

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

283

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	Bernadette K. Holzer, V. President
Keyon Custer, Mayor via Telephone	Melissa Hale
Brian Phillips	Joshua Gilliland
Jamie L. Say	Cindy Crytzer, Secretary
MaryAnn Stanziano, Admin. Assist.	

Also present were residents Bryan Gorman and Janey Brown

Public Comment: None

Approvals:

- **Minutes:** April 21, 2026 minutes reviewed. A motion was made by Bernadette Holzer to approve the April 21, 2026 minutes, 2nd by Josh Gilliland, motion carried
- **Bills:** Paid April bills and bill list reviewed. A motion was made by Jamie Say to pay and approve payment of the April, 2026 bills, 2nd by Melissa Hale, motion carried

Correspondence: Letters between Cindy, Senator Hutchinson and Representative Kathy Rapp dated 4/17/26 and 4/29/26. Cindy wrote to them to express support for House Bill 985. This bill would establish a state-administered funding program to assist municipalities that experience reduced property tax revenue due to the presence of tax-exempt properties

Old Business:

- **Enforcement Notices:** 103 May St. – Demo in process; 626 Elm St. – Owner has retained council to address title issues - nothing new; 424 Elm St. – Repairs in process - Nothing new; 107 Walnut St. – Nothing new
- **Creekside Park Upgrades & Maintenance:** Cindy reported that she applied for a grant through the Proper Charitable Trust for additional improvements to the park pavilion

- **Landfill Remediation:** Denny and Cindy met with Krista, a consultant with Batta Environmental this morning. Denny led them around a portion of the property and Krista took photos. She will put together a report in the next few weeks, then it will go to the USEPA for final review and then provided to the Borough. It will outline the issues and the potential process to move forward toward remediation
- **Strategic Management Planning Program (STMP):** Nothing new
- **Upper Council Run Repair Project:** Nothing new
- **Dale Street Ex. Parking:** Nothing new

New Business:

- **Resolution #2026-9 Appointing PSATS as Pension Provider:** After discussion, Bernadette Holzer moved to adopt Resolution No. 2026-9 appointing PSATS as the Tionesta Borough Employee Pension Plan provider, 2nd by Josh Gilliland. Roll call vote as follows: Melissa Hale, Aye; Josh Gilliland, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Brian Phillips, Aye; and Denny O'Toole, Aye. Resolution No. 2026-9 was adopted
- **Resolution # 2026-10 appointing Keyon Custer as Tionesta Borough Mayor:** Resolution reviewed. Jamie Say moved to adopt the resolution as presented, 2nd by Brian Phillips. Roll call vote as follows: Melissa Hale, Aye; Josh Gilliland, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Brian Phillips, Aye; and Denny O'Toole, Aye. Resolution No. 2026-10 was adopted
- **Resignations from Planning Commission and Zoning Hearing Board:** Troy Johnston, Sr. tendered his resignation from the Planning Commission effective immediately. Elaine Johnston tendered her resignation from the Zoning Hearing Board and requested to be appointed to the Planning Commission. Josh Gilliland moved to accept Troy Johnston Sr's resignation from the Planning Commission, 2nd by Brian Phillips. Motion carried. Bernadette Holzer moved to accept Elaine Johnston's resignation from the Zoning Hearing Board and appoint her to the Planning Commission, 2nd by Jamie, motion carried. Cindy was directed to place a notice in Facebook looking for a replacement for the Zoning Hearing Board.

Executive Session: None

Reports:

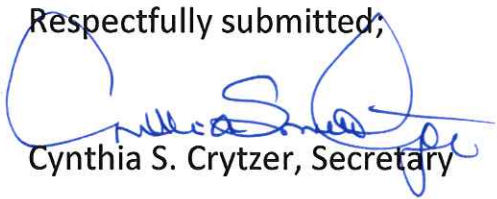
- **Mayor** – Mayor Custer reported that he attended the ribbon cutting at First United National Bank's Tionesta branch on Elm Street last week
- **President** – None
- **Committees** – None
- **Sheriff** – March patrol report reviewed

- **Library** – Cindy reported the met with Geology Professor, Dan Harris with PennWest University, California Campus when he was in Tionesta to conduct an onsite one-day GPR survey to determine where disturbances in the ground are occurring. This will help to determine how many remains may be left in the cemetery and where they are located in the old cemetery. It will be a few weeks before his report is completed
- **EHB** –Met 4/29/26. Nothing new
- **COG** –Next Meeting 7/1/26 @ 4:30 PM at Borough office
- **TCC** – None
- **Ambulance Board** – Jamie reported that the board met last week and the monthly report is in the process of being prepared to be distributed to the board members. The report will be similar to the one the board used to see at each meeting and then the Borough's representative passed along to Council. Ratio of insurance reimbursement, number of calls and data/performance measures. They are billing for Quick Response Service. Some insurances pay the patient, not the service. Then the patient has to pay TAS. If the patient is on Medicare, Medicare pays for the service call directly to the TAS. Three lift assists are provided per patient. After three, the patient will be billed for the call/service. There was a response time study done last year, but the report isn't ready yet. The board thanked the Borough for fixing the drain problem in the bay. In an effort to reduce costs, the board asked if the Borough would be able to plow the parking lot instead of paying a private company for that service. After discussion, Jamie will ask for the annual cost of plowing and report back to Borough council. The next meeting is 5/18/26 @ 7 PM. If members of the public want to attend a meeting, they are directed to try the doorbell on the side of the building. If there is no response, go around to the back of the building, knock on the door and you will be admitted. The meeting takes place in the office behind that door
- **Zoning Hearing Board** – None
- **TMA** – Next meeting 6/23/26 @ 7 PM at the sewer treatment plan
- **Planning Commission** – Bernadette Holzer reported that the Commission met on April 30, 2026 to review/finalize the application forms, guidelines etc. for the Façade Improvement Program. Cindy will be mailing out the applications to the businesses that expressed an interest in the program and submitted a letter of interest. Cindy will post a notice on Facebook and submit to the Forest County News Journal soliciting additional applications. The Borough was awarded \$100,00 to improve the facades of businesses on Elm Street

286 Roundtable: It was pointed out that the Methodist Church Easement wasn't on this meeting's agenda. Cindy said she overlooked that issue, so it will be on the next meeting agenda. Andrea Stapleford, the Borough's solicitor will be attending the 6/2/26 meeting. Voting day is 5/19/26, so the next Council meeting will be on Wednesday, 5/20/26.

Jamie Say moved to adjourn, 2nd by Brian Phillips, motion carried. Meeting adjourned at 6:22 pm.

Respectfully submitted,



Cynthia S. Crytzer, Secretary

**TIONESTA BOROUGH
FOREST COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026- 9

**RESOLUTION AUTHORIZING THE PARTICIPATION OF TIONESTA BOROUGH
IN THE PENNSYLVANIA MUNICIPALITIES
PENSION TRUST PURSUANT TO THE PENNSYLVANIA
INTERGOVERNMENTAL COOPERATION LAW**

WHEREAS, the Pennsylvania Municipalities Pension Trust (“Trust”), originally established in 1958, exists as an intergovernmental cooperative arrangement to provide townships and certain other permitted governmental employers in Pennsylvania with a vehicle to pool resources and jointly leverage buying power to develop and make available cost-effective pension and retirement plans managed for or on behalf of their employees; and

WHEREAS, the governing Declaration and Agreement of Trust for the Trust has been comprehensively updated, amended and restated, most recently as of December 19, 2019 (hereinafter “Restated Trust Agreement”); and

WHEREAS, pursuant to the Restated Trust Agreement any municipality, or group of municipalities operating pursuant to an intergovernmental cooperation agreement, wishing to commence participation in the Trust is required to take formal action in the form of an adopted resolution in which the municipality agrees to participate in the Trust in accordance with the amended and updated terms of the Restated Trust Agreement; and

WHEREAS, The Borough of Tionesta (“Borough”) has determined that it is in the best interest of the Tionesta Borough to participate in the Trust in accordance with the terms of the Restated Trust Agreement and to agree to and join in such Restated Trust Agreement; and

WHEREAS, pursuant to the Pennsylvania Intergovernmental Cooperation Law, 53 Pa. C.S.A. § 2301 *et seq.*, a municipality or group of municipalities may enter into an intergovernmental cooperative agreement.

The Borough of Tionesta of Forest County, Pennsylvania does hereby **RESOLVE**:

Section 1. That the Tionesta Borough Council adopts the Restated Trust Agreement and agrees to participate in the Trust in accordance with the amended and updated terms of the Restated Trust Agreement and that Cynthia S. Crytzer, Borough Secretary/Manager and Pension Trustee are hereby authorized to sign the Restated Trust Agreement and any other agreements necessary for the Borough’s participation in the Trust.

The Restated Trust Agreement is on file for inspection and review at the Borough’s offices at 631 Elm Street, Tionesta, PA 16353. The Restated Trust Agreement may be

subsequently modified or amended in accordance with its terms, but in no event shall such modifications or amendments divert any of the trust funds from the purposes of the Trust. The Borough may withdraw from the Trust in accordance with the Restated Trust Agreement, including if the Borough determines the modifications or amendments are not in its best interests.

Section 2. That the participation of the Borough in the Trust is authorized for the purpose of offering high quality pension and retirement plans at a reasonable cost to the Borough and its employees.

Section 3. That, as set forth in greater detail in the Restated Trust Agreement and as otherwise stated herein, the following conditions apply to the participation of the Borough in the Trust:

1. That each Participating Employer must meet the admission and eligibility requirements set forth therein;
2. That each Participating Employer agrees to pay all contributions when due as provided in the Restated Trust Agreement or as otherwise established by the Board of Trustees; and
3. That each Participating Employer complies with all other conditions of the Restated Trust Agreement.

Section 4. That the Borough agrees to participate in the Trust and may withdraw for any reason and in accordance with the Restated Trust Agreement if it has fulfilled all its financial obligations to the Trust upon withdrawal.

Section 5. That the effective date of the Borough's agreement and joinder in the Restated Trust Agreement and the participation of the Borough in the Trust pursuant to the terms of the Restated Trust Agreement will be the effective date of this Resolution.

Section 6. That each Participating Employer delegates to the Board of Trustees the powers enumerated in the Restated Trust Agreement.

Section 7. That the organizational structure of the Trust shall consist of a Board of Trustees. Under the Restated Trust Agreement, the Board of Trustees is authorized to, among other things, enter into contracts with third parties to perform various services necessary for the administration of the Trust.

Section 8. That the funds required for the operation of the Trust shall be provided by the Participating Employers through scheduled appropriations as determined by the Board of Trustees.

Section 9. That the Trust is empowered to enter into contracts for policies of group insurance and employee benefits, including Social Security, for employees of the Trust, if any.

Section 10. That as a condition of participating in the Trust, the Borough agrees to comply with all the terms and conditions in the Restated Trust Agreement.

Section 11. That the Secretary of the Borough shall provide a copy of this Resolution upon its adoption to the Board of Trustees of the Trust.

Section 12. The Tionesta Borough Council is hereby authorized to take any and all such other actions as may be necessary or appropriate to carry out the purposes of this Resolution and comply with the requirements of the Restated Trust Agreement and any duly adopted amendments thereto.

Section 13. The duration of the term of the Borough's participation in the Trust and obligations under the Restated Trust Agreement shall continue until withdrawal from the Trust by the Borough in accordance with the terms of the Restated Trust Agreement.

Section 14. The Borough hereby specifically finds and determines as follows:

1. The conditions of the intergovernmental cooperative agreement are set forth in the Restated Trust Agreement incorporated by reference herein.
2. The Borough shall participate in the Trust in accordance with the Restated Trust Agreement until it withdraws by giving notice to the Board of Trustees in accordance with the terms of the Restated Trust Agreement.
3. The purpose and objectives of the intergovernmental cooperative arrangement, including powers and scope of authority delegated to the Board of Trustees, are set forth in the incorporated Restated Trust Agreement.
4. The manner and extent of financing of the agreement are that (i) funds to implement the Borough's obligations under the agreement shall come from the normal and usual budgeted amounts for the Tionesta Borough employee compensation and employee benefits and (ii) no borrowing is anticipated to be required.
5. The Trust shall be managed by the Board of Trustees pursuant to the terms of the Restated Trust Agreement.
6. All assets and property, real or personal, of the Trust shall be titled to, acquired, managed, licensed or disposed of by the Trust, and its Board of Trustees, in accordance with the terms of the Restated Trust Agreement.
7. The Trust in accordance with the Restated Trust Agreement shall be empowered to enter into contracts for the creation and administration of group and/or individual pension and retirement plans to be offered to Participating Employers for their eligible employee and dependents.

Section 15. The provisions of this Resolution are severable and in the event that any provision is held invalid, void, illegal, or unconstitutional by any court, it is the intent of the Borough that such determination by the court shall not affect or render void the remaining provisions of this Resolution. It is the declared intent of the Borough that this Resolution would have been enacted if any provision subsequently declared to be void, invalid, illegal or unconstitutional had not been included at the time of adoption.

Section 16. Nothing in this Resolution shall be interpreted to affect any rights or liabilities of the Borough or to affect any cause of action, existing prior to the adoption of this Resolution.


Section 17. This Resolution shall take effect immediately.

This Resolution is being adopted pursuant to the provisions of the Pennsylvania Intergovernmental Cooperation Law, Act of July 12, 1972, No. 180, as amended, 53 Pa.C.S. §§ 2301, et seq.

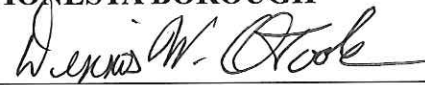
RESOLVED this 5th day of May, 2026.



Attest: (SEAL)


Cynthia S. Crytzer, Secretary

TIONESTA BOROUGH

By: 
Dennis W. O'Toole, President

RESOLUTION 2026-10

A RESOLUTION OF THE BOROUGH OF TIONESTA, FOREST COUNTY, APPOINTING A BOROUGH RESIDENT TO FILL THE VACANCY IN THE OFFICE OF MAYOR.

BE IT RESOLVED by the Borough Council of the Borough of Tionesta, Forest County, Pennsylvania as follows:

WHEREAS, after the death of the duly elected Mayor, Judith M. McDaid on March 25, 2026, the office of Mayor became vacant;


WHEREAS, a Borough Council Meeting was held on April 21, 2026 and resident Keyon Custer was appointed to fill the recognized vacancy;

WHEREAS, a Borough Council Meeting was held on May 5, 2026 to appoint by this resolution a registered elector of the Borough to fill the recognized vacancy;

NOW, THEREFORE, it is hereby resolved by the Borough Council of Tionesta that Keyon Custer is hereby appointed to fill the vacancy until the next municipal election. Said term expires December 31, 2027

DULY ADOPTED this 5th day of May, 2026 by the Borough Council of the Borough of Tionesta, Forest County, Pennsylvania, in lawful session duly assembled.

TIONESTA BOROUGH

By: 
Dennis W. O'Toole, President

Attest: (seal)



Cynthia S. Crytzer, Secretary