

MEETING MINUTES

December 1, 2020 - 5:00 PM

Being a quorum present, the meeting was called to order with the Pledge of Allegiance at 5:10 PM by Robert G. Holzer. Those in attendance were:

Robert G. Holzer, President
Thomas Mohney, V. President
Douglas K. Chappel
Cindy Crytzer, Secretary

Judith M. McDaid, Mayor (Via Telephone)
Bernadette K. Holzer
Jamie Say

Public Comment: None.

Minutes: A motion was made by Doug Chappel to approve the November 17, 2020 minutes as presented, 2nd by Tom Mohney, motion carried.

Bills: A motion was made by Tom Mohney approve payment of the November, 2020 bills as presented, 2nd by Jamie Say, motion carried.

Correspondence:

- **Email from Andrea Stapleford Re: Cable Franchise Agreement:** Email reviewed. After discussion, Jamie Say moved to authorize Cindy to contact the Cohen Law Group to determine the cost for reviewing the proposed agreement and the time table for that review and opinion, 2nd by Tom Mohney, motion carried. Put on agenda for 12/15 meeting.
- **Emails Between Steve Sherwood and Cindy Re: The Library Bathroom CDBG Grant:** Reviewed. No action taken.

Old Business:

- **GIS Mapping:** Nothing new to report.
- **Elm Street Water Line Project Phase 3:** Completed. Waiting on Payment from the County to pay Klinginsmith
- **Walnut Street Storm Water Line Replacement:** Nothing New
- **Zoning Ordinance Amendment:** Emails between Cindy and the Planning Commission reviewed. Cindy will forward the draft to Andrea as previously directed by Council. Cindy explained that the consultants hired by the Downtown Revitalization Committee were asking what Council wants to focus on. 1. Pedestrian Traffic or vehicular traffic: Pedestrian. 2. Wayfinding signs: Yes. 3. Making community signs the same for continuity: Council wants a definition of continuity in this case. What

are their specific recommendations? 4. Share the road signs, white lines or stamped brick: Due to the width of the streets, share the road signs are the only realistic method.

- **Blight - 138 Elm Street:** Waiting on Contractor availability and a subrecipient Agreement from the County.
- **Water Billing - Multi Family/Use Properties:** Draft of letter to property owners explaining the situation reviewed. No changes made. Cindy will send letters out.

New Business:

- **Home/Office Emergency Office Setup:** Email from Terry Dreihaup to Julie dated November 20, 2020 reviewed. Tom Mohny moved to authorize the purchase of a laptop for Council meeting Zoom use and take home for Julie if remote working is needed. Said purchase not to exceed \$550.00, 2nd by Jamie Say, motion carried. Cindy will determine where to transfer the funds from in the budget to properly account for the equipment purchase.
- **2021 Budget:** Increase of 2021 Millage Rate and the adoption of the 2021 Budget will take place at the 12/15 Council Meeting. Cindy notified Council that the increase in Julie's Hours for 2021 is covered under wages through Julie's insurance stipend that will be reduced in 2021.
- **File Destruction Resolution No. 7 of 2020:** Reviewed. Tom Mohny moved to adopt Resolution No. 7 of 2020 authorizing the destruction of the files listed in the Resolution, 2nd by Doug Chappel. Roll Call Vote as follows: Doug Chappel, Aye; Tom Mohny, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Bob Holzer, Aye. Resolution No. 7 of 2020 adopted.

Non-Agenda Items:

- **Tionesta Manor Emergency Preparedness:** Judy inquired if Cindy had sent a letter to the management of the Manor. Cindy replied that she had contacted the manager and was waiting on a return phone call. Cindy will follow up to ensure the management is addressing the emergency issues raised by the Ambulance Service.
- **Collection Accounts:** Cindy shared the status of one specific utility account with Council. The balance is very high and Cindy wanted direction as to which step to take next. Tom Mohny moved to authorize Andrea Stapleford to send a letter to the property owners demanding a payment arrangement within 30 days or the Borough will begin proceedings with the Court to foreclosure on the existing lien, 2nd by Bernadette Holzer, motion carried.

Executive Session: Called for a personnel matter at 5:55 pm. Regular session was resumed at 6:00 pm.

RESOLUTION NO. 7 OF 2020

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:
2013	Utility Receipt Reports
2013	Trial Balance Reports
2013	Cash Receipt Reports
2013	Payroll Reports
2013	Accounts Payable Reports
2013	Accounts Payable Invoices
2013	Journal Entries
2000-2005	Certificates of Deposit (Except Parker Hunter)
2013	End Of Day Reports
2013	Employee Deductible Bank Statements
2013	Elderly Housing Board Checking and Reserve Bank Statements
2013	PLGIT and Northwest General Accounts Bank Statements
2013	PLGIT Payroll Bank Account Statements
2013	PLGIT Library Maintenance Bank Statements
2013	Janney Montgomery Scott Statements
2013	Future Fund Bank Statements
2013	PLGIT and Northwest Capital Bank Statements
2013	Council Run Bank Statements
2013	Utility Bank Account Statements
2013	Liquid Fuels Bank Account Statements
2013	Pension Bank Account Statements
2013	PLGIT Water Account Bank Statements
2013	PLGIT Sewer Account Bank Statements
2013	PLGIT Trash Account Bank Statements
2013	Northwest Municipal Authority Bank Statements

2013	General Funds Receipts
2013	Forest Co Real Estate Tax Receipts
2013	District Court Fines Receipts
2013	EIT Tax Receipts
2013	LST Tax Receipts
2013	COE Receipts
2013	Building Permits Receipts
2013	EHB Receipts
2013	Miscellaneous Receipts
2013	Liquid Fuels Receipts
2013	Current Year Tax Receipts (Rita Shaffer)
2013	EHB Janney Montgomery Scott Receipts
2013	Janney Montgomery Scott Capital Improvement Receipts
2013	Sheriff Patrol Reports
2013	Armstrong Cable Franchise Fee Receipts
2013	Invoices
2013	Plgit Transfers

ADOPTED as a Resolution for Tionesta Borough, Forest County, Pennsylvania, this 15th day of December, 2020

ATTEST: (SEAL)


Cynthia S. Crytzer, Secretary

TIONESTA BOROUGH

By:


Robert G. Holzer, President

APPROVED this 15th day of December, 2020.


Judith M. McDaid, Mayor

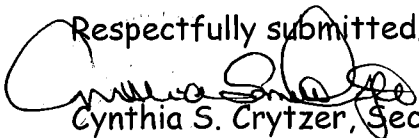
Reports:

- **Mayor** - Mayor McDaid reported that the trees at the Manor were trimmed today and the Wallaces trimmed their tree last week.
- **President** - None.
- **Committees** - None.
- **Sheriff** - None.
- **Library** - None.
- **EHB** - None.
- **COG** - None.
- **TCC** - None.
- **Ambulance Board** - The fulltime employees are in quarantine for 14 days due to COVID exposure. Volunteers are running day and night until the fulltime employees are back on duty.
- **Zoning Hearing Board** - None.
- **TMA** - Bob Holzer reported that the Municipal Authority meet recently and approved the 2021 Budget. They are currently working on two projects. One is for spot repairs. The TMA received a grant for the bulk of the costs. The other project is for replacing old terra cotta lines in the area of the Methodist church. Cindy has applied for an ARC grant for the bulk of that project and will be applying for a grant through the Proper Trust for the engineering costs. It is anticipated that the Spot repair project will begin the spring of 2021. The other project start date will depend on when the grant is approved.
- **Planning Commission** - None.

Roundtable: Bernadette Holzer shared that the Lions Club is providing fruit baskets for Manor residents and area families for Christmas. The Manor residents will get a flashlight and a mask in their fruit baskets. Area families will receive masks in their fruit baskets.

Jamie Say moved to adjourn, 2nd by Tom Mohney. Meeting adjourned at 6:15 pm.

Respectfully submitted;


Cynthia S. Crytzer, Secretary