

Borough of Tioga
Meeting Minutes
October 2, 2023

The regular meeting of the Borough of Tioga Council was held on October 2, 2023, at the Tioga Borough Office, 18 N Main Street, Tioga PA, 16946 with the following present:

Debra Relaford, President	Bill Preston, Vice President	Brennan Wood, Pro Tempore
Mayor David Wilcox	Lucas Sargent	Alan Brooks
Ben Shutter	George Lampinos	DJ Warriner
Shenelle Brockway, Secretary/Treasurer		

Absent: Solicitor, Chris Lantz

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

Motion to adopt the agenda with the amendment of TCAB By Laws made by Alan, seconded by Bill, all in favor, motion carried.

Motion to approve the September 5, 2023, meeting minutes made by Brennan, seconded by Ben, all in favor, motion carried.

Public Comment

- Donna-Wellsboro Gazette, observing.
- Steve Hazlett asked if there was a budget, Deb explained that would be discussed later in the meeting. He asked if Shenelle had been bonded, which was answered yes, then asked how much bond is for. David states that the bond amount would be a Right to Know request.
- Sawyer Carlton, observing.
- Marybess Hazlett, observing.
- Edward Bolt asked about appointing Ron Johnson to the zoning hearing board and asked about a bank account that he read in the paper that no one knew about. Deb explained that they knew the bank account existed but did not know the purpose of the account. Ed asks how much is in the account and is told that there is a little over \$11,000.

6:06pm Lucas Sargent comes into the meeting.

Old Business

Discuss and set trick or treat 2023 for the borough.

Motion made to set trick or treat for Tuesday October 31 by George, seconded by Brennan, all in favor, motion carried.

Code book or ordinance updates, Laura is not here so this will be tabled until next month.

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Official's Reports

David with TBMA: Shenelle cleaning up the office and fixed penalty charges from March 3. Nothing else currently.

DJ: reads his list of needs which is attached. DJ has an estimate also attached for new safety items that are needed. DJ can get estimates from other places as well prior to purchases. The purchase of safety equipment is tables until next month to get more quotes.

DJ leaves the meeting at 6:18pm.

Committees

Finance, Administration & Technology

Shenelle reads treasurers report.

Motion to pay October bills made by Brennan, seconded by Bill, all in favor, motion carried.

Deb discusses QuickBooks update as Shenelle does not have full access to the account due to how the account was set up. The current QuickBooks is outdated and unable to update due to this. The cost for the subscription is \$799 a year.

Motion to purchase the QuickBooks subscription made by Brennan, seconded by Bill, all in favor, motion carried.

Discuss 2024 budget, everyone on council was given the budget to review for the month of October. The finance committee will meet again on October 17 at 5:30pm. Deb explains that she would like to publish the budget at the next meeting.

Personnel

Brennan states that the employee evaluations have been completed.

Motion made to increase DJ Warriner pay by 15% made by Lucas, seconded by Ben, all in favor, motion carried.

Motion made to back pay DJ to July 1st made by Ben, seconded by George, all in favor, motion carried.

Motion made to increase John VanSchaik pay by 15% made by Bill, seconded by Alan, all in favor, motion carried.

Motion made to back pay John to July 1st made by Alan, seconded by Lucas, all in favor, motion carried.

Motion made to increase Laura Clarson pay by \$2.00 with a cap of 10 hours a week made by Alan, seconded by Ben, all in favor, motion carried.

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Motion made to back pay Laura from her 90-day probation end date by Ben, seconded by Alan, all in favor, motion carried.

Parks and Rec

Nothing to note currently.

Grants

Nothing to note currently.

Ordinance

Laura is absent so the information will be tabled at this time.

Police

Ben, Brennan, and Alan met to discuss hiring a police officer after going over the numbers provided on the budget starting at 20 hours a week at \$18.00 an hour. It is their recommendation to hire. George asked if that is the most that we can afford to pay. Brennan explains that since there hasn't been an officer there is no revenue that has been created and that it could be revisited after we have an officer in place.

Motion made to advertise for a part time police officer by George, seconded by Lucas, all in favor, motion carried.

New Business

Updated office hours open to the public 7:30am to 3pm Monday through Friday. It is not Shenelle's working hours. Bill asks if there have been any complaints regarding office hours, Alan and David report that there haven't been any complaints but positives regarding the office.

Motion to update office hours by George, seconded by Brennan, all in favor, motion carried.

Election Day is 11/7/23, the office will be closed that day, but Shenelle will be working in the office and will be available by phone.

Amended the agenda to discuss TCAB bylaws and discuss adopting the bylaws to let TCAB know if the borough agrees. Alan would like the bylaws emailed to the council to review. If anyone would like to attend the dinner let Shenelle know.

Motion made to accept the TCAB Bylaws by Alan, seconded by Lucas, all in favor, motion carried.

George asks regarding the election day as there is a council meeting the day prior and Bill states that we will have the meeting in the garage.

Executive Session

Break for executive session to discuss legal and personnel matters 6:51pm.

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Return from executive session at 6:59pm.

Discussion was 90-day evaluation for Shenelle, personnel will meet to review. Discussion regarding rent being behind and needing to contact solicitor. Next council meeting will be in the garage due to election day.

Motion to adjourn meeting at 7:00pm by Bill, seconded by Brennan, all in favor.

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

Minutes respectfully submitted by _____.

Shenelle Brockway
Secretary/Treasurer