

Borough of Tioga  
Meeting Minutes  
September 5, 2023

The regular meeting of the Borough of Tioga Council was held on September 5, 2023, at the Tioga Borough Office, 18 N Main Street, Tioga PA, 16946 with the following present:

Debra Relaford, President	Brennan Wood, Pro Tempore	Alan Brooks
Ben Shutter	George Lampinos	Shenelle Brockway, Secretary/Treasurer
Lucas Sargent		

Absent: David Wilcox, DJ Warriner, and Bill Preston

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

*Motion to adopt the agenda made by George, seconded by Brennan, all in favor, motion carried.*

*Motion to approve the August 7, 2023, meeting minutes made by Brennan, seconded by Alan, all in favor, motion carried.*

#### **Public Comment**

No public comments.

#### **Old Business**

- Auditor is ready to start, Jake is not finished currently with the files.
- New trash cans were purchased for the park, one was installed and the other will be installed in the spring.
- Pension check is ready to be mailed in

*Motion to approve the signing of the MMO pension that was presented at the last meeting made by Brennan, seconded by Ben, all in favor, motion carried.*

#### **Official's Reports**

- Mayor and TBMA Chairman are not present tonight.
- Laura Clarson, Code Enforcer
  - Zoning issues needing addressed.
    - Berry Street needs rezoned to industrial.
    - Church now the Ven-You, has record of zoning ordinance and meeting minutes but no newspaper publication.
  - Discussion regarding the differences between the zoning areas and discussing with Tyoga Container what they are looking at using the Berry Street area as.
  - Alan recommended tabling the discussion until finding out what parcels were purchased by Tyoga Container.

Lucas joined the meeting at 6:25pm.

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*Motion made to start the process to change the Berry Street parking lot parcels owned by Tyoga Container to industrial after discussion with Tyoga Container made by Alan, seconded by Brennan, all in favor, motion carried.*

Since DJ is not present Deb reads DJ's list for September.

*Motion made by Brennan to not go over additional \$1000 for PM kit, seconded by Alan, all in favor, motion carried.*

### **Committees**

#### **Finance, Administration & Technology**

Shenelle gives treasurer's report.

- Alan would like to have more of a breakdown of the credit card statements.

*Motion made by Brennan to pay September bills, seconded by Ben, all in favor, motion carried.*

Shenelle discussing pool account and transferring money from the pool checking account to the pool savings account as it accrues more interest.

*Motion to transfer all but \$2000 from the pool checking account to the pool capital reserve account made by George, seconded by Brennan, all in favor, motion carried.*

Shenelle discusses a bank account that was opened in 2008 but has not been used since it was opened as an emergency fund to the general fund. Shenelle discusses closing the account and transferring the \$11,000 to a CD, which will accrue more interest than the savings account.

*Motion made to close the capital contingency account (5088) and put into an 18-month CD made by Alan, seconded by Brennan, all in favor, motion carried.*

Shenelle discusses making purchases for the office to help better organize the filing system to make the office more functional.

*Motion made to purchase office equipment and supplies for \$419.68 by Alan, seconded by Lucas, all in favor, motion carried.*

#### **Parks and Rec**

George reads the meeting minutes for the committee, which is included.

#### **Grants**

Brennan reads meeting minutes for the committee, which is included.

#### **Ordinance**

Committee includes Ben, Bill, and Lucas

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Discussion of enforcing rental inspections and being on property without notice or permission to check for code violations. The code enforcer was directed to discuss with solicitor. Rental inspections are on hold until discussion with solicitor.

**New Business**

- Deb presents Junior Council person program; all are not in favor of doing it currently.
- Brennan discusses appointing a new solicitor, Chris Lantz. Brennan discussed the prices of new solicitor. Personnel is making a recommendation to hire Chris Lantz.

*Motion made to hire Chris Lantz as borough solicitor by Brennan, seconded by Lucas, all in favor, motion carried.*

- Trick or Treating 2024 discussed and is tabled to see what other days surrounding towns are doing trick or treating.
- Discussion of 2024 budget to get a start on it, finance committee, Alan, Brennan, and George, will meet with Shenelle on September 19 at 5:30pm.

No executive session.

Motion to adjourn meeting at 7:12pm.

Next regular meeting will be Monday, October 2, 2023, at 6:00pm.

Minutes respectfully submitted by \_\_\_\_\_.  
Secretary/Treasurer