

**TIONESTA BOROUGH COUNCIL
MEETING MINUTES
July 21, 2026**

Being a quorum present, the meeting was called to order at 5:02 PM by Council President, Dennis W. O'Toole with the Pledge of Allegiance being recited. Those in attendance were:

Dennis W. O'Toole, President

Bernadette K. Holzer, V. President

Melissa Hale

Brian Phillips

Cindy Crytzer, Secretary

Tim Carll, Acting Public Works Director

Mary Ann Stanziano, Admin. Assist.

Also in attendance was resident Bryan Gorman

Public Comment: None

Public Works Report: Tim reported some of the chores they have been working on: Meters were read by the 15th; most of the potholes have been patched on South Elm St.; The area around the steps leading down to the Creekside park from SR 36 were week wacked; The hole in the pavilion floor is being worked on; Two of the lights under the pavilion have to be replaced with LEDs; There was a tree down on River St between the plant and Walnut St and it was cleaned up; The stop sign at Walnut/River streets is in the process of being moved; The parking signs at the manor to be installed on River St. are in process as well as the no parking sign at or near the corner of Bridge and Elm St.; Weeding and spraying cracks in the sidewalks down town were addressed; They will be brooming a portion of Elm St. before the Indian Festival parade; General maintenance on vehicles and equipment as well as at the water plant, and sewer treatment plant has been performed; Tim has spoken with the rep from L& B and will meet with him to measure the manhole at Vine and May and get it ordered. Currently there is a metal plate over the old manhole; the hole in the sidewalk in front of the old Baker building (now a vacant lot next to the Lamb of God building) will be filled with concrete soon.

Approvals:

- Minutes (7/7/2026): Reviewed. Bernadette Holzer moved to approve the minutes, 2nd by Brian Phillips, motion carried
- Revenue & Expense Statement 6/30/2026: Reviewed

- **Account Balances 6/30/2026:** Reviewed. Brian Phillips moved to approve the revenue and expense statement and the account balance spreadsheet, 2nd by Bernadette Holzer, motion carried

Correspondence: Email from the Firefly Festival organizers dated 7/16/2026 reviewed

Old Business:

- **Enforcement Notices:** 103 May St. – Demo ongoing; 626 Elm St. – Letter from Cindy to property owner dated 7/16/26 regarding the status of the title situation and if the property will be up for sale reviewed; 424 Elm St. – Repairs in process; 107 Walnut Street – Letter from Cindy to property owner dated 7/16/26 regarding status of repairs
- **Creekside Park Upgrades & Maintenance:** None
- **Landfill Remediation:** Report in process with Consultant, Batta Environmental
- **Strategic Management Planning Program (STMP):** Nothing new
- **Upper Council Run Repair Project:** Nothing new
- **Dale Street Ext. Parking:** Cindy is working on a draft of the ordinance to amend the Dale St. on-street parking
- **Request for Parking Space Painting in Front of Courthouse:** Cindy shared the estimate she received from Nick Neil of Neil Seal Coating. The estimate was approximately \$1,700 for a single coat and \$2,000 for a double coat. The double coat is comparable to latex. Once we know if we want to proceed, he'll do a quote for us. Because it's already halfway through the summer, it will be address during 2027 budget preparation this fall. It was suggested to have Nick Neil give us an estimate for doing the crosswalks too. The crosswalks haven't been done yet this year, so Cindy will contact Beichner and tell them to cancel the job. Cindy was asked to contact the commissioners to see if they would be willing to contribute to the cost for the parking spaces in front of the courthouse
- **Appoint a Resident for the Vacant Council Seat:** A post was made on the Borough FB page and a notice was placed in the Forest County News Journal seeking a volunteer. No response or volunteers to date. After discussion, Cindy was given a list of residents to contact to see if one of them is interested in filling the vacant seat
- **Pension Transfer to PSATS:** A Restatement was required by PSATS to be executed by Council to finalize the transfer paperwork. Bernadette Holzer

moved to authorize the execution of the Restatement by Denny O'Toole and Cindy Crytzer, 2nd by Melissa Hale, motion carried

- **Final Inspections for the Library Project and Dale St. Project:** Conducted 7/9/2026. Projects are complete

New Business:

- **NW Bank Line of Credit:** Updated signers for the line of Credit are needed. Melissa Hale moved to authorize NW Bank to update the signers to the Council President, Council Vice President, Borough Secretary/Treasurer and Administrative Assistant. Currently Dennis W. O'Toole is President, Bernadette K. Holzer, Vice President, Cynthia S. Crytzer, Secretary/Treasurer and Mary Ann Stanziano, Administrative Assistant, 2nd by Brian Phillips, motion carried
- **Council Run DEP Inspection 7/9/2026:** Tim and Cindy met with the DEP inspectors. There are two minor repairs to the pipe needed where the rings have pulled away from the pipe due to normal wear and tear. Tim will address these repairs
- **Employee OT Guidelines Notice:** This notice is provided to all new employees with the employee handbook. Denny to execute, no formal action needed

Executive Session: None

Reports:

- **Mayor:** None
- **President:** Denny reported that he had been to FUN Bank to sign papers
- **Committees:** The personnel committee will meet on 8/11/2026 @ 4:15 PM
- **Sheriff:** None
- **Library:** None
- **EHB:** Next meeting 7/29/26 @ 2:30 PM
- **Farmer's Market:** Brian's uncle has access to wholesale produce and is willing to supply us. Volunteers will man the stand on July 24 &/or 25. Depending on when the produce is available for pickup, the Friday schedule is uncertain, but Saturday should be fine. This will provide the produce availability for area residents and get the market started
- **COG Report:** Next meeting 10/7/2026 @ 4:30 PM at the borough office

- **TCC Committee:** Next meeting 7/27/26. Josh Gilliland is the Borough delegate. Cindy will remind him
- **Ambulance:** Denny attended the board meeting on Monday as Jamie was out of town. The number of calls for June was 46. There were 9 in the Borough. There are currently 9 staff members, part-time and full time. There is currently 1 EMT volunteer at this time. Of the 46 calls, 5 were unpaid runs because no patient was found, or they were lift assists, one was a DOA, and others were non-transportable. Once the ambulance service submits a bill to the insurance company, it has to be approved. After approval it can take up to 100 days for the payment to be released to the service. As of June, 30 there are 912 paid ambulance members. There was a discussion of increasing the municipal contributions for 2027. It takes about \$30,000 per month to operate the service (payroll, insurances & other expenses)
- **Zoning Hearing Board:** None
- **TMA:** The authority borrowed from the Credit Line
- **Planning Commission:** Second round of façade improvement grant applications to be reviewed on 9/10/26 @ 5:15 pm

Roundtable: Tim reported that our new employee is working out well. Bernadette shared that she attended the library's mural dedication and it was well attended. The mural is beautiful. She also learned that a life-time resident made a donation to the library to purchase some new furniture. The Pioneer Days event sponsored by the Historical Society and the Library was a fun time for all. Rich Cramer read the Declaration of Independence every hour and Jim Knauff was the town crier and cried the news every hour. Brian Phillips said he noticed the lights on in the pavilion overnight a few days in a row. Denny mentioned putting a motion sensor on the lights would address that problem. Brian also brought up a car parked on the east side Elm Street at the corner of Davis St. Ext. It looks it doesn't belong there. Cindy will notify the Sheriff's dept. Cindy mentioned that data centers need to be addressed as a "Use" in the Borough's zoning ordinance in the not-too-distant future. If there is no zone for any one particular use, it, by law, can go in any zoning district. It's better to be proactive rather than reactive

**ACTION BY THE GOVERNING BOARD
RESTATEMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned, on behalf of the Governing Board, hereby certifies that at a meeting of the Governing Board of the Borough Council of the Borough of Tionesta, Forest County, Pennsylvania ("Employer"), the following resolutions were approved:

WHEREAS, the Employer has maintained the Tionesta Borough Employees Pension Plan ("Plan") since 1-1-1987 for the benefit of its eligible employees;

WHEREAS, the Employer has decided to amend the above-referenced Plan by adopting a complete restatement of the current Plan document;

WHEREAS, the Governing Board has reviewed and evaluated the proposed amendment(s) to the Plan; and

WHEREAS, the Plan document authorizes the Employer to amend the selections under the Adoption Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board has hereby approved the proposed amendment(s) and authorizes the Employer to adopt the Tionesta Borough Employees Pension Plan as a complete restatement of the prior Plan, to be effective on 7-1-2026;

RESOLVED FURTHER that the undersigned members of the Governing Board authorize the execution of the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The members of the Governing Board may designate any members of the Governing Board (or other authorized person) to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the members of the Governing Board, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

DULY ADOPTED this 21 day of ^{July}~~March~~, 2026 by the Borough Council of the Borough of Tionesta, Forest County, Pennsylvania, in lawful session duly assembled.

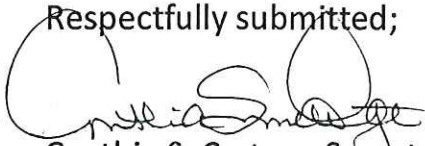
Attest: (seal)


Cynthia S. Crytzer, Secretary

TIONESTA BOROUGH
By: 
Dennis W. O'Toole, President

Bernadette Holzer moved to adjourn, 2nd by Brian Phillips, motion carried. Meeting adjourned @ 6:35 PM

Respectfully submitted;

A handwritten signature in black ink, appearing to read 'Cynthia S. Crytzer', written over a circular stamp or seal.

Cynthia S. Crytzer, Secretary