

**TIONESTA BOROUGH COUNCIL
MEETING MINUTES
November 17, 2020**

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 4:15 PM by Robert G. Holzer. Those in attendance were:

Robert G. Holzer, President	Judith M. McDaid, Mayor
Thomas Mohney, V. President	Bernadette K. Holzer
Douglas K. Chappel	Dennis W. O'Toole
Matthew Haslett	Kent Ralston, Public Works Director
Cindy Crytzer, Secretary	

Public Comment: None.

Public Works: Kent reported S. Elm Street has been bermed and gravel piles have been cleaned up. Catch Basins have been cleaned. Kent has been working with Klinginsmith on Phase 3 of the water line project and anticipates completion next week. Everything but the yard work has been completed. Kent expects to have eight unused vacation days left at the end of the year. Tom Mohney moved to allow Kent's unused vacation days to be carried over to 2021, 2nd by Denny O'Toole, motion carried.

Minutes: A motion was made by Bernadette Holzer to approve the November 4, 2020 Public Hearing and November 4, 2020 Council Meeting Minutes as amended, 2nd by Tom Mohney, motion carried.

Financial:

Account Balances 10/31/20: Reviewed.
Capital Spreadsheet: Reviewed.
Revenue & Expense Statement 10/31/20: Reviewed.

Correspondence: None

Old Business:

- **GIS Mapping:** Nothing New.
- **Elm Street Water Line Project Phase 3 – In Process.**
- **Walnut Street Storm Water Line Replacement:** Nothing New.

- **Blight 138 Elm Street:** Cindy reported the project has been given the order to proceed by the PA DCED. Tentatively scheduled Demolition for late November, beginning of December.
- **Covid 19 Policy:** Forest County policy reviewed. After discussion, Cindy will draft a policy and provide at the next meeting.
- **Liquid Fuels County Aid:** Revised resolution reviewed. Tom Mohney moved to adopt Resolution 6 of 2020, 2nd by Denny O'Toole. Roll Call Vote as follows: Denny O'Toole, Aye; Doug Chappel, Aye; Tom Mohney, Aye; Bernadette Holzer, Aye; and Bob Holzer, Aye. Resolution 6 of 2020 adopted.

Matt Haslett arrived at 5:15 pm

- **2021 Budget:** Final preliminary copies provided for all Council Members.
- **Zoning Ordinance Amendment:** Final Preliminary draft was delivered to each Council member for review. Cindy to add a statement that the six foot (6') screening requirement can be waived due to topographical circumstances by the zoning officer. Tom Mohney moved to send the final preliminary to Andrea Stapleford for final review prior to advertising, 2nd by Bernadette Holzer, motion carried.

New Business:

- **Administrative Matter – Online Bill Pay:** Cindy stated its cheaper to use online bill pay through the bank in lieu of all checks. Cindy was directed to proceed with online bill pay.
- **Armstrong Franchise Agreement:** Armstrong presented a new contract for consideration. Cindy suggested that Andrea Stapleford should review prior to execution of the agreement. Tom Mohney moved to forward the proposed agreement to Andrea Stapleford, 2nd by Bob Holzer, motion carried.

Non-Agenda Items:

- **Personnel Matter:** Due to increased workload, Cindy requested that Council increase Julie's hours an additional 1.5 hours a week to 30 hours per week beginning in January. After discussion, Bob Holzer moved to authorize 30 hours per week for Julie Griffin, 2nd by Matt Haslett, motion carried.

Executive Session: None.


Reports:

- **Mayor:** Judy is concerned about the health and safety of the Tionesta Manor residents during power outages. During the most recent power outage, the Ambulance Service was called to the Manor and it was discovered that the building had no battery low-lights for the residents in the common areas. The Ambulance Service provided a list of concerns to present to Council. Judy emailed that list to Council before the meeting. After discussion, Cindy will call the manager, Tim Craft to let him know of Council's concerns for the residents and find out where the building owner stands with addressing those concerns.
- **President:** None.
- **Committees:** None.
- **Sheriff:** October Patrol Reports reviewed.
- **Library:** None.
- **EHB:** None.
- **COG Report:** None.
- **TCC Committee:** None.
- **Ambulance:** Next meeting is Monday, November 23.
- **Zoning Hearing Board:** None.
- **TMA:** Next meeting November 24, 2020.
- **Planning Commission:** None.

Roundtable: Bernadette reported that "Lights Up Night" is scheduled for the first Saturday in December.

Tom Mohney moved to adjourn, 2nd by Bernadette Holzer. Meeting adjourned at 6:05 PM.

Respectfully submitted;



Cynthia S. Crytzer, Secretary