

TIONESTA BOROUGH COUNCIL
MEETING MINUTES
October 6, 2020 - 5:00 PM

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:08 PM by Robert G. Holzer. Those in attendance were:

Robert G. Holzer, President
Thomas Mohney, V. President
Bernadette K. Holzer
Dennis W. O'Toole

Judith M. McDaid, Mayor
Matthew Haslet
Douglas K. Chappel
Cindy Crytzer, Secretary

Public Comment: None.

Minutes: A motion was made by Tom Mohney to approve the September 15, 2020 minutes as presented, 2nd by Doug Chappel, motion carried.

A motion was made by Bernadette Holzer to approve the Personnel & Budget Committee minutes of September 23, 2020, 2nd by Tom Mohney, motion carried.

Bills: A motion was made by Denny O'Toole approve payment of the September, 2020 bills as presented, 2nd by Tom Mohney, motion carried.

Correspondence: None.

Old Business:

- **GIS Mapping:** Nothing new to report.
- **Elm Street Water Line Project Phase 3:** In Process.
- **Walnut Street Storm Water Line Replacement:** CDBG Application for matching funds submitted.
- **Zoning Ordinance Amendment:** Cindy submitted the Planning Commission revisions to Andrea Stapleford for her review. She will send her changes/comments to Cindy before the November 4, 2020 Council meeting and Cindy will have for Council's review.
- **South Elm Street Spot Paving:** Nothing new to report.
- **Tree Trimming Notices:** Letter dated 9/17/2020 reviewed.
- **Blight - 138 Elm Street:** Cindy has received two of the three needed proposals to demolish the house and is expecting the third proposal this week. She is wrapping up the final details required for the grant funding. Per CDBG requirements, someone other than the owner, who is not currently maintaining the property, must accept

responsibility for mowing the vacant lot once the house is demolished. Bernadette Holzer moved to authorize the Borough workers to mow and weedwack the lot once the house is demolished, as required by the DCED, 2nd by Denny O'Toole, motion carried.

New Business:

- **Conditional Use Application:** A conditional use application has been filed by Melissa Hale for 521 Elm Street. She is applying for a home occupation use for an exclusive boutique tattoo service business with very limited pedestrian and vehicular traffic. The Planning Commission is scheduled to meet on October 21, 2020 to review the application and, subsequently provide a recommendation to Council for the public hearing scheduled for November 4, 2020 @ 4:30 pm.
- **Appointment to Planning Commission:** Tom Mohny moved to appoint Rowan Rose to the Planning Commission to fill the term of Dennis Colman until 2/1/2023, 2nd by Bernadette Holzer, motion carried.
- **2021 Wages:** The Budget and Personnel Committees met and are recommending a 3% increase for employees. Tom Mohny moved to accept the wage increases as presented, 2nd by Matt Haslet, motion carried.
- **2021 Pension MMO:** The 2021 Minimum Municipal Obligation (MMO) Spreadsheet was review. Tom Mohny moved to adopt the MMO Spreadsheet as presented, 2nd by Denny O'Toole, motion carried.
- **2021 Sheriff Patrol Budget Memo:** Reviewed and discussed. For budgeting purposes, Council directed Cindy to leave the annual patrol budget at \$10,000 for 2021.
- **Appeal for the Forest Scientific Building and the Grocery Store Property:** The new owners of the grocery store property have appealed the tax assessment for the property. The property taxes for 2020 total over \$10,000. The owners think the property is over-valued. The owner of the Forest Scientific Building has also filed an appeal. The appeal board is meeting on October at the courthouse. Cindy will report to Council at the next meeting with the determination.

Non Agenda Items:

- **Garbage Complaint:** Cindy reported she had received a complaint from a resident off German Hill Road. Because the property owners off German Hill Road have to deliver their garbage to the dumpster at the office, the complainant stated that they should get a reduced rate because they have to travel. Cindy was asked to contact Advanced Disposal to see if the truck can stop on German Hill Rd for pickups.
- **Water Turn/Off Fee Complaint:** Cindy reported that she had received a complaint from a resident who turns off their water when leaving for the winter. The

complainant stated the fee was too high. After discussion, Council stated that the fee represents a turn on and a turn off for that \$40.00. It involves the time of two employees to accomplish the task and they feel the fee is not excessive.

- **Borough COVID-19 Procedures:** Discussion regarding the implementation of a procedure if an employee comes into contact with someone who has the virus or who has been in contact with someone who may have the virus. No specific policy has been implemented at this time. To be addressed at a later meeting.

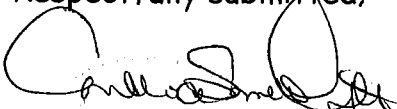
Executive Session: None.

Reports:

- **Mayor** - Mayor McDaid reported that she published an article in the Forest Press about Halloween hours for trick or treat. October 31, 2020 from 5:30-7:30 pm. This plan may change over the next 4 weeks based on State or Federal mandates. Changes will be in the Forest Press and on the Tionesta Borough web page. Cindy published the notice on Facebook.
- **President** - None.
- **Committees** - Budget Committee meetings scheduled for October 13, 2020 at 4:30 pm.
- **Sheriff** - None.
- **Library** - July 1, 2020 minutes and quarterly report reviewed.
- **EHB** - Meeting October 20, 2020 @ 2:30 pm.
- **COG** - Bob reported on the 10/5/2020 meeting. The Forest County Business Alliance is awarding \$1,000 grants to local municipalities for purposes of Economic Development. Pedestrian crosswalk signs for the downtown area were discussed as an authorized expense for the grant. Cindy is expecting a report from LTAP on their recommendations for pedestrian crosswalk signs in the Borough. Once we have that report, Council can decide what kind of signs they want and apply for grant funds.
- **TCC** - None.
- **Ambulance Board** - None.
- **Zoning Hearing Board** - Meeting October 26, 2020.
- **TMA** - None.
- **Planning Commission** - Meeting 10/21/2020 @ 5:00 pm.

Roundtable: None.

Respectfully submitted;



Cynthia S. Crytzer, Secretary