Borough Council of Tioga, Pennsylvania

Minutes of Monthly Meeting

November 01, 2021

Present: Bill Preston, Brennan Wood, Bob Wertz, Steve Hazlett, Marybess Hazlett, Joan Stone, Jeff Loomis, Mayor Dave Wilcox, Bob Wheeler

The meeting was called to order by Bill Preston at 6pm. All present rose to pledge the flag.

**Adoption of Agenda**: Steve made motion to accept the agenda with Brennan seconded: motion was carried.

**Public Hearings:** Deb Relaford question why we don’t record meetings, put minutes on line, motion lights in park.

**Approval of Minutes:** Jeff corrected #4 under Old Business to say none. Steve made motion to accept the minutes with Jeff correction Brennan seconded: motion was carried.

**Old Business:**

1. Clarification- Steve read a list of clarifications from the mayor’s accusations about council members.
2. Forensic Investigation- Have met with Forensic Co active investigation.
3. Launch-Nothing
4. Nims Complains- 3 members still need to complete.
5. Pedestrian signs-Letter and map sent
6. Noise Ordinance-Jeff asked if information he brought to last meeting was reviewed. No one did Jeff will email me an ordinance for us to review see if its more specific.
7. Security System- Brennan reports he has talked to couple companies who are interested.
8. Water authority- Would like their records released to them so they can take back to Guthrie & Co Jeff said no need for council to release they do not control water authority records.

**Mayor Report:**

1. PD- recommend hiring of Michael Northup- Mayor states that Michael has all the qualifications requested of the borough. Police committee contacted all of his references and they are all excellent reviews. Executive session motioned by Steve 2nd by Brennan all in favor.
2. Lawrenceville PD-talked to them they are covering several areas now so unable to cover us.

Executive Meeting called to discuss personnel matter 6:25-6:35

Council voted to hired Michael Northup as police officer at $18 per hour with a 90-day probation period full time. Brennan made motion; Bob seconded all in favor. He needs to give 2 weeks’ notice at current job he will start by coming in a little at a time to get to know the area.

**Police Safety Committee**

1. Police report-Nothing new
2. Update on Ordinance Violations-None
3. Update on Code Enforcement- Bob Wheeler reports all violations have been corrected.

**Administration and Financials:**

1. Budget for 2022 unavailable at this time we recess meeting and come back to vote on it.
2. Fire Contract need to get paid for this year and need to get new contract every 5 years.
3. Credit Card thru C&N Bank Steve motioned and Brennan 2nd motion carried. 3 card Secretary, Borough Manager and PD.
4. Employee insurance needs renewed and make Gannon our Broker for future insurance contracts. Employees need to sign for agreeing to switch to new insurance carrier. Steve made motion and Marybess seconded motion carried.
5. Steve motioned to pay bills for October, Marybess seconded motion carried.

**Public Works/Sewer:**

1. DJ Monthly report read by Brennan list attached
2. Generator Brennan will talk with DJ more about this issue. New generator that size will be between $60,000 to $80,000. Will need to replace before it breaks completely.
3. New battery for green truck Steve motioned to buy battery Brennan seconded motion carried.

**Grants:** Nothing new

**Trees/Sidewalks/Parks:** Waiting till spring to do letter

**Ordinance:** Nothing new on fireworks

**Personnel:**

1. Employee Contract-nothing new
2. Office Hours – Change office hours from 9-5 to 8-4 starting 11/8/202, on meeting weeks the secretaries comp time will be taken on Friday afternoons, Steve motioned Brennan Seconded motion all in favor motion carried.

**New Business:**

1. Update Office Microsoft 365 to business with emails for staff- approved Sec/Police/Code. And to purchase Excel and Word software separately. Agreed to have Corey Hopper set it all up for us. Marybess motioned and Bob seconded motion carried. All in favor.
2. Dan Sangia Sewer bill waived due to missing funds he says he paid cash. Marybess motioned and Steve seconded motion carried. All in favor.
3. Website-PSAB offers a website for borough office at $365 per year. Marybess motioned and Brennan seconded motioned carried. All in favor.
4. Fill vacancy on council- Brennan appointed Alan Brooks Steve seconded all in favor motion carried. All in favor. Alan sworn in by Mayor David Wilcox.

Meeting recessed at 7:15 will resume Monday November 22,2021 to go over budget.

11/22/2021 unable to hold meeting due to lack of quorum.

01/03/2022 President Bill Preston called meeting at 6pm

All present rose for the Pledge of Allegiance.

Steve motion for the budget to be adopted and to advertise budget for 10 days and then meet 01/13/2022. Marybess motioned Bill seconded all in favor. Motion was made by Steve to close November 1st meeting 2nd by Marybess. All in favor.

Joan Stone, Secretary/Treasurer