

**TIONESTA BOROUGH COUNCIL
MEETING MINUTES
February 6, 2024 - 5:00 PM**

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:00 PM by Council President, Dennis W. O'Toole. Those in attendance were:

Dennis W. O'Toole, President
Christine A. Hendryx
M. Rowan Rose
Thomas L. Mohny
Cindy Crytzer, Secretary

Jamie L. Say, V. President
Judith M. McDaid, Mayor
Christi J. Black
Bernadette K. Holzer

Also, in attendance was resident David Lowry.

Public Comment: None.

Minutes: A motion was made by Rowan Rose to approve the January 15, 2024 Council minutes, 2nd by Christi Black, motion carried.

Bills: January bills and bill list reviewed. A motion was made by Bernadette Holzer to approve payment of the January, 2024 bills as presented, 2nd by Jamie Say, motion carried.

Correspondence:

- **Letters from Armstrong to each Council Member dated January 24, 2024 Re: Revised Rates:** Internet service charges will not be changing. Effective March, the television services will increase.

Old Business:

- **Fourth Quarter Account Balance Sheet - Revision:** At the last meeting, Tom Mohny questioned the significant increases in several accounts. Cindy explained that in addition to being reimbursed the cost for the project completed with Dirt & Gravel grant funds, the Borough received a \$25,000 grant for engineering services for the Tionesta Creek Crossing project, a Grant to remodel the bath house at the Creekside Park for \$30,000, budget transfers were made and the ARPA account reimbursed the Capital account \$5,000. These figures significantly increased the balances in the Capital and Recreation accounts.
- **GIS Mapping:** Nothing new.

- **Enforcement Notices:** 204 Sherman St. – Nothing new – Cindy will contact owners again; 129 Elm St. – in process. Cindy stated that she thought the owner was going to start painting the exterior this spring; 103 May St. – Cindy will contact owners again; 624 Elm St. – Nothing new - Cindy will contact owner again; 142 Elm St. Curiosity Shop – Nothing new; 306 Williams St. – Remodel in process.
- **Dale Street Water/Sewer Project:** Nothing new.
- **Library Storm Water & Sanitary Sewer Project:** DEP Permit has been issued. Waiting on the COE approval
- **Tionesta Creekside Park Upgrades:** Email from Andrea Stapleford to Cindy dated 1/2/24 regarding Fund Raising. After review and discussion, Cindy will follow up with Andrea regarding the option for the Borough to be listed on the tax-exempt organizations so the Borough can collect funds and still offer the donors a tax write-off. Tionesta Creek Crossing engineering contract with E & M Engineers reviewed. The funding for engineering this project is covered with a grant. Tom Mohny moved to authorize the execution of the contract for \$25,000 between E & M Engineers and the Borough, 2nd by Jamie Say, motion carried.
- **Borough Logo:** Council reviewed the logos submitted by Ben Baird and his son, Anthony Baird. The graphics were beautiful. Members decided that simpler was better and preferred a draft from the 9th grade art class. Because the logo would be small, the less content in a design would be cleaner. Cindy to contact the teacher to get an updated version of the chosen design.
- **Speed Limit Signs & Speed Deterrents:** “Children at Play” signs discussed. If only one or two signs were installed on one street, they would have to be installed on all streets. The options for these signs and speed deterrents such as speed bumps are impractical and expensive. Cindy is making arrangements to get the PennDOT speed trailer for a couple weeks in the spring. This should help to slow traffic.
- **Fee Resolution:** The updated Fee Resolution was presented for discussion and review. The only changes were an increase in the hourly rate per man for water leaks/repairs and opening plugged sewers to \$34.00. Tom Mohny moved to adopt Resolution 2024-1 setting forth Borough fees, 2nd by Rowan Rose. Roll Call Vote as follows: Tom Mohny, Aye; Christine Hendryx Aye; Christi Black, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Rowan Rose, Aye; and Denny O’Toole, Aye. Resolution No. 2024-1 was adopted.
- **Employee Handbook Revisions:** Memo from Cindy and the Personnel Committee to Council dated 2/1/24 reviewed. The Personnel Committee met 1/30/24 to review conflicting issues in the handbook. As set forth in the above referenced memo, the Committee recommended changing the existing number of days in Paragraphs/Sections VI, XVIII, and XIX to 60 calendar days and removing the last sentence in paragraph/section XI. Bernadette Holzer moved to approve the

New Business:

- **2022 Borough:** Audit is complete. The notice will appear in the Forest County News Journal.
- **Sunshine Law Update:** Reviewed. The information presented was sent to Cindy by Andrea Stapleford.
- **Library CD Maturing 2/14/24:** Cindy will reinvest the funds from the maturing CD at the best rate available for one year or close to one year. Some CDs are for 9 months, 14 or 15 months – short term CDs vary in term. The earned interest will be reinvested with the principal to the nearest \$1,000. If there is an additional amount needed to increase to the nearest \$1,000, Cindy is authorized to take the amount from the bank account to add to the earned interest. Cindy stated there was a small amount in the bank account that was interest from the last maturing CD and would use not more than that amount to increase the CD amount.

Reports:

- **Mayor** – None.
- **President** – None.
- **Committees** – None. The Park Committee members scheduled the next meeting for 2/22/24 at 5 PM.
- **Sheriff** – None.
- **Library** – Cindy notified Library Board President, Cody Magill of Council's approval for the Furnace & AC replacement.
- **EHB** – None.
- **COG** – Meeting 2/7/24 @ 6:30 pm. Tom Mohney is the new delegate and will attend the meeting.
- **TCC** – Christine Hendryx reported that there was a recent meeting and it was uneventful.
- **Ambulance Board** – Judy reported that the new 40 hour-a-week EMT started at the beginning of February. The service is still looking for people who want to take the test and become certified.
- **Zoning Hearing Board** – None.
- **TMA** – None.
- **Planning Commission** – The Planning Commission met 1/26/24. Draft minutes from the meeting were presented. The purpose of the meeting was to review the zoning ordinance and determine if changes should be made regarding the keeping of chickens in the residential zones of the borough. Currently, chickens are only

allowed in the conservation district, with restrictions. After consideration and discussion, the members decided to recommend Council make no changes at this time. If in the future there are additional requests, the commission recommends holding a public hearing to let the residents/taxpayers speak on this issue. After discussion, Bernadette Holzer moved to leave the zoning ordinance as is, 2nd by Tom Mohney. Tom Mohney, Bernadette Holzer, Rowan Rose and Denny O'Toole voted in the affirmative and Christine Hendryx, Jamie Say and Christi Black voted in the negative. Motion carried with a vote of 4 Ayes and 3 Nays.

Executive Session: President O'Toole explained to the guest, Mr. Lowry that there will be an executive session called for personnel matters and that he would have to leave for that part of the meeting. To accommodate Mr. Lowry, the Reports listed above were made before Mr. Lowry departed at 6:20 pm. The Executive Session was effectively moved to after the Reports instead of before the Reports, as set forth on the agenda. President O'Toole called for an executive session for personnel matters at 6:20 pm after the above Reports were given. Regular session resumed at 6:38 pm.

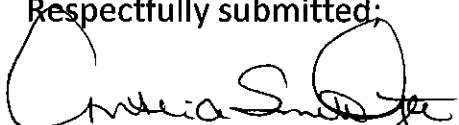
Bernadette Holzer moved to revise the employee handbook authorizing an automatic hourly pay increase of \$1.25 for each public works employee who passes either the Water Operator's State Test or the Waste Water Operator's State test. When the employee receives his/her first license from the PA DEP, the employee will receive an additional hourly increase of \$1.25. When the employee passes his/her second licensing exam, an hourly rate increase totaling \$500 per year will be given. When the employee receives his/her second PA DEP license, there will be an additional hourly rate increase totaling \$500 per year. Motion was 2nd by Christi Black, motion carried.

Roundtable: Bernadette Holzer asked when the logging company in the woods behind Davis St. Ext. are going to be done. Cindy stated she didn't know. The workers start at 6 am and finish after midnight. This work schedule was confirmed by other Council members and is disturbing area residents. The road is a mess from the logging trucks. Cindy said she will contact the logging company contact and tell him to change their work schedule and do whatever is needed to decrease the mud/dirt that is being distributed on the Borough streets. Cindy reported that she, Robin Corapi and Amanda Hetrick applied for a technical assistance grant through the Building Resilient Economies in Coal Communities (BRECC) and was one of the seven applicants awarded the grant nationwide. The Forest County Council of Governments is the official sponsor for the application. This project will help to develop an economic development plan for Forest County. Other applicants awarded were from Colorado, Wyoming, Illinois, Georgia and W. Virginia. There were two from PA selected, the other was in Somerset County. Cindy

found another technical assistance grant opportunity through the ARC and will be applying for that grant later this month. After taking the free ARC grant writing course, the applicants have the opportunity to apply for a grant for up to \$50,000.

Rowan Rose moved to adjourn, 2nd by Tom Mohney. Meeting adjourned at 6:40 pm.

Respectfully submitted;



Cynthia S. Crytzer, Secretary

TIONESTA BOROUGH RESOLUTION NO. 2024-1


BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF TIONESTA, FOREST COUNTY,
AND IT IS HEREBY RESOLVED AS FOLLOWS:

The following fee schedule shall be in effect for services provided to residents/property owners by
Tionesta Borough:

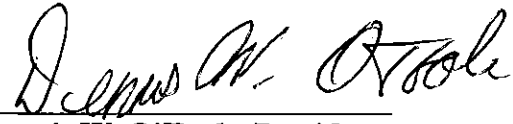
MUNICIPAL PERMITS:	\$0 - \$1,000	\$50.00
	Over \$1,000	\$50.00 + \$5.00/\$1,000
SIGN PERMITS:	C, R-1, and R-2	\$5.00
	HC, B and I	\$25.00
SHORT TERM RENTAL APPLICATION:	Initial Application Fee	\$150.00
	Annual Renewal	\$50.00
PAVILION RENTAL	Per Day	\$60.00
	Refundable Cleanup Fee	\$50.00
ZONING APPEALS:	Variance	\$200 + advertising/postage
	Special Exception	\$200 + advertising/postage
	Conditional Use	\$250 + advertising/postage
	Curative Amendment	\$300 + advertising/postage
TAP FEES:	Water	\$300 + all related costs *
	Sewer	\$480 + all related costs * per unit or tap (TMA Reso #2017-2)
* related costs include tap, meter, fittings, etc. boring, service line, etc.		
WATER TURN-ON FEE:	Customer Request	\$40
	Non-Payment of Bill	\$50
WATER LEAKS/REPAIRS:	\$34.00 hourly rate per man	
OPENING PLUGGED SEWER:	\$30/hour + \$34.00 hourly rate per man (electric snake)	
BOUNCED/RETURNED CHECK ADMINISTRATIVE FEE:	\$50.00 (includes the bank charges and will be charged for each bounced/returned check)	

RESOLVED THIS 6th day of February, 2024.

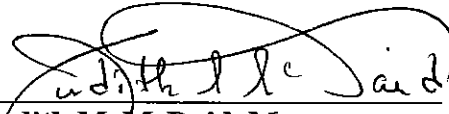
ATTEST: (SEAL)


Cynthia S. Crytzer, Secretary

TIONESTA BOROUGH

By: 
Dennis W. O'Toole, President

APPROVED this 6th day of February, 2024.


Judith M. McDaid, Mayor