

Borough of Tioga
Regular Meeting of the Borough Council
November 7, 2022

The Regular Meeting of Borough of Tioga Council was held on Monday November 7, at the Tioga Borough Office at 18 North Main St, Tioga PA 16946 with the following people present:

Debra Relaford, President	Bill Preston, Vice President	Brennan Wood, Pro Tempore
Alan Brooks	Holly Irwin	George Lampinos
Lucas Sargent	DJ, Warriner, Borough Manager	Zachary R. Gates Esq., Solicitor

Absent: David Wilcox, Mayor

Deb Relaford, President, called the meeting to order at 6pm. The pledge of allegiance was recited. Roll call was taken and the new council was introduced to the public.

ADOPTION OF AGENDA

Motion to adopt the agenda as written made by Alan Brooks, Seconded by Bill Preston. All in favor. Motion Carried.

APPROVAL OF MINUTES

Motion to accept the minutes from October 3, 2022 made by Holly Irwin, Seconded by Bill Preston. All in favor. Motion carried.

PUBLIC COMMENTS

Tom Cuneo of 18 Broad St inherited mice from the unkempt backyard at 16 Broad St. What can be done?

James Bianco is concerned about the black smoke emanating from the people at 31 Summit St burning plastic in the garbage. He made the council aware that there is still tree damage from the next door neighbor. He also stated that the next door lady was beaten up by her grandson due to the overwhelming drug problem in town.

OLD BUSINESS

Update on bills paid

Pension of \$30,859.51 payment has been caught up. Consists of \$14,199.81 employee contributions, \$2,952.00 employer contributions and \$13,707.00 state reimbursement.

Tioga Fire Department has received two past due payments of \$2,804.70 to the fireman's relief fund and a \$5,196.30 tax payment. The tax payment installment due the first week of November will be out on time.

Discussion on the need to look into the wifi hotspot for the cop cars and let the Mayor justify all Police expenses at this time.

OFFICIAL'S REPORTS

A. Mayor

In the Mayor's absence he sent a letter which was read by Deb. It is attached to be part of the minutes.

B. TBMA

Kit Kerr led off by letting council and the public know that TBMA received a tier III violation. It was for testing the water one day early. The date was marked wrong on the calendar. However, the results that came back were okay.

He suggested that the council check with Verizon for government rates. We could get unlimited minutes vs. unlimited hotspot.

They have not had a chance to review contracts and rates regarding deposits but are working on it.

TBMA held a special meeting Tuesday concerning access to the borough office. They discussed how anybody with access to the office could have access to confidential material and took action to eliminate that. They had hoped that TBMA secretary and Borough secretary could be fill-ins for each other. There was a motion made to help remove their employee from the inner office. Other ways than removal to secure access is direct observation. Kit said that some people took this as separation from the Borough but that's not the intent.

C. Borough Manager

Motion to purchase a new chlorine pump for the sewer plant @ \$375.00 the kit is \$133.00. Total cost \$508.00 plus shipping made by Bill Preston. Seconded by Holly Irwin. All in favor. Motion carried.

DJ read off his action list which is attached to become part of November's minutes.

D. Solicitor

Zach spoke with TBMA attorney and former Tioga Borough Solicitor Jeffrey Loomis Esq. He is getting all of the files into his possession and will arrange with DJ or David for the transfer. As there may be TBMA files intermixed, any found will be returned. They are also continuing their conversation regarding an interest into a long term agreement between the borough and TBMA (for) orders of operation which would be a more formalized agreement into the sharing of resources, information and expenses.

There is a personnel matter regarding pending litigation that he would like to take up during executive session.

There is also a potentially disputed bill to be taken up during executive session for the purpose of collecting information and educating the council on preliminary information found.

COMMITTEES

Meeting dates need to be set up for publication. This is a must have for the December meeting. Deb started the mission statement for the committee she is on but will not chair said committees.

A. Finance, Administration & Technology

Amy's Updates:

The 5-part PSAB training for secretaries and budget class information is in with the bills to be paid.

Motion to upgrade quickbooks to the \$510 year pro version made by Brennan Wood. Seconded by George Lampinos. All in favor. Motion carried.

Somebody needs to contact Guthrie re: payroll, they will not return her calls. Bill, since he has prior dealings with Tina? If Bill is unsuccessful, All will.

Joan has 4 hours that she has trained Amy that needs to be paid. Al wants to see it budgeted, not paid for after the fact.

Motion made by Lucas Sargent to pay Joan Stone up to 16 hours a month for training at her current pay rate of \$18.23, with the actual number of hours to be monitored by DJ. Seconded by Alan Brooks.

Holly requested to amend the motion to cap the period of training at 90 days of hire or January 1, 2023. Lucas and Al both agree.

Amended motion is to pay Joan Stone up to 16 hours a month as authorized by DJ; to train Amy Emmick at her (Joan's) current pay rate of \$18.23, with the training period to end on January 1, 2023. Roll call vote: Lucas-yes, Al-yes, Holly-yes, Brennan-yes, George-yes, Bill-yes, Deb-yes.

Approve Bills:

Motion to pay the bills made by Brennan Wood. Seconded by Lucas Sargent. All in favor. Motion carried.

B. Parks & Recreation, Trees & Sidewalks

Pool:

The lifeguards and all of the bills are paid.

No info on polar plunge at this time.

Update given on income/expense concession figures only. Al wants a balance sheet.

TOHD:

Valerie was not in attendance. Income/expense statement attached.

Lights Parade:

To be held 11/19/22. Will also include fireworks that were not set off during TOHD

Halloween:

As discussed in the Mayor's report, it was successful. Multiple homes on many streets participated. Holly mentioned that next year Greta Foster and the Grange will work together with skating and trick-or-treating and try to do a community event on Saturday.

C. Personnel

Part time cop to be advertised at \$18.00

Code and Zoning officer is \$12.00 We can consult with other municipalities and share resources. Check with career link for advertising for both positions.

D. Grants

The Kreiger grant needs to be in by February. Discussed projects at the pool. Possibility of a new fridge as the one there is at least 30 years old. Also the need to run additional electrical outlets.

NEW BUSINESS

A. Wifi is slow and ping off spectrum/Library wifi. We have to contact tech support and have them come out and figure out why. Also, we need to reassess the \$350 phone bill and why the analog bill at the sewer plant runs higher than the lines at the office.

Amy made mention that the county is doing an assessment revision to be completed in 2023 for 2024 taxes and the new figures will be released around the end of July next year.

B. Motion to purchase an annual print subscription to the Wellsboro Gazette for research purposes for \$83.63 made by Alan Brooks. Seconded by Bill Preston. All in favor. Motion carried.

C. Amy's mother, Wanda Hoxter gave a quote to do office cleaning. It is enclosed as part of the minutes. Motion to table made by Alan Brooks. Seconded by Holly. All in favor. Motion carried. Discussed the Secretary's hours during the executive session. Al stated that since there are two secretaries they should both be cleaning the office.

D. Liquid Fuels report, \$18,129.36 - what we pave the streets with – needs to be submitted by February 10. Funds will be released March 1, 2023. Three things need to be completed. 1, Usage report of state funds to PennDot, which were Zero in 2022. 2, a report of appointed and elected officials. 3, Survey of financial condition.

E. Motion to change minimum spending without prior council approval from \$100.00 to \$500.00 made by Bill Preston. Seconded by Brennan Wood. All in favor. Motion carried.

F. Secretary's hours moved to executive session.

G. Veteran's Flags were also discussed in part in the Mayor's report. Motion made by Brennan Wood to leave the flags up all winter. Seconded by Bill Preston. All in favor. Motion carried.

H. Skunks/Cats

There is a colony on Park/Oak. They have also taken up residence on Broad and Cowanesque Streets. They have become a public nuisance. Ultimately they are the homeowners responsibility and should be dealt with by code enforcement.

The town may adopt an ordinance for cats, dogs and poultry running at large and prosecute as a summary offense. Since we do not have a code enforcement officer at the moment, council may appoint someone to talk to or write a letter to residents about their lawn/grass to take care of the rodent problem, but it must include all offenders, not single people out.

Holly and the ordinance committee can meet and make these recommendations to DJ.

PUBLIC COMMENTS

Trish Brooks on ordinances. Will someone speak to property owners before letters or "next step" is taken? This should be more of a public relations intervention instead of enforcement. If a person is in need we can point them in the right direction for help.

Kit Kerr with permission from Council will contact Sharie at Guthrie to figure out how to help Amy to enter the bills into Quickbooks.

Will put "NO FLUSHABLE WIPES" onto water/sewer bills. Holly mentioned that she would also put it on Facebook. It was discussed to add limit grease too.

EXECUTIVE SESSION start 8:09pm end 9:13pm

Discussed were personnel issues

Some legal items were updated

A disputed bill was talked about and it will be taken up at the December meeting.

Council continued discussion about what to do regarding TBMA

Council needs to have tenant make arrangement to bring past due balance current

No formal action was taken at this time. We need to gather more information.

Motion to have DJ open up conversation with the residents in the upstairs apartment to determine a payment agreement to be brought forward to council to remedy back payment of rent made by Alan Brooks. Seconded by George Lampinos. All in favor. Motion carried.

Motion to Adjourn made by Bill Preston at 9:19pm Seconded by Alan Brooks

Minutes prepared by Deb Relaford 12/12/22