

**TIONESTA BOROUGH COUNCIL  
MEETING MINUTES  
January 15, 2026 - 5:00 PM**

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:00 PM by Mayor McDaid. Roll Call was taken. Those in attendance were:

Dennis W. O'Toole  
Bernadette K. Holzer  
Cindy Crytzer, Secretary

Judy McDaid, Mayor (Via Telephone)  
Jamie L. Say

Also in attendance were residents: Melissa Hale and Bryan Gorman

The January 5, 2026 organizational meeting originally scheduled and advertised was canceled due to a lack of quorum and rescheduled for January 15, 2026 @ 5:00 PM.

Affidavits of Residency were presented to Cindy Crytzer on January 5, 2026 by newly elected council members Dennis W. O'Toole and Bernadette K. Holzer. Mr. O'Toole and Mrs. Holzer were sworn in on January 5, 2026 by Cindy Crytzer, Notary.

Mayor McDaid opened nominations for Council President: Bernadette Holzer nominated, by motion, Dennis W. O'Toole, 2<sup>nd</sup> by Jamie Say, with no other nominations being made, nominations closed, vote taken all in the affirmative for Dennis W. O'Toole as Council President.

Mayor McDaid opened nominations for Council Vice President: Jamie Say nominated, by motion, Bernadette Holzer, 2<sup>nd</sup> by Denny O'Toole, with no other nominations being made, nominations closed, vote taken all in the affirmative for Bernadette Holzer, as Council Vice President.

The meeting was turned over to the new Council President, Denny O'Toole at 5:08 PM

Denny O'Toole opened nominations for Council President Pro Tem and Bernadette Holzer nominated Jamie L. Say, 2<sup>nd</sup> by Denny O'Toole, with no other nominations being made, nominations closed, vote taken all in the affirmative for Jamie L. Say as Council President Pro Tem.

A motion was made and approved at the December 16, 2025 meeting to appoint Melissa Hale to fill a vacant four-year term on Council. A resolution is required in addition to the motion. Bernadette Holzer moved to adopt Resolution No. 2026-1 appointing by Resolution, Melissa Hale to a vacant four-year term, 2<sup>nd</sup> by Jamie Say. Roll call vote as follows: Jamie Say, Aye; Bernadette Holzer, Aye; and Denny O'Toole, Aye. Resolution No. 2026-1 adopted.

A motion was made and approved at the December 16, 2025 meeting to appoint Christine A. Hendryx to fill a vacant four-year term on Council. A resolution is required in addition to the motion. Bernadette Holzer moved to adopt Resolution No. 2026-2 appointing by Resolution, Christine A. Hendryx to a vacant four-year term, 2<sup>nd</sup> by Jamie Say. Roll call vote as follows: Melissa Hale, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; and Denny O'Toole, Aye. Resolution No. 2026-2 adopted.

Melissa Hale was sworn in by Cindy Crytzer, Notary.

Jamie Say moved to appoint Todd Fanstaskey as Sanitation Enforcement Officer; Chris Ernst with E & M Engineers as Engineer; Michelle Kline as Deputy Tax Collector, Cynthia S. Crytzer as Borough Secretary, Treasurer, Manager, Administrator, Flood Plain Administrator, Building Permit Officer, Zoning Officer; 2<sup>nd</sup> by Bernadette Holzer. Motion carried.

Jamie Say moved to appoint Andrea Stapleford of Stapleford & Byham as Solicitor and authorize the execution of the retainer agreement, 2<sup>nd</sup> by Melissa Hale, motion carried.

Melissa Hale moved to appoint Ray Copeland as Emergency Management Coordinator and Elaine Johnston as the Delegate for the Tionesta Ambulance Service, 2<sup>nd</sup> by Bernadette Holzer, motion carried.

Council made various appointments to Borough Committees:

Jamie Say moved to appoint the following, 2<sup>nd</sup> by Melissa Hale, motion carried:

Streets/Sidewalks: Denny O'Toole, Melissa Hale and Bernadette Holzer

Water: Denny O'Toole, Christine Hendryx and Jamie Say

Budget: Bernadette Holzer, Denny O'Toole and Melissa Hale

Personnel: Jamie Say, Denny O'Toole and Bernadette Holzer

County Library: Denny O'Toole

COG: Denny O'Toole and Cindy Crytzer as the Alt. delegate

Chairman of the Vacany Board: Tom Mohny

Building Committee: Christine Hendryx, Melissa Hale and Bernadette Holzer

TCC: Christine Hendryx

NIMS Emergency Coordinator: Ray Copeland

Blight Committee: Christine Hendryx, Bernadette Holzer and Denny O'Toole

Jamie Say moved to appoint: Jim Knauff to the Zoning Hearing Board for a three-year term to expire on December 31, 2028; Rich Cramer as the Alternate on the Zoning Hearing Board for a three-year term to expire on December 31, 2028; Kathy Hall and Audrey Dunkle to a four-year term to the Planning Commission to expire on December 31, 2029 and Bernadette Holzer to the remainder of her four-year term that began 2/1/2024 until February 1, 2028; Rich Cramer to the Tionesta Municipal Authority to fill the seat vacated by former Council member Tom Mohny, 2/4/2028; Vic Moody as the 2<sup>nd</sup> alternate to the Tionesta property maintenance code appeal board through 12/31/2028; and Jim Haslett to the Tionesta property maintenance code appeal board through 12/31/2028; 2<sup>nd</sup> by Melissa Hale, motion carried. Cindy will contact those appointed to verify they are willing to serve or continue to serve.

**Public Comment:** None

**Minutes:** A motion was made by Bernadette Holzer to approve the December 16, 2025 minutes as presented, 2<sup>nd</sup> by Jamie Say, motion carried.

**Bills:** A motion was made by Jamie Say to approve payment of the December, 2025 bills as presented, 2<sup>nd</sup> by Bernadette Holzer, motion carried.

**Correspondence:** None

**Old Business:**

- **Enforcement Notices:** 103 May St. – Demo in process; 626 Elm St. – Owner and her attorney are working on the title issues; 424 Elm St. – Repairs in process; 107 Walnut Street – Cindy to follow up on status of repairs
- **Dale Street Ext. Water Project:** Submitted pay request to DCED. Seeding & Mulching will take place in the spring
- **Library Stormwater/Sewer Project:** Complete. Grant funds (\$84,050) received from the DCED. Contractor paid. Seeding & Mulching will take place in the spring
- **Creekside Park Upgrades & Maintenance:** Denny will contact Brent Taylor to discuss an estimate for the banquet table at the pavilion
- **Davis Bldg. Demo:** The DEP is mandating that the small area of floor tiles in the building that contain 1.5 chrysotile must be disposed of in a landfill licensed for asbestos. The cost for that is \$1,800. Cindy will prepare a change order to the contract to add that cost (required by DCED for the grant, otherwise the borough would have to pay that amount). Cindy explained that the Historical Society wants the safe in the building and the fee for that to be recovered is \$550.00 per the contractor. Cindy will let the Historical Society know the cost
- **Landfill Remediation:** In process with the US EDA
- **Strategic Management Planning Program (STMP):** Meeting with University of Pittsburgh representatives on 2/5/26 @ 5 PM
- **Upper Council Run Repair Project:** LSA Grant application submitted for this project. Cindy reported that a portion of the retaining wall fell in last week. Public Works will be moving around the wall debris to minimize possible flooding on Vine St
- **Catch Basin Repair at Bridge & Williams:** Nothing new
- **Dale Street Ext. Parking:** Cindy hasn't checked to determine if the width of the street is sufficient to amend the ordinance to allow on street parking on the east side. She will do that research soon

**New Business:**

- **Bank Signature Cards:** Jamie Say moved to change the signers on the bank accounts listed below making the following as signers effective January 1, 2026, 2<sup>nd</sup> by Melissa Hale: Denny O'Toole, Bernadette Holzer, Mary Ann Stanziano and Cynthia S. Crytzer, motion carried:

<u>PLGIT:</u>	<u>NW Bank</u>	<u>Community Connect Federal CU</u>
304-7031	2136011562	9836540
304-7109	2136021355	2056050
304-7112		3980888
304-7044		6348501
304-7073		2367612
304-7060		2871394
302-7141		3086404
304-7099		4686193
304-7125		

- **2026 Sheriff Contract:** Bernadette Holzer moved to authorize the execution of the contract for services up to \$8,000, 2<sup>nd</sup> by Melissa Hale, motion carried

- **Tax Collection Computer Replacement:** Email from Terry Dreihaup dated 1/8/2026. The cost for a new computer, software and installation is \$1,600. Jamie Say moved to authorize Cindy to order the equipment, 2<sup>nd</sup> by Melissa Hale, motion carried
- **July 18, 2026 Pioneer Day Event:** The Historical Society is holding a Pioneer Day event to celebrate the 250<sup>th</sup> birthday of the US. They want to hold the event at the downtown ballfield. Cindy explained that she contacted the softball league to confirm the availability of the field but hasn't heard back yet. Council members agreed to authorize the use of the field by the Historical Society for that date
- **2025 Statement of Financial Interests:** Council Members to completed and submit to Cindy

**Executive Session:** None.

**Reports:**

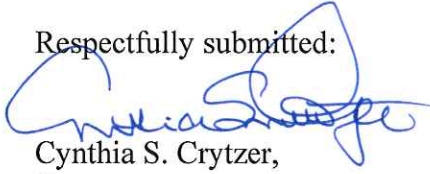
- **Mayor** – Judy asked if FUN Bank was moving into the old NW Bank building. Cindy stated that she was visited by the CEO and officers of the bank the previous week and they are planning on opening by April 1 in the old NW Bank building
- **President** – Due to the change in the organizational meeting, Denny suggested cancelling the next regular meeting on 1/20/2026. Jamie Say moved to cancel the 1/20/26 meeting, 2<sup>nd</sup> by Bernadette Holzer, motion carried. The next meeting is 2/3/26. Pitt meeting is 2/5/26
- **Committees** – None
- **Sheriff** – None
- **Library** – Email from Kat dated 12/19/25. Reviewed. Questions from financial report answered
- **EHB** – Meeting 1/28/26 @ 2:30 pm
- **COG** – Met January 7, 2025. Draft of the minutes reviewed. Item of interest is the county wide Wayfinding Sign Project sponsored by the Forest County Woods & Waters Alliance. The COG authorized Cindy to submit a grant application through COG to the ARC to fund phase 1 of the project
- **TCC** – None
- **Ambulance Service** – Email from Don Mason dated 12/15/25 reviewed. After discussion, it was suggested that the Borough delegate, Elaine Johnston propose the service pursue a regional response to the situation. Jamie said she'd go the next meeting to be with Elaine for her first meeting. The service meets on the third Monday of each month @ 7 PM
- **Zoning Hearing Board** – None
- **TMA** – Meeting January 27, 2026 @ 7:00 pm. The 2024 LSA application for funding wasn't granted for this project. Cindy submitted another application for the 2025 LSA round
- **Planning Commission** – None

**Roundtable:** Jamie Say reported that the one-way sign at Dale St and Davis St. taken down by a semi last month hasn't been replaced yet. Cindy will follow up with this. She also reported that the pot holes at the east corner of the Elm St./May St. intersection have gotten bigger. Cindy will see that it is put on the patch list. Bernadette Holzer reported that the veteran's banners won't be going back up onto the electric poles until the spring. Over the last few years, there have been too many banners destroyed during the winter.

Jamie Say moved to adjourn, 2<sup>nd</sup> by Melissa Hale, motion carried.

Meeting adjourned at 7:00 P.M.

Respectfully submitted:



Cynthia S. Crytzer,  
Secretary