

Borough of Tioga  
Regular Meeting of the Borough Council  
October 3, 2022

The Regular Meeting of Borough of Tioga Council was held on Monday October 3, 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	David Wilcox, Mayor

Absent: Zachary Gates, Solicitor

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.

#### **APPROVAL OF MINUTES**

Motion to accept the agenda made by Holly Irwin, Seconded by Bill Preston. All in favor. Motion carried.

Motion to approve minutes from July 5, 2022 Regular Meeting previously typed up by Joan Stone made by Bill Preston, Seconded by Al Brooks, Holly Irwin; Aye. motion carried.

Motion to approve the minutes from July 12, 2022 Special Meeting typed verbatim made by Alan Brooks, seconded by Bill Preston. Holly Irwin; Aye, motion carried.

As there was no quorum met for the regularly scheduled meetings on August 2, 2022 & September 6, 2022 there are no minutes to add to the book.

Sign in sheets from the public that attended are included.

\*Holly Irwin made a suggestion to make all signatures legible.

Motion to approve minutes from September 14, 2022 Special Meeting made by Holly Irwin, seconded by Alan Brooks, all in favor, motion carried.

Motion to approve minutes from September 22, 2022 Special Meeting made by Brennan Wood, seconded by Holly Irwin, all in favor, motion carried.

#### **PUBLIC COMMENTS**

Deb thanked the public for attending the first regular meeting of the newly formed council. She stated that the council is open and transparent and is sitting here at the public's service.

John LaVanture of 15 Wellsboro St is glad to have a working council. It's been a long time coming. He wishes the council luck.

## **OLD BUSINESS**

### **A. Pool**

Motion to pay 2nd year returning lifeguards a \$50 reimbursement for their lifeguard class. Chael Relaford, Riley Sargent, Autumn Jones, Joel Hultz, Deb Relaford and Victoria Hyde made by Holly Irwin. Seconded by Brennan Wood, Abstaining were Deb Relaford and Bill Preston, rest in favor, motion carried.

Motion to give returning lifeguard Chael Relaford pay increase for the past 2 years and as a retention bonus of a 4 year employee. Raise his wages fifty cents an hour retroactive in arrears to the beginning of the summer made by Brennan Wood, seconded by Lucas Sargent, abstaining were Deb Relaford and Bill Preston. All others in favor, motion carried.

Discussed that pay rate increase for other returning lifeguards equaled a raise.

### **B. EMA Coordinator**

No new movement, the position is appointed by the governor and you must go through training. It is in Mayor Wilcox's job description.

Discussion: Look into NIMS training for new council members

### **C. Update on past bills**

1. Lawyer says that the council can make a motion for the finance committee and DJ to pay the bills.
2. Per PSAB if a borough has under 3000 residents the council president can step into the role of secretary/treasurer.
3. Ask a neighboring borough secretary to step into the role.
4. Appoint a bank as treasurer
5. We are hiring a secretary, the question is, how soon can she start?

Motion made by Alan Brooks for the finance committee, secretary and DJ, the borough manager to pay all the bills for the borough, pool and sewer. Seconded by George Lampinos, all in favor, motion carried

### **D. Personnel**

1. Part time Police Officer - No applications, table this to discuss at a committee meeting
2. CPA - Klein & Rizzo from Williamsport need more information before they can give us an informed opinion
3. Code & Zoning Officer

Motion made by Brennan Wood to advertise for a part time code & zoning officer with a pay rate of \$12.00. Seconded by Alan Brooks, all in favor, motion carried.

## **EMPLOYMENT POLICY/ORDINANCE AND INTERMUNICIPAL OPERATING AGREEMENT**

Solicitor Zach Gates is getting with Jeff Loomis from TBMA to get things in order. They will figure out job descriptions and update operating agreements.

## **HIRE SECRETARY**

Motion to hire Amy Emmick as posted, part time up to 30 hours a week for \$15.00 hour as secretary/treasurer made by Alan Brooks, seconded by Bill Preston all in favor, motion carried

## **TOHD**

Not here tabled until November

## **HALLOWEEN**

Motion to hold trick-or-treating on October 31, 2021 from 6-8pm and run and ad in the Wellsboro Gazette, Facebook and web page made by Brennan Wood, seconded by Lucas Sargent, Holly Irwin Opposed, everybody else in favor, motion carried

## **OFFICIAL'S REPORTS**

Mayor David Wilcox - Thank you for everything. It's a breath of fresh air. He has ideas for the next meeting but nothing pressing. He appreciates transparency and communication.

Tioga Borough Municipal Authority, Kit Kerr - New water meters will be installed starting soon. Training for them is December 28-29. There is a 20 year battery life on them and they flag water leaks. It will only take 15 minutes to drive around town and read them. Purchase is complete and did not involve the increase of water rates.

We are however working on our P&L and budget and rate increase may be in our future.

As for the "foaming of the water" over the summer. It was due to a conflux of actions all coinciding at the same time. First the hydrants were flushed, secondly the pools were filled and thirdly there was a low water table to begin with. All of these combined caused the main tank to drain and fill twice. All testing was found good. The case of the bubbles could have been due to the soda at the bottom of the tank getting into the water. Soda ash holds residual air which causes bubbles to come up.

Indigo is costing \$1500-\$3000 yearly so they are switching to Verizon.

Quickbooks passwords are separate for water authority & borough.

Borough Manager, DJ Warriner - Work Completed: 1. Tractor deck is done. 2. Hydrant parts, sent 11 3. Chlorine was 8% not 12 %. 4. Memorial park fence is fixed. 5. Auto dialer quotes \$2000-7400. Main pool pump needs to be turned back on manually. 6. Two coats of paint on the pools. Both winterized .Have not received a bill from Ares yet for the winterizing 7. #1 Pump in pump station #2 full of wipes again. Also found a 4" cap. Should post on Facebook and bills not to flush wipes, ...Even if the container describes contents as "flushable" ...again...8. Denny Electric bill \$27 for sampler switch. 9. Tree limb came down on Sunset drive, cleaned up. 10. Spread remaining mulch stored at sewer plant at playground. 11. Borrowed chlorine pump from Water Authority. The last new one cost \$600-700. It will have to be replaced. 12. We should be ready for snow other than the tensioner bar. I Need to pull the roller. It's not a "simple" job.

Action List: 1. USDA (loan) screaming for audits 2020, 2021 2. Fireman's relief money came in. 3. Retirement funds from the state came in. 4. Received Millage reassessment notice. 5. Received a letter of liability from Northridge stating deductibles and limits. 6. Domain Registry Bill came in.

Motion made by George Lampinos to pay the domain registry of tiogaborough.org for 5 years @\$225.00 seconded by Brennan Wood. All in favor. Motion carried.

7. Liquid Fuels Road reports need to be updated by March 1 The audit was done in the summer. \$47,000 in account added \$18,129.36. Add this to our next to do list. 8. Insurance application for blanket (volunteer's etc.) insurance. Copy over information from last year and sign.

### **ACCESS TO DEBIT/CREDIT CARDS**

Motion made by Alan Brooks that borough manager, borough council president, borough secretary and pool manager will have access to borough credit cards. Seconded by Brennan Wood. Abstaining, Deb Relaford, everybody else in favor, motion carried

Motion made by Alan Brooks to create a letter to C&N Bank stating that Deb Relaford as Borough Council President, DJ Warriner as Borough Manager, and Amy Emmick as Borough Secretary will be the ones to have access to said credit cards. Seconded by Bill Preston. Deb Relaford abstained. Everybody else in favor, motion carried.

### **SOCIAL MEDIA PASSWORDS**

Secretary and one council member should have access to social media. They should bring it to council before blocking people. Won't turn it into "making a motion" out of it, but will let council have final say. Shut down Facebook Messenger. No need for private messages, they can call the borough office. Put a social media policy in place. Look into PSAB, see if they have something.

Motion made by Alan Brooks that Holly Irwin and Amy Emmick, secretary be the only admins on social media, and to shut down facebook messenger. Seconded by Brennan Wood. All in favor. Motion carried.

### **MAXIMUM OCCUPANCY**

Firehall will look into it Wednesday, October 8, 2022 at their monthly meeting.

### **NEW COMMITTEES**

\*see attached sheet. The mayor can be a voting member on (most) committees. Would like to get committee meeting dates posted to the public.

### **PUBLIC COMMENTS**

Kit - Water Authority is NOT expecting payment from the borough for their secretary.

### **EXECUTIVE SESSION 8:18pm-8:48pm**

No action taken

### **OTHER ITEMS**

Tammy Frank from the Chamber of Commerce is the only member left. She needs someone to take over. Chamber usually meets the 2nd Tuesday at 6pm

Code Books and keys were handed out to new members.

Motion to adjourn made by Bill Preston at 8:52pm Seconded by Alan Brooks. All in favor. Motion carried.

Minutes by Deb Relaford