

**TIONESTA BOROUGH COUNCIL  
MEETING MINUTES  
September 17, 2024**

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	Bernadette K. Holzer
M. Rowan Rose	Jamie L. Say
Judith M. McDaid, Mayor (Via Telephone)	Cindy Crytzer, Secretary
Kent Ralston, Public Works Director	Mary Ann Stanziano, Admin. Asst.

**Public Comment:** None

**Public Works Report:** Kent reported that the recent Elm Street water line leak and affected sidewalk were repaired. The leak was due to a failure of an electric fitted piece of DHPE. The ditches on Reservoir Rd a/k/a Davis St. Ext. were repaired with rip rap. The road itself hasn't been repaired yet. Cindy didn't receive a response from her emails to Clear Lake Lumber regarding the repair of the road and filed a claim against their bond. When Clear Lake was notified of the claim, a representative contacted Cindy and stated that this was first time they had heard of any problem with the road. The person Kent and Cindy worked with at Clear Lake was transferred to a different division within the company and apparently didn't inform his superiors of the problem. Cindy was told that they would take care of the repairs, but she hasn't heard back from them with a date. Kent stated that the spot paving work is expected to begin next week.

**Minutes:** A motion was made by Bernadette Holzer to approve the September 3, 2024 Council meeting minutes as presented, 2nd by Rowan Rose, motion carried.

**Financial:**

- Account Balances 8/31/24: Reviewed.
- Revenue & Expense Statement 8/31/24: Reviewed. Jamie Say moved to accept the account balance report, financial information/reports as presented, 2<sup>nd</sup> by Bernadette Holzer, motion carried.

**Correspondence:**

- Email from America250PA re: Forest County Court House Tree Planting Event on September 28 @ 3:30 pm. This tree project will dedicate a Liberty Tree in Forest County. Liberty Trees were gathering places for the Sons of Liberty throughout all 13 colonies. From their meetings and discussions, the seeds of the American Revolution were planted.

**Old Business:**

- **GIS Mapping:** Nothing new. Waiting on software info from engineer.
- **Enforcement Notices:** 204 Sherman St. – with Solicitor; 103 May St. – Demo in process; 624 Elm St. – owner has a contractor to make repairs; 142 Elm St. Old Curiosity Shop – Demo in process; 306 Williams St. – Siding being installed this week; 106 Vine St – New owner is addressing issues; 106 S. Elm St. – Nothing new; 424 Elm St. – Under contract. After closing, new owner will make repairs.
- **Dale Street Ext. Water Project:** Nothing new.
- **Library Stormwater/Sewer Project:** Nothing new.
- **Creekside Park Upgrades & Maintenance:** A stone landscape border will be installed cross the front of the building. Once complete, all grant money will have been spent. Black rubber mulch will be placed within the new border.
- **Davis Bldg. Demo:** Cindy reported that a required notification was published in the newspaper recently, and the County is waiting on the contract from the DCED, which is should be forthcoming any day now.
- **Vacate a Portion of Williams Street (in grocery store parking lot):** Solicitor will have the proposed ordinance available for consideration and adoption at the October 1, 2024 council meeting. She sent a notice regarding this matter to the Forest County News Journal for publication. She is also drafting letters to adjoining property owners and Cindy will hand deliver them.
- **Council Run Repairs Status:** The foreman for JC Lee is on vacation again and once he gets back, he'll be in town to do the repair. Cindy will follow up again next week with a phone call.
- **Library Renovation Project:** Nothing new.
- **Landfill Remediation:** Cindy spoke with a representative of the US EPA and the Borough's landfill meets the criteria to begin the Targeted Brownfield Assessment process. Cindy will prepare the formal application for Phase I. There is no cost to the Borough for this Phase.

- **Golf Cart Laws:** Golf carts can cross Elm Street to get from one side of the street to the other. They may not be operated on any sidewalks and on Elm Street. They may be used for travel on Borough roads for up to one mile.

**New Business:**

- **2025 Wage Recommendation and Health Insurance Allocation from Budget/Personnel Committees – Review and Approval:** The committees met and are recommending Council approve the employee wage increase for 3% beginning January 1, 2025. The committees reviewed the information from the Borough's insurance agent regarding the expected health insurance rate increase for 2025. The committees agreed to recommend a 12% increase for the 2025 budget.
- **2025 Minimal Municipal Obligation (MMO) Spreadsheet:** Law requires the planned and approved pension contributions be determined by September annually. The spreadsheet sets forth the proposed wages for each employee for 2025 and the dollar amount expected to be allocated for each employee's pension contribution. After discussion, Rowan Rose moved to approve a 3% increase for all five Borough employees beginning January 1, 2025; moved to approved the proposed 2025 MMO as presented; and moved to approve the 12% expected increase in employee health insurance rates to be incorporated into the 2025 budget, 2<sup>nd</sup> by Jamie Say, motion carried.

**Executive Session:** None.

**Reports:**

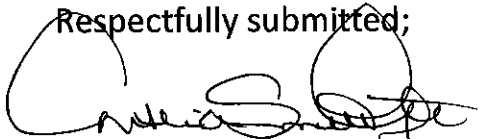
- **Mayor:** Halloween Trick or Treat in the Borough will be on October 31, 2024 from 5:30 pm to 7:30 pm. Cindy will submit a notice to the Forest County News Journal and the Derrick.
- **President:** None.
- **Committees:** Budget meeting 9/24/24 @ 4:30 pm.
- **Sheriff:** August Patrol Report and September Patrol Schedule reviewed.
- **Library:** July 3, 2024 Board of Directors Meeting Minutes reviewed. The board approved free technical and programming assistance from the Titusville Regional Literacy Council. Services are currently available at the library.
- **EHB:** Meeting 10/23/24 @ 4:30 pm.
- **COG Report:** Meeting Wednesday, November 13, 2024 @ 6:30 pm
- **TCC Committee:** None.

- **Ambulance:** Judy McDaid reported that Joyce Lackey attended the recent Ambulance Board meeting and Judy appeared via telephone. The service is increasing membership dues in 2025 - \$5 for seniors and \$10 for all other membership categories. She also shared that the service approved an increase from each municipality. Annually, each municipality had, up until 2025 paid \$4,500 to the ambulance service for coverage. Due to the rising costs of personnel and operating costs, there will be a \$5,500 increase for each municipality. The total annual contribution for each municipality will be \$10,000.
- **Zoning Hearing Board:** None.
- **TMA:** None.
- **Planning Commission:** None.

**Roundtable:** None.

Rowan Rose moved to adjourn, 2<sup>nd</sup> by Jamie Say, motion carried. Meeting adjourned @ 5:55 pm.

Respectfully submitted;



Cynthia S. Crytzer, Secretary