

## TIONESTA BOROUGH COUNCIL

## MEETING MINUTES

February 3, 2026 - 5:00 PM

Being a quorum present, the meeting was called to order at 5:10 PM by Council President, Dennis W. O'Toole with the Pledge of Allegiance being recited. Those in attendance were:

Dennis W. O'Toole, President

Jamie L. Say

Christine A. Hendryx

Mary Ann Stanziano, Admin. Assist.

Judith M. McDaid, Mayor (Via Telephone)

Melissa Hale

Cindy Crytzer, Secretary

**Public Comment:** None

**Approvals:**

- **Minutes:** January 15, 2026 minutes reviewed. A motion was made by Christine Hendryx to approve the January 15, 2026 minutes as presented, 2<sup>nd</sup> by Melissa Hale, motion carried
- **Bills:** January bills and bill list reviewed. A motion was made by Jamie Say to approve payment of the January, 2026 bills, 2<sup>nd</sup> by Christine Hendryx, motion carried
- **Revenue and Expense Statement (12/31/2025):** Reviewed and discussed
- **Account Balances as of 12/31/2025:** Reviewed

**Correspondence:** Notice from Armstrong dated January 15, 2026. The price for TV service is increasing. HBO & Showtime are increasing. Internet and telephone rates will remain the unchanged

**Old Business:**

- **Enforcement Notices:** 103 May St. – Demo in process; 626 Elm St. – Owner has retained council to address title issues; 424 Elm St. – Repairs in process; 107 Walnut St. – Cindy will follow up with owner
- **Dale Street Water/Sewer Project:** Completed with the exception of seeding & Mulching which will take place in the spring
- **Library Storm Water & Sanitary Sewer Project:** Completed with the exception of seeding & Mulching which will take place in the spring
- **Creekside Park Upgrades & Maintenance:** Denny will have a report next month. He will reach out to Brent Taylor for an estimate on the banquet table installation

- **Davis Building Demo Project:** The DEP approved the demolition notice. There is no formal "Permit" issued by the DEP. Cindy emailed the county to see if she could issue a notice to proceed. Cindy prepared a change order to the contract adding \$1,800 for the additional dumpster needed per DEP requirements and submitted it to the county for processing. The DCED has to officially approve the additional \$1,800 in costs for the project. At this point the contractor will start once the weather is acceptable
- **Landfill Remediation:** Phase I in process with the US EPA – Email from Christian Smith of the US EPA to Cindy dated January 21, 2026. A contractor has been assigned to our project
- **Strategic Management Planning Program (STMP):** Meeting with the consultants with the University of Pittsburgh on February 5, 2026 @ 5 PM to review and discuss their recommendations
- **Upper Council Run Repair Project:** Nothing new
- **Catch Basin Repair:** Nothing new
- **Dale Street Ex. Parking:** Nothing new
- **One-way Signs at Dale St. & Davis St.:** Signs delivered week of 1/26/26. To be replaced when weather allows. There is too much snow for public works employees to get to the spot to drill a hole and install the signs
- **Tax Collector Equipment:** Cindy prepared letters to the School District and the County Commissioners requesting their assistance in paying for the new equipment (1/3 of \$1,600). Jame Say moved to authorize Denny O'Toole to execute the letters, 2<sup>nd</sup> by Christine Hendryx, motion carried.

**New Business:**

- **Resignation of Council Woman, Christi Black:** Tabled until the next meeting
- **Updated Committee Lists:** Copies provided to council members for their records
- **Employee Health Insurance 2026-2027:** After review and discussion, Christine Hendryx moved to authorize Cindy to renew the current policy with UPMC, 2<sup>nd</sup> by Melissa Hale, motion carried
- **Adopt Forest County's 2025 Hazard Mitigation Plan:** Jamie Say moved to adopt the Forest County 2025 Hazard Mitigation Plan, 2<sup>nd</sup> by Christine Hendryx. Roll call vote as follows: Melissa Hale, Aye; Jamie Say, Aye; Christine Hendryx, Aye; and Denny O'Toole, Aye. Resolution No. 2026-3 adopted

**Executive Session:** None

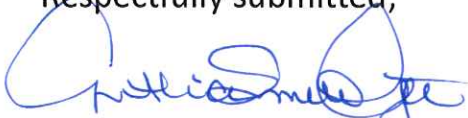
## 260 Reports:

- **Mayor** – None
- **President** – None
- **Committees** – None
- **Sheriff** – December patrol report reviewed
- **Library** – None
- **EHB** – Met January 28, 2026 @2:30 PM. Nothing new to report
- **COG** – Cindy explained that the Council of Governments authorized the Forest County Woods and Waters Alliance (formerly the Building Resilient Communities in Coal Country committee through the USEDA project from 2025) to apply for a grant in the name of the COG. A preliminary grant application was submitted to the Northwest Commission last week for funding through the ARC. The amount requested was \$33,000. This amount represents the funds needed to fund phase 1 of the Wayfinding Sign project for Forest County. Phase 1 consists of contracting with a consultant to tour the county, determine what signs need to be placed where and prepare 3 sign design concepts, determine a preliminary budget for fabrication and installation of the signage. The signs will be branded and used throughout Forest County and will direct tourists to local attractions and local businesses
- **TCC** – Next meeting is in July
- **Ambulance Board** – Reviewed the resignation of Elaine Johnston. Jamie Say moved to accept Mrs. Johnston's resignation, 2<sup>nd</sup> by Melissa Hale, motion carried. Christine Hendryx moved to appoint Jamie Say as the Borough's delegate, 2<sup>nd</sup> by Melissa Hale, motion carried
- **Zoning Hearing Board** – None
- **TMA** – Elm Street Sewer project. The Methodist church's hookup will be completed soon. Cindy stated she had received a one-call stating that Terra Works was going to do the connection on Friday, February 6, 2026
- **Planning Commission** – None

**Roundtable:** Once the vacant council seat is filled, Denny suggested having the solicitor, Andrea Stapleford attend a meeting to explain legal "ins and outs" and educate council members of proper procedure for council officials. Denny also suggested putting a notice on Facebook for anyone interested in serving on Council to submit a request to fill the vacancy until 12/31/2027. Cindy will post on Facebook

Christine Hendryx moved to adjourn, 2<sup>nd</sup> by Melissa Hale, motion carried. Meeting adjourned at 6:38 pm.

Respectfully submitted;



Cynthia S. Crytzer, Secretary

**Forest County 2025 Hazard Mitigation Plan  
Municipal Adoption Resolution**

Resolution No. 2026-3

*Tionesta Borough*, Forest County, Pennsylvania

**WHEREAS**, *Tionesta Borough*, Forest County, Pennsylvania is most vulnerable to natural and human-made hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

**WHEREAS**, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

**WHEREAS**, *Tionesta Borough* acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

**WHEREAS**, the Forest County 2025 Hazard Mitigation Plan has been developed by the Forest County Commissioners and the Forest County Conservation District and Planning Department in cooperation with other county departments, and officials and citizens of *Tionesta Borough*, and

**WHEREAS**, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Forest County 2025 Hazard Mitigation Plan, and

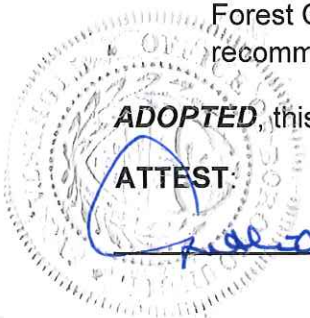
**WHEREAS**, the Forest County 2025 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by both natural and human-made hazards that face the County and its municipal governments,

**NOW THEREFORE BE IT RESOLVED** by the governing body for *Tionesta Borough*:

- The Forest County 2025 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of *Tionesta Borough*, and
- The respective officials and agencies identified in the implementation strategy of the Forest County 2025 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

**ADOPTED**, this 3<sup>rd</sup> day of February, 2026

**ATTEST:**



[Signature]

**Tionesta Borough**

By [Signature]

By Council President

By \_\_\_\_\_