

**TIONESTA BOROUGH COUNCIL  
MEETING MINUTES  
August 17, 2021**

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  
Bernadette K. Holzer  
Christine Hendryx  
Julie R. Griffin, Admin. Asst.

Dennis W. O'Toole  
Jamie Say  
Kent Ralston, Public Works Director  
Cindy Crytzer, Secretary

**Public Comment:** Robin Perhach, an employee at Tionesta Manor was present. She was concerned about the recent interest in parking at the Manor along River Street. She explained that employees and residents have been parking on the east side of River Street because there is limited parking available at the facility and advocated for the continuation of street parking. Council thanked her for coming to the meeting and sharing her concern. Borough resident Eugene Stewart, who arrived at 4:55 pm was in attendance to voice his concern for the lack of a noise ordinance in the Borough. He stated that quite often there are loud gatherings lasting late into the day/night that disrupt residents. Bob Holzer stated that the Borough doesn't have a noise ordinance at this time but that council was considering the addition of time parameters in the Nuisance Ordinance. Council thanked Mr. Stewart for attending and sharing his concern.

**Public Works:** Kent reported that they had spent three days working at the tennis court, patching and clearing. The old batting cage was removed. The new shed was delivered to the ballfield park last week. The Municipal Authority spot project is complete except for some minor restoration work. Kent met with Joe Bauer of Keller Engineers today and performed a walk through with the contractor. The contractor will be back in a few weeks to finish the restoration work.

**Minutes:** A motion was made by Jamie Say to approve the July 20, 2021 Council meeting minutes and the July 14, 2021 Personnel Committee minutes, 2nd by Denny O'Toole, motion carried.

### **Financial:**

- July Bill List: Reviewed. Denny O'Toole moved to pay the bills, 2<sup>nd</sup> by Bernadette Holzer, motion carried.
- Account Balances 7/31/21: Reviewed.
- Revenue & Expense Statement 7/31/21: Reviewed.

### **Correspondence:**

- **Letter from ISO dated 7/8/2021 regarding the BCEGS rating:** The Borough is rated at a Class 4 for commercial and industrial properties and Class 5 for one- and two-family residential properties. Classifications range from 1-10.
- **Letter from May & Company dated August 3, 2021 regarding the Borough 2020 Audit:** The Audit was filed with the DCED. Reviewed. Denny O'Toole moved to authorize the execution of a representation letter from the Borough to May & Company dated August 3, 2021, 2<sup>nd</sup> by Christine Hendryx, motion carried.
- **Email from Andrea Stapleford dated 8/10/2021 re: Sunshine Act Amendments:** Reviewed.
- **Letter from Paul & Cynthia Millin re: Stormwater flooding:** Reviewed. Cindy will contact Mr. Millin to request a copy of the video referenced in his letter.

### **Old Business:**

- **GIS Mapping:** Field work complete. Waiting on final product.
- **Walnut Street Storm Water Line Replacement:** The bid packet is complete and the project is ready to go to out for bid advertising. Cindy and Kent explained that there are pipe supply issues right now and contractors are having difficulty getting various types of pipe for projects. Chris Ernst with E & M suggested Council wait to bid out the project until February/March of 2022 as contractors are now finishing up with their 2021 construction season projects. After discussion, Denny O'Toole moved to reschedule this project for 2022 due to pipe availability, contractor scheduling issues and put the project out to bid in February or March of 2022, 2<sup>nd</sup> by Christine Hendryx, motion carried.
- **Zoning Amendment:** After discussion, Cindy will begin the process to advertise the new ordinance.
- **Electronic Recycling Event:** Julie presented information she had compiled for an electronic recycling event. There are limited options at this time. Cindy mentioned she had spoken with Mark Kingston and Donna Zofcin

with Forest County requesting that the County coordinate a county-wide electronic recycling event. Christine Hendryx and Julie will follow up with Mark Kingston and report back to Council.

- **Council Run Rip-Rap:** Christine Hendryx moved to authorize Cindy to apply for a \$25,000 grant with the Forest County Conservation District and a Proper grant for the DEP engineering costs at \$3,825, 2<sup>nd</sup> by Jamie Say, motion carried.
- **Code Violations:** Cindy reported that the owner of 101 German Hill Rd. is in the process of obtaining the required permits for a partial demolition. She will follow up with the 214 Elm Street property owner.
- **Employee Pension Plan:** Andrea reviewed/revised the proposed Policy and Procedure for the administration, processing and procurement of professional services contracts for the Borough. Christine Hendryx moved to adopt the policy, 2<sup>nd</sup> by Denny O'Toole, motion carried. Jamie Say moved to authorize Cindy to proceed with the advertising process and the Request for Proposals, 2<sup>nd</sup> by Denny O'Toole, motion carried.
- **Dale Street Extension Water/Sewer Rehab:** Cindy must have an estimated cost for the project and was directed to contact Chris Ernst with E&M Engineering.
- **Sidewalks:** In process.
- **Library Stormwater/Sewer Engineering Estimate:** The engineering cost for a DEP permit for this project is \$8,250.00. Jamie Say moved to apply for a Proper grant for \$8,250.00, 2<sup>nd</sup> by Christine Hendryx, motion carried.

#### **New Business:**

- **Excessive Noise Complaint:** Mr. Stewart shared his concern of the excessive noise in his neighborhood. Cindy stated this isn't the only complaint she's received for excessive noise in the Borough. Council reviewed Andrea Stapleford's email of 8/12/2021. She suggested inclusion of additional language in the existing nuisance ordinance to address this issue. After discussion, council requested Andrea draft the amendment and include 10:00 pm as the cut off time for Sunday through Thursday nights and 12:00/midnight as the cut off time for Fridays, Saturdays and holidays.
- **County Liquid Fuels Allocation - \$1,500:** Kent and Cindy suggested using this year's allocation toward the recently painted crosswalks. Jamie Say moved to adopt Resolution No. 4 of 2021, 2<sup>nd</sup> by Christine Hendryx, Motion

carried. Roll call vote as follows: Denny O'Toole, Aye; Christine Hendryx, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Bob Holzer, Aye. Resolution 4 of 2021 was adopted.

- **Julie's Desk:** The drawers are falling out and Kent can't fix them again. There is \$260 in the budget for new chairs for Julie and Cindy. Cindy requested to use that line item in the budget for a used replacement desk. Jamie Say moved to authorize the use of \$260 from 30-430-749 for a desk in lieu of the chairs, 2<sup>nd</sup> by Denny O'Toole, motion carried.
- **River Street Parking:** After discussion, this issue was tabled until the next meeting for further consideration.
- **2021 CDBG Application:** No application submittal for the Borough this year as there are no projects that qualify.
- **Port-a-Jon in Grocery Store Parking Lot:** Mike McConnell and Doug Daum are paying for and cleaning the facility which is available for visitors who may need to use a restroom.
- **Appoint Auditor for 2021:** Resolution No. 2021-5 for the appointment of May & Company, James Heasley, CPA to serve as the Borough Auditor for the 2021 audit. Jamie Say moved to adopt Resolution No. 2021-5, 2<sup>nd</sup> by Bernadette Holzer, motion carried. Roll Call Vote as follows: Denny O'Toole, Aye; Christine Hendryx, Aye; Jamie Say, Aye; Bernadette Holzer, Aye; Bob Holzer, Aye. Resolution 2021-5 was adopted.
- **Ray Zuck – 401 Elm Street Water Service:** No action taken.

**Non-Agenda Items:** None.

**Executive Session:** None.

#### **Reports:**

- **Mayor:** Mayor McDaid was unable to attend the meeting and presented her report in writing. She was asked to write a letter of support for the establishment of a WIC Program in Forest County, Tionesta Borough. She did so and submitted on 7/26/2021. She thanked Council for granting her the budgeted amount of \$350 to attend the PA State Mayors Conference. She appreciated the help with the costs. She attended Boy Scout Troop 82's Eagle Court of Honor. Recently, Judy was made aware of a complaint about street parking on River Street at the

Manor. She noted that the Sheriff's Dept thought that parking there was unsafe.

- **President:** None.
- **Committees:** Personnel & Budget Committees to meet September 15 @ 4:30 pm to begin the 2022 budget process.
- **Sheriff:** June & July 2021 patrol reports reviewed.
- **Library:** Quarterly report & May 5, 2021 meeting minutes reviewed.
- **EHB:** None.
- **COG Report:** None.
- **TCC Committee:** None.
- **Ambulance:** Judy's written report stated that the ambulance service now has two full time EMTs from 7-3 on Mondays and 8-4 on Tuesday through Friday. They are in the paperwork process with a part time EMT. They are continuing to look for week-end paid coverage and are looking at differently configured work schedules.
- **Zoning Hearing Board:** None.
- **TMA:** None.
- **Planning Commission:** None.

**Roundtable:** Jamie Say reported that the crosswalks were painted at night without lights and a flagger.

Jamie Say moved to adjourn, 2<sup>nd</sup> by Christine Hendryx, motion carried. Meeting adjourned at 6:33 PM.

Respectfully submitted;

Cynthia S. Crytzer, Secretary