

**TIONESTA BOROUGH COUNCIL
MEETING MINUTES
September 5, 2023 - 5:00 PM**

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:00 PM by Council President, Robert G. Holzer. Those in attendance were:

Robert G. Holzer, President
Judith M. McDaid, Mayor
Jamie L. Say
Christine A. Hendryx
Cindy Crytzer, Secretary

Dennis W. O'Toole, V. President
Bernadette K. Holzer
Christi Black
M. Rowan Rose
Mary Ann Stanziano, Admin. Assistant

Public Comment: None.

Minutes: A motion was made by Bernadette Holzer to approve the August 1, 2023 Council minutes, 2nd by Rowan Rose, motion carried.

Bills: August bills and bill list reviewed. A motion was made by Christine Hendryx to approve payment of the August, 2023 bills as presented, 2nd by Jamie Say, motion carried.

Correspondence:

- Email dated 8/28/23 from Cody Magill Re Library Request: Reviewed. Christine Hendryx moved to authorize the library to install the work of art to be created by the Forest Area Arts Council on the exterior of the building, 2nd by Jamie Say, motion carried.

Old Business:

- **GIS Mapping:** Nothing new.
- **Enforcement Notices:** 204 Sherman St. – nothing new; 129 Elm St. – in process; 103 May St. – In process; 624 Elm St. – Nothing new; 124 Elm St. Curiosity Shop – Owner is demolishing the building; 306 Williams St. – nothing new.
- **Dale Street Water/Sewer Project:** The CFA board meets later this month. If the project is denied, Jamie Say moved to authorize Cindy to apply for an LSA grant in conjunction with the sewer portion of the project, 2nd by Christine Hendryx, motion carried. Cindy mentioned that the LSA grant does not require matching funds, so the Borough would have no out of pocket for this project.
- **Library Storm Water & Sanitary Sewer Project:** In process. Cindy spoke with Chris Ernst and he's compiling the required items for this project.

- **Tionesta Park Lane Dirt & Gravel Road Project:** The Borough's portion of the project will begin once a new public works employee is hired.
- **Beach Park Upgrades:** Nothing new.
- **Davis St. Stormwater Sinkhole:** Complete. Invoice will be paid this week.
- **Borough Logo:** Nothing new
- **Fuel Tank Purchase:** Cindy presented Council with options on how to allocate the purchase of this equipment. After review, Jamie Say moved to pay 80% of the purchase price (\$2,859.20) from the Liquid Fuels account and the remainder of \$714.80 from Capital account line-item 30-430-750. \$714.80 shall be transferred from 30-430-756 to 30-430-750. 2nd by Christi Black, motion carried.
- **Speed Limit Signs/Ordinance:** Cindy has spoken with an LTAP representative and he's going to come for a visit in the near future and assess the Borough streets to determine if the residential area meets the statutory requirements to and be able to automatically install 25 mph stop signs once an ordinance is adopted.

New Business:

- **Park Improvement Committee Report:** Chairwoman, Christi Black reported that the committee met on 8/29/23 (minutes included in packet). The committee is recommending the purchase of a new grill to be installed next to the pavilion. The estimated cost is \$1,337. The grill would be paid through the recreation/future fund account. The first step in applying for grant funding is to conduct a community survey to determine what improvements the community wants in the park. A survey was prepared for Council's review and approval. It is the committee's intent to have the survey available through Survey Monkey as well as paper copies delivered to the school for dissemination. Cindy will coordinate the process through the school district, placing posts on Facebook with a link to the survey through Survey Monkey, and placing public service notices in the newspapers with the Survey Monkey link or directions to visit to the Borough's Facebook page. Rowan Rose moved to authorize the purchase of the Model L-1500/S Shelterhouse Grill for \$1,337, and the dissemination of the park survey as discussed, 2nd by Denny O'Toole, motion carried.
- **File Destruction Resolution No. 4 of 2023:** Said Resolution authorizes the destruction of files/information listed therein. Rowan Rose moved to adopt Resolution No. 4 of 2023, 2nd by Denny O'Toole. Roll Call vote as follows: Denny O'Toole, Aye; Christine Hendryx, Aye; Christi Black, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Rowan Rose, Aye; and Bob Holzer, Aye. Resolution No. 4 of 2023 was adopted.

- **Council Run COE Inspection Report:** An engineer with the COE met with Cindy & Kent earlier this year to review and inspect Council Run. The official inspection report states the project is rated as acceptable.
- **Proper Grant Fall Application:** Christine Hendryx moved to authorize Cindy to apply for a Proper Grant for the Engineering for the splash pad project and a second application for picnic tables and installation of a handicap access ramp to the pavilion, 2nd by Jamie Say, motion carried.
- **Personnel - Public Works Position:** Denny O'Toole reported that the Personnel Committee had interviewed two candidates. Cindy has communicated with the committee's first choice. She is waiting to hear if he wants to accept the position. If he doesn't, there was discussion to post on "In Deed". Christi Black moved to hire Ben Baird at \$15.00 per hour, 2nd by Denny O'Toole, Motion carried.
- **Bidder List for Upset Sale 9/11/23:** The list was provided by the county. There is one person listed on the bidder list that is in arrears with his/her utility bill. Cindy will notify the county to remove this person from the bidder list.

Executive Session: Called for Personnel matters at 6:20 PM. Regular session resumed at 6:40 PM.

Effective immediately, Bernadette Holzer moved to raise the hourly wages of K. Ralston, C. Price and C. Crytzer an additional \$2.00. MA Stanziano will receive a 3% increase effective January, 2024. There will be no additional wage increases for calendar year 2024. 2nd by Christi Black, motion carried.

Reports:

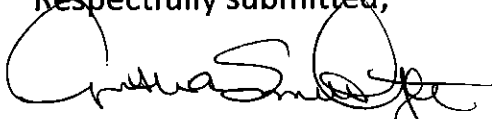
- **Mayor** – None.
- **President** – None.
- **Committees** – Park Improvement Committee Meeting 9/28/23 @ 5 PM.
- **Sheriff** – September Patrol Schedule reviewed.
- **Library** – Board meets tomorrow.
- **EHB** – None.
- **COG** – Meeting 9/6/23 @ 6:30 PM. Cindy requested joint project suggestions. Bob Holzer suggested distributing a to be decided upon dollar amount that could be applied to any road improvement that each municipality needed.
- **TCC** – None.
- **Ambulance Board** – Judy McDaid reported that the lease agreement between Forest County and Tionesta Ambulance Service, Inc. has been executed by TAS and is in the hands of the County for further execution.
- **Zoning Hearing Board** – None.

- TMA – Meeting 9/26/23 @ 7PM.
- Planning Commission – None.

Roundtable: Christi Black mentioned that the picnic tables from Indian Festival have not been removed from the downtown ballfield. Bernadette stated she will follow up on having them removed.

Christine Hendryx moved to adjourn, 2nd by Denny O’Toole. Meeting adjourned at 7:12 pm.

Respectfully submitted;



Cynthia S. Crytzer, Secretary

RESOLUTION NO. 4 OF 2023

RESOLVED by the Borough Council of the Borough of Tionesta, Forest County, Pennsylvania,
That

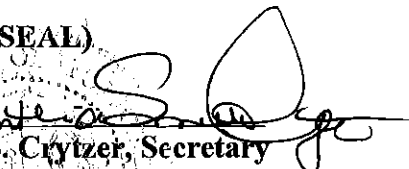
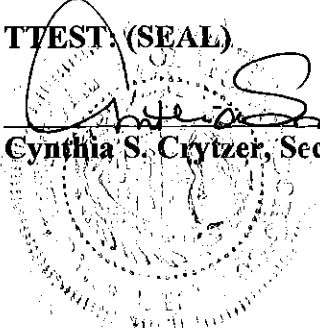
WHEREAS, by virtue of Resolution No. 3-91, adopted September 3, 1991, the Borough of Tionesta declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on May 17, 1982, and updated and approved on July 16, 1993, and,

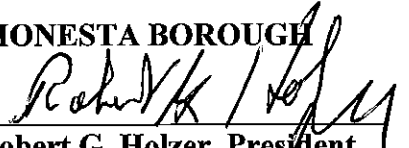
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

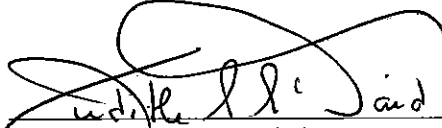
NOW, THEREFORE, BE IT RESOLVED That the Borough Council of Tionesta Borough, Forest County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records:

YEAR(S):	DOCUMENTS:
2005-2016	Statements of Financial Interests
1996-2011	Petty Cash Receipts
2007	Janney Investment Information
2000-2014	FDIC Insurance Securities Letters
2008-2011	State Police Fines Receipts
2004-2011	Patrol Schedules

RESOLVED this 5th day of September, 2023.

TEST: (SEAL)

Cynthia S. Crytzer, Secretary


TIONESTA BOROUGH
By: 
Robert G. Holzer, President


Judith M. McDaid, Mayor