

TIONESTA BOROUGH COUNCIL
MEETING MINUTES
July 7, 2026 - 5:00 PM

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

Dennis W. O'Toole, President
Melissa Hale
Cindy Crytzer, Secretary

Bernadette K. Holzer, V. President
Brian Phillips
Mary Ann Stanziano, Admin. Assistant

Also present was resident Bryan Gorman

Public Comment: None

Approvals:

- **Minutes:** June 16, 2026 minutes reviewed. A motion was made by Bernadette Holzer to approve the June 16, 2026 minutes, 2nd by Brian Phillips, motion carried
- **Bills:** Paid June bills and bill list reviewed. A motion was made by Melissa Hale to pay and approve payment of the June, 2026 bills, 2nd by Brian Phillips, motion carried

Correspondence:

- Letter from Andrea Stapleford dated 6/24/26 regarding the dissolution of Stapleford & Byham, LLC reviewed
- Letter from Andrea Stapleford dated 7/2/26 retainer agreement. Reviewed. After discussion, Bernadette Holzer moved to authorize Denny O'Toole to execute the agreement with Andrea Stapleford, 2nd by Melissa Hale, motion carried

Old Business:

- **Enforcement Notices:** 103 May St. – Demo in process; 626 Elm St. – nothing new; 424 Elm St. – Repairs in process - Nothing new; 107 Walnut St. – Nothing new
- **Creekside Park Upgrades & Maintenance:** Nothing new
- **Landfill Remediation:** In process – Nothing new
- **Strategic Management Planning Program (STMP):** Nothing new
- **Upper Council Run Repair Project:** Nothing new
- **Dale Street Ex. Parking:** Nothing new
- **Parking Spaces in Front of Courthouse:** Cindy is soliciting another estimate

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- **Stop Sign at River & Walnut Streets:** After reviewing the picture provided and discussing the situation, Melissa Hale moved to move the existing stop sign at the Walnut St. and River St. intersection from the SE corner of the intersection to the NE corner of the intersection at Walnut & River, 2nd by Bernadette Holzer, motion carried. This change will cause traffic on Walnut St. to stop at River St. before proceeding onto River St and River St. will have right of way with no stop sign. Cindy will direct the public works employees to take care of moving the stop sign. Cindy will add this stop sign change to the proposed amendment to the borough code. This amendment will be in the form of an ordinance as required by law

New Business:

- **Street Closure for 5K Lions Race on 7/11/26:** Bernadette Holzer moved to authorize the closure of River Street and Riverside Street from the intersection of Sherman and River to Williams St. and at Irwin St. and Riverside St to Cemetery Street, 2nd by Melissa Hale, motion carried
- **Line of Credit Request from the Municipal Authority:** Memo from Cindy to Council dated 7/2/2026. After discussion, Melissa moved to authorize the Borough manager, Cindy Crytzer to draw on the borough's line of credit the amount needed to pay the remaining balance due to Terra Works for the Elm Street Sewerline replacement project, or if the Municipal Authority applies for a line of credit/loan from a bank, the Borough will guarantee the loan with either Northwest Bank or First United National Bank and execute the required loan, 2nd by Bernadette Holzer, motion carried
- **New Hire:** Denny O'Toole shared that the personnel committee had met with the candidates for the open position. There were 4 very good candidates from which to choose. The committee is recommending the Borough hire Michael Sharp at \$16.00 per hour. After discussion, Bernadette Holzer moved to hire Michael Sharp at \$16.00 per hour, 2nd by Denny O'Toole, motion carried. He will start next week
- **Accept the Resignation of Christine Hendryx and Appoint Replacement:** Brian Phillips moved to accept the resignation of Christine Hendryx, 2nd by Melissa Hale, motion carried. Cindy was directed to place a post on the Borough's Facebook page and a notice in the Forest County News Journal for a volunteer to serve on Borough Council

Executive Session: None

Reports:

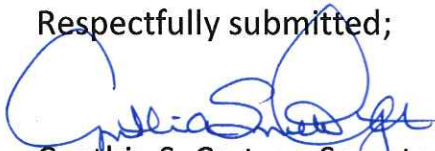
- **Mayor – None**
- **President –** Denny noted that Borough Mayor, Keyon Custer was in the 4th of July parade

- **Committees** – None
- **Sheriff** – June patrol report reviewed
- **Library** – Mural dedication is scheduled for 7/15 from 4-6 pm
- **EHB** – Meeting 7/29/26 @ 2:30 PM
- **Farmer's Market:** Melissa stated that she boosted a post on the Facebook page. Cindy said she was contacted for paperwork to sign up to sell chicken and duck eggs from one vendor. The Raging Radish Bakery was at the Market on July 4. There are two other vendors Cindy thinks will be signing up beginning next weekend.
- **COG** – Minutes from the 7/1/26 meeting reviewed. Denny stressed that Don Mason from the county was in attendance to share the latest on regional emergency management. The county commissioners were told at a County Commissioners Association of PA meeting that counties need to stay out of Ambulance/EMS issues, that it has to be handled at the municipality level.
- **TCC** – Meeting on 7/27/26
- **Ambulance Board** – Next meeting 7/20/26 @ 7 PM. May financial statements were reviewed
- **Zoning Hearing Board** – The board approved the subdivision plan of the grocery store parcel
- **TMA** – Backup funding for the clarifier replacement project is being set up with Pennvest through a loan and maybe a small grant. Loan only is most likely. It's the board's hope that the grant application through the LSA will be awarded so the Authority doesn't have to go into debt to replace the equipment. Debt means there will be a substantial increase in sewer charges starting next year to pay that debt off within 5 years (the term of the Pennvest loan)
- **Planning Commission** – List of Façade grants shared with Council. To date the businesses approved are: Alyce Busch & Randall Busch for Busch's Corner Café & Curiosities; Confer Realty, Burns & Burns Insurance; Barbara Litten, Barbara Litten Law office; Tionesta Presbyterian Church; Tionesta United Methodist Church and Eric VanDyke, Arrowhead Outdoors & Hardware

Roundtable: Mary Ann shared that the increase for postage stamps begins 7/12/25.301
Bernadette shared that she was grateful for the participation in the July 4th parade. Businesses and residents stepped up and supported it. She thanked everyone involved and reported it was well attended. There was a last-minute problem with the Fireworks and the location had to be moved to the Island. A special thank you to Jack Sherman for allowing the TCA use of the island to set off the fireworks

Brian Phillips moved to adjourn, 2nd by Melissa Hale, motion carried. Meeting adjourned at 6:05 pm.

Respectfully submitted;


Cynthia S. Crytzer, Secretary