joel Hultz for their lifeguard recertification at \$50.00

Motion to reimburse the \$50 to the above by George, seconded by Ben, Deb abstains, and Bill abstains, motion carried.

Grants

Meeting notes included.

New Business

Meeting schedule for 2024, same days and times as last year.

Motion to publish the 2024 meeting schedule in the newspaper by Ben, seconded by George, all in favor, motion carried.

Appoint new TBMA member. We are unable to at this time until after TBMA meeting, but we can accept nominations of those interested. Thomas Stafford states that he is interested.

Audit 2020 and 2021 have been completed and we should have the results soon.

Fireworks after the Tioga Lights Parade, permit is filled out and just needs David's approval.

Adopt the Tioga County 2023 Response Operations Plan. Ben and Alan ask for a copy of the plan to read through and would like to read through prior to adopting. Shenelle will email it out to the council to review for next month as we have until December 31.

Executive Session

Break for executive session at 6:53pm

Return from executive session at 7:04pm. The discussion was regarding pay raises.

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Motion to increase the secretary/treasurer, Shenelle Brockway, to \$20.00 an hour as recommended by the personnel committee by Alan, seconded by Ben, all in favor, motion carried.

Motion to adjourn meeting at 7:07pm by Bill, seconded by Alan, all in favor.

Next regular meeting will be Monday, December 4, 2023, at 6:00pm.

Minutes respectfully submitted by _____.

Shenelle Brockway
Secretary/Treasurer